

**SECRET**  
**(FOR DEPARTMENTAL USE ONLY)**

**MAINTENANCE**

**OF**

**POLICE STATION RECORDS**

**DELHI POLICE**

## **POLICE STATION RECORDS**

Proper maintenance of Police Station records is a pre-requisite for the smooth functioning of a Police Station. These records are of immense help in the prevention and detection of crime and in keeping track of the movements of criminals. Since these records are of paramount importance, it is the duty of an Officer Incharge of a Police Station to ensure that these records are safely kept and do not deteriorate from damp, vermin or other causes.

Every Police Station register is required to be paged in English. No page should be torn out of a register. Any correction required to be made should 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 should not be pasted over a mistake. All entries should be neatly and clearly written and all the corrections should be attested by the signature of the officer making them.

The following registers are required to be maintained in each Police Station :-

### **REGISTER NO. 1 FIRST INFORMATION REPORT REGISTER**

The First Information Report register shall be maintained on a printed book in form 24.5(1) as given in Annexure-1 consisting of 200 pages. It shall be completely filled before a new register is commenced. Cases shall bear an annual serial number in each Police Station for each calendar Year. Every four pages of the register shall be numbered with the same number and shall be written at the same time by means of carbon copying process. The original copy shall be a permanent record in the Police Station. One copy shall be sent to the DCP, one to the magistrate empowered to take cognizance of the offence and the third to the complainant.

A warning stating therein that 'Burking or writing incorrect report is an offence punishable under section 218 IPC' shall be affixed to the cover of every FIR book before bringing it to use.

Note :- Additional copies of FIR may be prepared for CRO & sent to I/C CRO). This register is a permanent record.

### **REGISTER NO. 2 DAILY DIARY REGISTER**

This register is maintained of form 22.48 as in Annexure-2. It shall be maintained by means of carbon copying process. There shall be two copies. The original will remain in the Police Station and the carbon copy shall be sent to ACP/Incharge of the Sub-Division.

The DCP shall fix hours at which station diaries shall be daily opened & closed. All entries in the daily diary shall be made by the Officer In- charge of the Police Station, Duty Officer or the Station Clerk. Each separate entry shall be numbered and the time at which it was made shall be mentioned in each such entry.

The opening entry each day shall give the name of each person in custody, the offence of which he is accused and the date and hour of his arrest.

The last entry each day shall show the balance of cash in hand as shown in cash register.

Any Police Officer who enters or causes to be entered in the daily diary a report which he knows, or has reasons to believe, to be untrue, whether he has or has not been directed to make such entry, shall be ordinarily dismissed from service as per P. P .R .22.50. A copy of this rule shall be affixed to the cover of the daily diary in every Police Station.

As per P. P. R. 22.51 daily diaries may be destroyed two years after the date of the last entry.

The following matters shall be entered in the daily diary apart from the above:

1. The name of accused persons with complete details including whether in custody or on remand shall be entered.
2. Information regarding commission of non-cognizable offences including reports of enmities likely to lead to a breach of peace.
3. The gist of FIR registered giving the No. FIR offence and the section of law under which the case is registered.
4. The hour of arrival and departure On duty at or from a Police Station of all enrolled police officers of whatever rank, whether posted at the police station or elsewhere, with a statement of the nature of their duties. This entry shall be made immediately on arrival or prior to the departure of the officer concerned and shall be attested by the latter personally by affixing his signature.
5. Every officer returning from any investigation shall record his arrival regarding the investigation made, places visited the details of property seized & deposited in the Malkhana.
6. All case property received or released from P.S. Malkhana.

7. All case properties which are dispatched & subsequently deposited in Sadar Malkhana.
8. The hour of receipt & dispatch of all communications, cash etc. shall be entered. A road certificate shall be issued for di patch (Reg. No. 21) and a receipt will be issued regarding cash etc. (Register No.22).
9. All arrivals at and dispatches from police station of persons in custody and all admissions to and removal from the police station lock up, whether temporary or otherwise.
10. The hour & date of receipt and of service or execution of process i.e. summons or warrants and hour and date of return made of each such process.
11. Report regarding properties in Malkhana (Store Room) under P.P. Rule 22.18. It is mandatory for the SHO to check the Malkhana and the properties therein twice a month. The report as required under P.P. Rule 22.18 shall be made on the day after checking.
12. The report regarding excess of expenditure over the permanent advance (as laid down in PP Rule 22.71).
13. The deposit or removal from the post office safe if embedded in the police station, the exact hour being given in every case.

A Certificate to the effect the daily diary contains 200 pages will be affixed by S.H.O. on each Daily Diary before it IS commenced.

The Daily Diary is being maintained in two parts. In part A (DD-A) reports regarding apprehension of breach of peace, gist of non-cognizable reports (if not entered in Non-cognizable Reports Register), gist of FIR, section of law etc., shall be recorded when a case is registered. Apart from this all important matters including persons arrested, persons in custody, deposit of case property seized by IOs, dispatch of case property from PS, receipt of summons- and warrants, checking of properties lying in Malkhana, reports regarding cash kept in Malkhana or excess expenditure etc. shall be entered. Information regarding checking of B.Cs. or about their activities will also be mentioned for being used later to make entries in the History Sheets. The IOs on their arrival after investigation & enquiries in various cases reports marked to them, shall make a mention in the Daily Diary about the action taken by them on such investigation reports.

In part B (DD-B) routine entries like arrival & departure of policemen, dispatch of patrolling staff, posting of pickets, arrival & departure of policemen sent for process service duties

or who are sent to summon persons u/s 160 Cr. PC for purpose of investigation will also be mentioned.

### **REGISTER NO. 3**

This register shall be maintained in two parts in accordance with PPR 22.53.

#### *Part (i) Standing Order Book*

All standing orders of the Commissioner of Police, Addl. Commissioner of Police and Deputy Commissioner of Police shall be entered in a file book. These standing orders shall be continuous for five years and the file shall be indexed.

#### *Part (ii ) Circulars and other Orders*

In each Police Station 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. These files shall be destroyed after two years.

### **REGISTER NO. 4 ABSCONDERS REGISTER**

This register shall be maintained in the following parts: -

Part (i) This part shall contain the names of all absconders in cases registered in the home police station and shall be maintained in form 22.54(a) as in Annexure - 3.

Part (ii) --- The names of absconders in cases registered in other police stations but resident of or likely to visit the home police Station shall be written in this part which shall be maintained in form 22.54 (a) .The entries of residents of home police Station shall be made in red ink.

Part (iii) --- Will contain the names of deserters from e army and shall be maintained in form 26.16(6) as in Annexure-4.

As soon as an absconder has been proclaimed under section 83 of the Code of Criminal Procedure, his name shall be entered in the Proclaimed Offenders list.

When an absconder is proclaimed under section 83 Cr. PC, his name should be entered in Register No. 10 Part-A of the Home Police Station and his History Sheet should be opened in red ink.

## **PROCLAIMED OFFENDERS, REGISTER**

There is no provision in the PPR for maintaining proclaimed offenders register in a Police Station. As per PPR 23.25, a list of proclaimed offenders shall be hung up in the office and notice board of the Police Station. However, as per PPR 23.22 a proclaimed offenders register shall be maintained in form 23.22 (1) in each District by the head of the Prosecution agency. This register shall be maintained ,in two parts: -

Part I --- In part-I shall be entered the names of proclaimed offenders who are residents of home Police Station irrespective of the Police Station in which proclaimed.

Part II --- Shall contain the name of proclaimed offenders of the Police Station but not residents of the home Police Station.

Note: -- For convenience and ready reference, the P.O.'s register should be maintained in the police Station as well as mentioned above in the form 23.22 (1) as in Annexure 34.

## **REGISTER NO. 5 REGISTER OF CORRESPONDENCE**

This register shall be maintained in two parts in Form 22.55 as in Annexure-5.

*Part I* -- Shall contain a brief abstract of all reports and orders received at the Police Station and of all letters and replies dispatched from the Police Station. This register is merely a receipt and dispatch register and is not meant as a record of full correspondence. The register shall be destroyed after two years.

*Part II* -- The receipt and return of summons and warrants shall be entered.

On the last day of each month, a statement giving the following information shall be entered: --

Number of summons remaining unexecuted at the end of previous month, No. of summons received during the current month, No. of summons executed during the current month, No. of summons remaining unexecuted at the end of the month. Similar statement regarding warrants shall also be entered.

## **REGISTER NO. 6 MISCELLANEOUS REGISTER**

This register shall be divided into four parts: --

*Part I -- This part is not being maintained in the Police Station now as verification regarding Government Service is being done by Special Branch.*

*Part II -- List of persons on security under the provisions of Code of Criminal Procedure and Local and Special Laws in form 27.16(6) as in Annexure-7*

*Part III -- Carbon copies of all 'Kalandras' (Complaints).*

*Part IV -- Carbon, copies of all inquests. A yearly index will be maintained for this part.*

This register may be destroyed seven ye after the last entry .

### **REGISTER NO. 7 AND 8 NOT BEING MAINTAINED**

### **REGISTER NO. 9 VILLAGE CRIME REGISTER**

This is a very important register from the crime and criminals records point of view. This register shall be maintained in the following five parts in accordance with PPR 22.59. The Village Crime register is an unpublished official record relating to the affairs of the State and is a privileged document under section 123 of the Indian Evidence Act

Part I-This register will be maintained in Form 22.59(1)A as in Annexure 8 containing information about a beat. A separate register shall be maintained for each beat.

Part II-This register shall be maintained in Form 22.59(1)B as in Annexure 9. A separate register shall be maintained for each beat. Any crime registered in the area of the beat shall be entered in this register.

Part III-This register is an index to the criminals of the area and shall be maintained in Form 22.59 (1) C as in Annexure 10 separately for each beat. In this register shall be entered the names of persons residing in a beat who have been arrested or a against whom strong suspicion of involvement in cognizable cases, whether the case occurred in the beat or not, exists. A separate entry shall be made for each suspect with a separate serial number. When the person is again arrested or suspected, a fresh entry shall bear the previous serial number or the number of suspicion and shall be entered below it in the form of a fraction. Persons who are suspected to have committed an offence and arrested ills 41 Cr. PC would also be entered as above.

Part III-A This register shall also be maintained separately for each beat in form 22.59 (1) C as in Annexure 11. In this register the names of the following persons of doubtful character who visit the beat shall be entered: -

- (i) Persons whose History sheets are on record Bundle 'A'.
- (ii) Persons established through information sheets (stranger rolls) to be of doubtful character.
- (iii) Persons arrested in the beat under section 41/109, Code of Criminal Procedure, provided that no entry shall be made unless the persons concerned are placed on security.

(Note: -- An entry shall also be made in Register No. 6, Part-II).

Part-IV this is a confidential register and shall remain in the personal custody of the Officer Incharge of the Police Station. This register shall be kept in form 22.59(1)D as in Annexure 12. The following matters shall be entered in this register: -

- (i) 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.
- (ii) Special types of lawlessness or crime to which the inhabitants of the area are addicted.
- (iii) Notes on gangs operating in the area.
- (iv) Notes on personal, land, communal and other feuds, which are liable to cause breach of peace.
- (v) Notes on fairs and similar occasions requiring the special attention of the officer in-charge of the Police Station.
- (vi) Notes on criminals of other areas who commit crime in the jurisdiction.
- (vii) A list of respectable inhabitants of the area who can provide important information regarding proclaimed offenders and absconders.
- (viii) Convictions under section 124-A and 153-A IPC.

#### *Part V - The Conviction Register*

It is a permanent record of the crime and criminals and of previous convictions. It is to a great extent the basis for the preparation of History sheets and other measures of surveillance. It shall be maintained in form 22.59 (1) E as in Annexure 13. Entries in this



register shall be made by the Officer Encharge of the Police Station personally or under his special or general orders. Each entry shall be signed by the Officer Incharge of the Police Station personally. Every conviction shall be given one permanent serial number. When a person is reconvicted, the fresh entry shall bear the same serial number and the number of conviction shall be entered below it in the form of fraction. When two or more offenders are jointly convicted of committing one and the same offence and when there is reason to believe that they had acted in concert, a cross reference shall be inserted in the remarks column of the register, drawing attention to the fact. Entries in this register shall be confined to the following offences only :-

1. *Indian Penal Code*

*Chapter Sections*

XI	193 to 195	}	Giving or fabricating false evidence.
	211 377	}	False charge of committing an unnatural offence.
XII	231 232	}	Counterfeiting coin.
	233 to 235	}	Making, buying selling or having in possession instruments or material for counterfeiting coin.
	235 236	}	Abetting the counterfeiting of coin out of India.
XII	237 and 238	}	Import or export of counterfeit coins.
	239, 240, 242, 243	}	Possession or delivery of counterfeit coin.
	244	}	Unlawful alteration of weight or composition of

	245		Unlawful removal of coining instruments form Mints.
	246 to 253	}	Unlawful alteration of weight, composition or appearance of coin and possession and delivery of such coins.
	255		Counterfeiting of Government stamps.
	256 and 257	}	Making, buying selling or having in possession instruments or material for counterfeiting Government stamps.
XII	258 and 259	}	Possession or sale of counterfeit Government stamps.
	260		Using of counterfeit Government stamps
	261 to 263	}	Fraudulent effacement or erasure of Government Stamps
XVI	311		Being a thag.
	354		Indecent assault on a woman.
	363 to 369	}	Kidnapping.
	376		Rape.
	377		Unnatural offence.
XVII	379 to 382	}	Thefts of all kinds.
	384 386 to 389	}	Extortion of all kinds, except section 385.

	392 to 394 397 and 398	}	Robbery of all kinds.
	395, 396, 399, 402	}	Dacoity of all kinds
	400 and 401	}	Belonging to a gang of thieves or dacoits.
	404		Dishonest misappropriation of property belonging to a deceased person.
	406 to 408	}	Criminal breach of trust by public servant.
	411 to 414	}	Receiving stolen property.
	418 to 420	}	Cheating of all kinds, except, simple cheating (section 417)
XVIII	429 to 433 and 435 to 440	}	Extortion of all kinds, except section 385.
	429 to 452	}	House-trespass in order to commit an offence.

454 to 458	}	Lurking house-trespass or house-breaking other than simple (section 453.)
459 and 460	}	Grievous hurt or death caused in house-breaking.
461		Dishonestly breaking open a closed receptacle.
462		Fraudulently opening a closed receptacle held in trust.
465 to 469	}	Forgery.
489A to 489D	}	Forgery of currency notes and Bank notes.

2. Code of Criminal Procedure  
Sections 108, 109 and 110.

3. Miscellaneous Acts

- (i) Sections 3 and 4 of the Gambling Act.
- (ii) Offences under the NDPS Act.
- (iii) Offences under the Indian Arms Act.
- (iv) Offences under Terrorists and Disruptive (Prevention) Act.
- (v) Offences under the Immoral Traffic (Prevention) Act, 1956.

4. Other Offences

All offences and cases in which subsequent conviction would render the person convicted liable by law to enhance punishment.

**REGISTER No. 10, SURVEILLANCE REGISTER**

This register shall be maintained in two parts A & B in Form 23.4

- (1) As Annexure-14 - The surveillance register shall be written by the Officer Incharge of the Police Station Personally or by his junior, neatly.

Part A--In this part, the names of persons commonly residents of the jurisdiction of the Police Station and who belong to one or more of the following classes shall be entered. No entry in this part shall be made except by the order of a G. O. and every entry shall be attested by the G.O.

- (i) All persons who have been proclaimed under section 83 of the Code of Criminal Procedure.
- (ii) All released convicts in regard to whom an order under section 356, Criminal Procedure Code has been made.
- (iii) All convicts the execution of whose sentence is suspended in the whole or any part or whose punishment has been remitted conditionally under section 432, Criminal Procedure Code.

Part-B--In this part the names of the following categories of persons may be entered under the written order of the D. C .P. who is strictly prohibited from delegating this authority. Before the name of a person is entered in this part, a history sheet shall be opened for such person:

- (i) Persons who have been convicted twice or more of offences whose entry is to be made in Register IX Part - V.
- (ii) Persons who are reasonably believed to be habitual offenders or receivers of stolen property whether they have been convicted or not.
- (iii) Persons under security under section 109 or 110 of the Code of Criminal Procedure.
- (iv) Convicts released before the expiry of their sentences under the Prisons Acts and Remission Rules without imposition of conditions.

Note:-- Before Opening of History Sheet, the P.P. should be opened compulsorily.

B.C. Roll register is also a part of Register No.10.

### **REGISTER NO. 11 INDEX REGISTER**

This register shall be maintained in two parts: --

Part-I In Form 23.14(1) (A) as in Annexure 15, history sheets and personal files shall be entered in a serial number as they are opened. This serial number shall be permanent and shall not be altered when one history sheet is transferred from one bundle to another. This serial number shall also not be re-allotted until the history sheet has been destroyed or transferred to another Police Station.

Part II Shall be an alphabetical index of personal files and history sheets in Form 23.14(1) (B) as in Annexure 16.

History sheets shall be prepared of persons accused more than twice of offences falling in chapters 12 & 17 of the IPC.

- (i) All POs of home police station (in red ink) .
- (ii) All persons who are externed u/s 47-48 D.P. Act, 1978. After the externment period, the History Sheets shall be transferred to personal files.
- (iii) All dangerous criminals who are addicted to crime (P.P.Rules 23.9).
- (iv) Numbered personal files of all the History Sheets, Misc. Complaints shall be kept in personal Files.

### **REGISTER NO. 12 INFORMATION SHEETS DESPATCHED**

Information sheets in form 23.17 (1) shall be issued by an Officer Incharge of a Police Station or on his behalf as a means of ascertaining the antecedents of persons who are residents of the jurisdiction of other Police Stations and

- (a) Who are believed to have committed an offence, whether they have been arrested or not.
- (b) who have been arrested under section 41 (2) of Criminal Procedure.
- (c) who are genuinely believed to be under suspicion. The Despatch of information sheet issued shall be entered in Register No.12, which shall be maintained in Form 23.17(2) as in Annexure-17.

Information Sheet of the arrested person shall be issued thrice firstly at the time of arrest, secondly at the time of conclusion of investigation and finally after the conclusion of judicial trial or magisterial proceedings.

## **REGISTER NO. 12-A INFORMATION SHEET RECEIVED**

The officer incharge of a police station receiving an information sheet shall cause an entry to be made in this register to be maintained in Form 23.17(6) as in Annexure 18.

Register No. 12 and 12-A shall be destroyed seven years after the last entry.

## **REGISTER NO. 13 MINUTE BOOK FOR GAZETTED OFFICERS.**

This is maintained on a blank register. The Gazetted Officers on their visit to a Police Station shall give their remarks requiring the attention of the officer Incharge in this register.

## **REGISTER NO. 14 FILE BOOK OF INSPECTION REPORTS**

This is a file cover of standard size in which inspection reports by Gazetted Officers are kept.

**REGISTER NO. 15** Not being maintained in Delhi as such records are maintained by the Municipal authorities.

**REGISTER NO. 16** This register shall be maintained in four parts:

Part I—Not being maintained.

PART II—Part II shall be maintained in Form 22.67(B) as in Annexure 19. In this register, the names of Police Officers attached to the Police Station with dates of their appointment and transfer shall be entered.

Part III- This Part shall be maintained Form 5 .16( 1) as in Annexure 20. In this register Government property in use and on the charge of the Police Station shall be entered.

Part IV-Not being maintained.

## **REGISTER NO. 17 REGISTER OF LICENCES**

This register shall be kept in the following 6 parts: --

*Part I-REGISTER OF ARMS ACT LICENCES:* This register shall be kept in two parts in Form 22.68(a)(1) as in Annexure 21 and 2.68 (a) (4) as in Annexure 22.

*Part II-LICENCES UNDER THE EXCISE LAWS:* This part shall be maintained in Form 22.68 (b) as in Annexure 23.

*Part III-LICENCES UNDER THE EXPLOSIVE ACT:* This part shall be maintained in Form 22.68(c) as in Annexure 24.

*Part IV-LICENCES UNDER PETROLEUM ACT:* This part shall be maintained in Form 22.68(d) as in Annexure 25.

*Part V-LICENCES UNDER THE POISONS ACT:* Shall be entered in this register to be maintained in Form 22.68( e) as in Annexure 26.

*Part VI-LIST OF SARAIS, HOTELS, GUEST HOUSES ETC:* Registered under the Sarais Act shall be entered in this register to be maintained in Form 22.68(f) as in Annexure 27.

Part I to V except form 22.68(a) (4) shall be destroyed one year after the expiry of the period of the license. As regards Part- VI when it is filled up, all uncanceled entries shall be transferred in a new register and the old register destroyed.

### **REGISTER NO. 18 RECEIPT BOOK FOR ARMS AND AMMUNITION OF MILITARY STORES**

This book shall be kept in triplicate in form 22.69 as in Annexure 28. The arms, ammunition OT military stores deposited, seized or brought to the police Station when such seizure is not otherwise reported shall be entered in this register. One copy will be affixed to the weapon or article, the duplicate shall be given to the depositor and the original shall remain in the book.

This book shall be destroyed five years after the date of the last entry.

### **REGISTER NO. 19**

This register shall be maintained in Form 22.70 as in Annexure 29. All case properties, articles of personal search, properties seized in Kalandras, inquests etc. shall be entered in this register. The articles released shall be entered in the appropriate column and every such release shall be attested either by the Officer Incharge or by the investigating Officer. The Officer Incharge shall physically check the articles once in a fortnight and make a note to this effect in this register and daily diary. On the last day of every calendar year, this register shall be brought forward in red ink by making entries of unreleased articles. The entries so brought forward shall be made serial-wise. The serial number of the preceding year shall also be written in fraction.



This register may be destroyed three years after the date of the last entry.

In this register each entry should be attested by the I O & MHC (M) at the time of depositing the case property in the Malkhana.

## **REGISTER NO. 20**

This register shall be maintained in two parts: --

### *Part I-CASH REGISTER*

Cash register shall be kept in Form 10.52(a) as in Annexure 30. In this register an account receipt and disbursement of pay, travelling allowances etc. shall be maintained. The account shall be balanced daily and attested by the Officer Incharge of the Police Station. The Officer Incharge of the Police Station shall personally check the correctness of this register once a month and make a note in the cash register to that effect.

### *Part II-PERMANENT ADVANCE REGISTER*

This register shall be maintained in form 10.52 (b), as in Annexure 31. In case excess amount is spent, entry shall be made in Red ink (deficit amount).

## **REGISTER NO. 21 ROAD CERTIFICATE:**

Road Certificate shall be kept in a bound book in duplicate in Form 10.17 as in Annexure 32. Each Certificate shall be given an annual serial number for each Police station. A Road Certificate shall accompany all sums of money, articles of Malkhana and challans of cases sent from the Police Station. Each book shall be destroyed three year after the date of the last road certificate.

## **REGISTER NO. 22 PRINTED RECEIPT BOOKS**

This is a register containing 100 receipt forms in duplicate in form 10.14 (1) as in Annexure 33. These books shall have printed serial numbers and only one such book shall be in use at a time. These serial numbers shall be checked before bringing it into use. If any serial number is missing or wrongly printed, it shall be brought to the notice of the Officer Incharge of the Police Station and a report shall be entered in the daily diary. For all sums of money received in a Police Station, a receipt from this book shall be issued to the remitting party under the signature of the Officer Incharge of the Police Station or the station clerk. Necessary entry shall be made in the cash register and attested by the Officer Incharge of the Police Station.

## **REGISTER NO. 23 POLICE GAZETTE AND CRIMINAL INTELLIGENCE GAZETTE**

The Police Gazette and Criminal Intelligence neatly filed in separate cardboard covers.

## **REGISTER NO. 24 POLICE RULES**

The copies of Police Rules must be kept up-to-date.

## **REGISTER NO. 25 CONFIDENTIAL REGISTER**

This is a blank register which shall remain in the personal custody of the Officer Incharge of the police Station. The Officer Incharge of the Police Station on his transfer shall record a confidential note in this register for the assistance of his successor. The confidential, charge note shall contain miscellaneous local information, which the outgoing officer has gathered during his stay in the jurisdiction. The following matters may be mentioned in these notes :-

- (a) The character and capacity of the members of staff of the Police Station.
- (b) Residents of the jurisdiction who are useful to the police.
- (c) Directions in which co-operation with other Police Station is necessary.
- (d) Special factors affecting crime and other problems in the Police Station.
- (e) Matters of temporary importance, under investigation etc.

### **1. *Non-Cognizable Register***

This register is maintained in accordance with section 155 Cr.PC which prohibits the police to investigate a non-cognizable offence unless authorized by the magistrate to investigate such an offence.

On receipt of an information about a non-cognizable offence, the officer incharge of a police station or the duty Officer on his behalf, shall record the information in the non-cognizable register and advise the complainant to seek redress in a court of law. The report so recorded will be read over to him and got signed. A copy of the report shall be given to the complainant.

(Non-recording of report by a police officer constitutes an offence U/S 177 IPC) .

2. *Maintenance of Register Regarding Missing Persons*

A register regarding Missing Persons shall be maintained at all the police stations to keep a proper record of missing persons, their being traced later as also about the action taken to trace them. As soon as the information about the missing of a person or a child is received at the police station, the duty officer or the officer incharge of the police station shall record a daily diary entry in the police station giving complete description of the missing person, including sex, age special marks of identification, dress worn by him/her and the circumstances leading to the disappearances. As soon as such a report is recorded, the duty officer/SHO shall send a copy of the same to the Inspector, Incharge, Missing Persons Squad who is charged with the responsibility of taking action to trace the missing person. This would in no way absolve the local police of its responsibility in taking appropriate action to trace such person(s). The MPS would pass an information to AIR, Doordarshan and C.R.O, giving all the details as mentioned above. A photograph of the missing person shall also be sent for telecasting and publication in the C.R.O gazette. Field enquiries will be taken up immediately and where it is suspected that the children or the missing person has been kidnapped/abducted, a case will be registered. The local police may either suo-moto register a case or do on receipt of a report from the Inspector I/C MPS.

In order to have complete information on a uniform pattern, the SHOs shall maintain a register on the Performa as mentioned below :-

S. No.	DD no. of Missing report	Description/particulars of the person-including his/her address
1	2	3
The DD no. or the reference number by which information was sent to MPS		
4		
DD no. about the person (if traced) DD entry regarding final information by PS Staff & final information Sent to MPS	DD entry regarding final information received from MPS --- giving the serial No. of MPS register (if Missing person is traced by MPS)	
5	6	
Information regarding restoration of Missing Person	Information to be entered regarding the Persons sent to Nari Niketan or Remand Home	
7	8	

As soon as the missing person is recovered/ traced, he/she shall be immediately restored to the lawful guardian. If the missing person is traced and brought by any member of the

public, detailed information about the circumstances under which he/she was recovered may be mentioned and the MPS informed.

In case a female or a child is traced (who might have come from some other place) and does not have any abode in the city, she will be sent to Nari-Niketan. A male child will be sent to the Children Home/Remand Home. Information about this shall also be given to the MPS.

In addition to the Registers prescribed in Punjab Police Rules the following additional Registers are also maintained in the Police Station :--

3. *Standing Order No. 42*

Police Action against Hooliganism :

Rough Register Part 'A'-- Names and particulars of confirmed goondas who are residents of the P.S. concerned.

Rough Register Part 'B' - Names and particulars of confirmed goondas who are not residents of P.S. but operate in that jurisdiction.

Rough Register Part 'C' - Names and particulars of those who are novices in hooliganism irrespective of whether they reside in the area of the P.S. or not.

4. *Standing Order No. 138*

Para 16(ii) mentions about the S.H.O. maintaining a Register for all cognizable crimes. A detail of measures adopted by the local police to prevent recurrence of crime - in the particular area requires to be mentioned in it.

5. *M.L.C. Register*

Entries about MLCs in which result is awaited from the hospital are made in this Register.

6. *Anti-Goonda Census Register*

Beat-wise activities of goondas and other anti-social elements operating in the area of the P.S. are entered in this Register.

7. *Banks Checking Register*

It contains the names of Banks, their location, name of their Manager, particulars of the employees, Security measures at the Bank, deployment of armed guard, system of

Alarm/siren etc. are entered in the Register.

8. *Schools and Colleges dropouts Registers.*

Contains the names of School/College dropout residing in the jurisdiction of the P.S. and of the those belonging to other areas but were students of Schools/Colleges falling under the area of the P.S.

9. *Briefing and De-briefing Register of Beat Constable*

It contains the particulars of the beats, name of the beat constable, data of his posting as a beat Constable, day to day information given by the Constable, Information about the criminals operating/residing in the area, day to day briefing given to the constable etc.

10. *Special Police Officers Register*

This register contains the names of S.P.Os, their addresses, telephone number and details of valuable information and work done by them.

11. *Register of Markets and Residents Welfare Associations and Respectables*

This register contains the names of markets and particulars of the residents Welfare Associations in the P.S. area.

12. *Drug Addicts Register*

It contains the names, residential address and a brief history of drug addicts in the P.S. jurisdiction.

13. *Register of Communalists and, other activists*

It contains the names and addresses of communalists, mischief mongers, instigators of communal passion, details of probable hide outs of communalists/extremists etc.

14. *Domestic Servants verification Register*

It contains the names of domestic servants, particulars of their native place, names of the Police Stations and Distt., name of the employer, result of verification done etc. The photograph of the servant is also affixed in this register.

**ANEXXURE-1**

**FORM NO. 24.5(1)**

**FIRST INFORMATION REPORT**

**FIRST INFORMATION OF A COGNIZABLE CRIME REPORTED UNDER SECTION 154 CODE OF CRIMINAL PROCEDURE**

Police Station .....District .....

No. .... Date and hour of occurrence .....

.....

1.	Date and hour when reported	
2.	Name and residence of information and complainant	
3.	Brief description of offence (with section) and property carried, off, if any	
4.	Place of occurrence and distance and direction from Police Stn.	
5.	Steps taken regarding investigation, explanation of delay in recording information	
6.	Date and hour of despatch from police station	

Signed .....

Designation .....

First information to be recorded below)

**ANEXXURE-2**

**FORM NO. 22.48**

**THE STATION DAILY DIARY**

SI. No.	Name of reporter	Substance of report



**ANEXXURE-3**

**FORM NO. 22.54 (a) PART 1**

**POLICE DEPARTMENT**

**DISTRICT**

Absconders in cases registered in the home Police Station.  
(Resident of the home Police Station to be written in red ink)

Serial No.	1	2	3	4	5	6	7	8	9
		Name, Parentage, caste & description of absconders	Residence i.e. village, Police Station & District	Offence, FIR No. and date, Places and date of offence	Reward offered	Clue to probable where about	Action taken to procure arrest	Signature of Gazetted Officer	Date of arrest, death, cancellation of removal to proclaimed offenders list

POLICE DEPARTMENT

..... DISTRICT.

**FORM NO. 22.54 (a) PART ii**

Absconders in cases registered in other police station, but residents of, or likely to visit, this Police station.

(Residents of the Home police station to be written in red ink)

1	2	3	4	5	6	7	8	9	10
Serial No.	Police station or district submitting Notice. Name of absconder	Parentage, caste and description	Residence i.e. village, police station and district	Offence, F.I.R. No. and date, Places and date of offence	Reward offered	Clue to probable where about	Action taken to procure arrest, details to be given as to :- (a) Action taken under section 512 87/88, Code of Criminal Procedure, with date (b) Details of any other action taken, with dates and name of court	Signature of Gazetted Officer	Date of arrest, death, cancellation of removal to proclaimed offenders list offenders list

**ANEXXURE-4**

**FORM NO. 26.16(6)**

**POLICE DEPARTMENT**

**REGISTER OF DESERTERS**

**DISTRICT**

1	2	3	4	5	6	7	8	9
Serial No.	Dt. of entry in the register	Name, parentage, caste and description of deserter	Residence	Date of desertion and regiment or Corps of deserter	Reference to letter intimating information regarding deserter	Date of arrest	Name and rank of officer arresting deserter	Remarks showing action taken to secure arrest

**ANEXXURE-5**

**FORM NO. 25.55  
REGISTER OF CORRESPONDENCE**

<b>STATION</b>		<b>DISTRICT</b>				
1	2	3	4	5	6	7
No.	Date or order etc.	By whom issued	Substance or order or letter received	No.	Date of report	Substance of report or letter despatched

**ANEXXURE-6**

**FORM NO. 22.56(1)**

**CHARACTER ROLLS OF GOVERNMENT SERVANTS OR APPLICANTS FOR GOVERNMENT  
EMPLOY, VERIFIED BY THE POLICE**

1	2	3	4	5	6	7	8	9
	Date of receipt of roll	From whom received	Where employed or service for which applying i.e. Railways, Police, Military etc.	Name & Percentage of applicant	Village of which resident	How, when, and by whom character tested and result of enquiries	Date of return of roll	Remarks

**ANEXXURE-7**

**FORM NO. 27-16(6)**

**VERNACULAR REGISTER OF PERSONS ON SECURITY TO BE OF GOOD BEHAVIOUR, THE  
NAMES OF SURETIES ETC.**

Serial No.	Name, father's name and caste of person required to find security	Residence	Amount of security and of personal recognizance	Names, father's name and caste of sureties	Residence of sureties	Name of the court which passed the order to find security, name of presiding officers, powers of the court, district in which order was passed and date of order	Imprisonment in default of security	Date of going to prison	(a) Date of release	Date of expiry of period security	Date and month of	Reference to First Information Report of papers in any case in which a person security was convicted and bond became liable to forfeiture	Reference to papers appertaining to proceedings taken to obtain forfeiture of security and result of such proceedings	
										20	20	20	20	

**ANNEXURE - 8**

**FORM NO. 22.59(1)A**

BEAT CRIME NOTE BOOK OF BEAT .....

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

.....

**PART I**

Population by census of 20 Male .....

Female.....

No. of houses .....

Names of outlying hamlets with number of houses in each

Revenue

Market Day, fairs and festivals

Principal Castes and tribes

Headmen	Other leading men	Beat watchmen

**ANEXXURE-9**

**FORM NO. 22.59(1)B**

**Part II, Crime Register**

1	2	3	4	5	6	7
Serial No in First Information Report Register	Date of occurrence and name of complainant	Section of law, nature of offence and class of property attached	Name, parentage, caste and residence of accused or suspect	Place where property was recovered and where criminals were found	Names and particulars of person suspected of having helped to conceal property of the criminals by furnishing bail of otherwise	Result of case



**ANEXXURE-10**  
**FORM NO. 22.59(1)C**

Part III Cases traced to the Village during the year.....

1	2	3	4	5	6
Serial No.	Police station, village and district number of First information report with date	Section of law, nature of offence and class of property attached	Name, parentage and caste of accused	Name, parentage, caste and address of all criminals implicated in the case, whether convicted, acquitted or suspected of committing the offence or of harbourers, receivers or other helpers of the accused.	Results of the case against each man mentioned in column 5

**ANEXXURE-11**

**FORM NO. 22.59(1)C**

**Part III-A, Visit to the Beats**

1	Serial No.	2	Name, parentage, caste and relation ship if any, of person visited	3	Name, parentage, caste and address	4	Brief reasons for suspecting visitor	5	Object and dates of visit	6	Number & date of bad character roll or information sheet received	7	Remarks

**ANNEXURE - 12**  
**FORM NO. 22.59 (1) D**  
**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. in accordance with 23.15.

**ANEXXURE-13**

**FORM NO. 22.59(1)-E**

**POLICE STATION (NAME)..... NAME OF BEAT/AREA.....**

Part V - Names of residents who have been convicted of certain offenses.

1	2	3	4	5	6	7	8	9	10
Serial No.	Name of convicted persons and are on date stated in column 5	Percentage, caste and occupation with description, particulars marks and P.R. No. of any.	Section and Act under which convicted and nature of conviction.	Name of court, district, sentence and date of conviction.	Date of release.	Whether entered in Book 10 (Surveillance Register) with No. of history sheet, if any.	Signatures of Police Officer making the entry and date of making it	Place of crime, if committed outside the village.	Remarks (names, percentage, caste and address of Convicts and co-suspects, places where arrested and residences of persons who stood bail.

**ANEXXURE-14**

**FORM NO. 23.4(1)**

**DISTRICT .....**

**POLICE STATION.....**

**SURVEILLANCE REGISTER NO. 10**

1	2	3	4	5	6	7	8	9
Serial No.	Name	Parentage & Caste	Name & Serial No. of Beat	Number of history sheet in a bundle	Date of entry	Brief reason for entry & signature of officer	Date	<i>Name struck off</i> Brief reasons for striking off, with signature of officer

**ANEXXURE-15**

**FORM NO. 23.14(1)A**

**Index History Sheets And Personal Files, Part-I**

1	2	3	4	5	6	7
Serial No. of History Sheet and Personal file	Name and Father's name	Village	Date on which History Sheet was opened	Whether History Sheet is in A or D bundle or on personal file	Date on which History Sheet and Personal file were transferred to another Police Station of destroyed	Initials of Gazetted Officer ordering transfer or destruction of History Sheets and remarks

**ANEXXURE-16**

**FORM NO. 23.14(1)B**

Index History Sheets and Personal File

**Part II**

1	2	3
Name and Father's name	Village	Serial No. of History Sheet and personal file

**ANEXXURE-17**  
**FORM NO. 23.17(2)**

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

*Police Station Register No. 12*  
*Information sheets despatched*

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



**ANEXXURE-18**  
**FORM NO. 23.17(6)**

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

**Police Station Register No. 12-A**  
*Information sheets despatched*

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

**ANEXXURE-19**  
**FORM NO. 22.67(B)**

**POLICE STATION REGISTER NO. 16 - PART II**

List of Police officers attached to the Police Station

(Officers, Head Constables and Constables to be shown on separate pages)

1	2	3	4	5	6	7	8			9	10	11	12		
Serial No.	Constabulary No.	Name	Residence			Date of Enlistment	Date of posting to the Police Station	Literate of illiterate	Date of being sent to headquarter for training			Date of transfer	Where transferred to	Reason of transfer	Remarks
			Village	Police Station	District				For the 1st time	For the 2nd time	For the 3rd time				

**ANEXXURE-20**  
**FORM NO. 5.16(1)**

POLICE DEPARTMENT .....DISTRICT

MISCELLANEOUS STORE REGISTER OF THE ..... OF .....DISTRICT

Date	Nature of transaction	Description of Store					Remarks
		a	b	c	d	Etc.	

**ANEXXURE-21**  
**FORM NO. 22.68 (A) (1)**  
**FORM (E)**

..... **DISTRICT**

Register of Licenses to Manufacture, Convert, Sell or Keep for Sale Arms, Ammunition or Military Stores

1	2	3	4	5	6	7				8	9
Tehsil	Number	Nature of License	Father's name, caste and residence	Place of business	Date	Inspections by				By Magistrate of District or D.C.P.	Remarks
						1st	2nd	3rd	4th		
						Asst. Dy. Supdt. Or Inspector of police					

**ANEXXURE-22**  
**FORM NO. 22.68(a)(4)**  
**Form(H)**

Register of Licensees to possess Arms and Ammunition and to go Armed for the purpose of Sport, Protection or Display (A separate part of Register to be reserved for each description of Weapons i.e. Shot Gun Rifles, Revolvers, Sword etc.) The Register to be Permanent

1	2	3	4	5	6	7	8	9	10
Serial No.	Tehsil	No. & description of weapon	Name of Licence holder	Father's Name, caste etc.	Residence	No. & date of licence	Period for which licence is available	Date of renewal of licence	Remarks. Action taken when licence expires, loss of weapon licensed, sale etc.

**ANEXXURE - 23**  
**FORM NO. 23.68 (b)**

Police department .....DISTRICT

Register of licences granted under Excise and Opium Act for vend in the Police Station

1	2	3	4	5	6	7	8	9
Serial No.	No. of Licence	Name and address of Licence holder	Locality of shop	Articles which the licensee is authorized to stock & sell	Whether licensed to sell wholesale or by retail	Amount of licence fee for the year	Period within which licence is valid From To	Remarks

**ANEXXURE - 24**  
**FORM NO. 22.68 (c)**

**POLICE DEPARTMENT**

.....DISTRICT

Register of Licenses to manufacture, possess and sell explosive in the \_\_\_\_\_

POLICE STATION \_\_\_\_\_

1	2	3	4	5	6	7		8	9
Serial No.	Name, parentage and place of residence of licensee	Place of business-factory or shop	Maximum quantity of explosive to be possessed at any one time	Description and quantity of explosives to be manufactured during the year	Description and quantity of explosive to be possessed and sold during the year	Period within which licence is valid		Date of inspection made by police officer of and above the rank of Sub-Inspector	Remarks
						From	To		

**ANEXXURE - 25**  
**FORM NO. 22.68 (D)**

**POLICE DEPARTMENT**

.....DISTRICT

Register of Licensees to possess petroleum under the Petroleum Act

1	2	3	4	5	6		7		8
No. of License	Object of License	Name and address of License	Description and quantity of petroleum to be possessed	Places and full details of storage shed	Period within which licence is valid		Inspection		Remarks
					From	To	Date	By whom	



**ANEXXURE - 26**  
**FORM NO. 22.68 (e)**

POLICE DEPARTMENT .....DISTRICT

Register of Licensees under the Poisons Act no 1 of 1904

1	2	3	4	5		6		7
No. of License	Name and address of License	Place of business	Description of person be possessed	Period for which licence is valid		Inspection		Remarks
				From	To	Date	By whom	

**ANEXXURE - 27**  
**FORM NO. 22.68 (f)**

**POLICE DEPARTMENT**

.....DISTRICT

Register of Sarais registered under Act XII of 1987

\_\_\_\_\_Police Station

1	2	3	4	5	6	7	8
Serial No.	Name & parentage of keeper of Sarai	Residence	Name of Sarai	Situation of Sarai	Date of registration	Date of entry in this register	Remarks

**ANEXXURE - 28**

**FORM NO. 22.69**

POLICE DEPARTMENT \_\_\_\_\_/DISTRICT

**POLICE REGISTER NO. 18**

Receipts for arms, ammunition or military stores deposited in the above Police Station under the Indian Arms Act XI of 1878.

SI. No. \_\_\_\_\_ Date \_\_\_\_\_

Nature of arms, ammunition of military

Stores and condition in which received \_\_\_\_\_

Name, father's name and address of Depositor \_\_\_\_\_

\_\_\_\_\_

I certify that I have received the above mentioned articles and have deposited them in the station store room after labeling them the articles will be forwarded to headquarters if the owner has not obtained a licensee to possess them within seven days from date.

(Sig) \_\_\_\_\_

Station Clerk.

**ANEXXURE-29  
FORM NO. 22.70**

**POLICE STATION** \_\_\_\_\_ **DISTRICT**

REGISTER NO. 19  
Store Room Register

1	2	3	4	5	6	7	8
Serial No.	No of First Information Report (if any) from whom taken (if taken from a person) and from what place	Date of deposit and name of depositor	Description of property	Reference to report asking for order regarding disposal of property	How disposed of and date	Signature of recipient (including person by whom dispatched)	Remarks

**ANEXXURE-30**  
**FORM NO. 10.52 (A)**  
**POLICE STATION** \_\_\_\_\_ **DISTRICT**

**POLICE STATION REGISTER NO. 20, PART (I)**

Cash account of money such as Pay, Allowance and Miscellaneous transaction etc. of Police Station

(See Rule 22.71)

1	2	3	4	5	6	7	REFERENCE TO			9
Annual Serial No.	Date	Nature of receipt or expenditure	Receipt	Expenditure	Balance	Reference to previous, subsequent or final numbers in this register regarding the same transaction.	(a)	(b)	(c)	Details of balance to be given
							Receipt Book No. (Rule 10-14)	Road Certificate No. (Rule 10-17)	No. of entry in Station diary in which details are given	
							Receipt Book No. (Rule 10-14)	Road Certificate No. (Rule 10-17)	No. of entry in Station diary in which details are given	Reference to the SI. No. of register on which the amount composing balance was originally entered.

**ANEXXURE-31**  
**FORM NO. 10.52 (b)** \_\_\_\_\_ **DISTRICT**

**POLICE STATION**

**POLICE STATION REGISTER NO. 20, PART (I)**

Permanent Advance Rs. 20

Cash Account of Permanent advance of Police Station \_\_\_\_\_

1	2	3	4	5	6	7	8			9	10
Annual SL. No	Date	Nature of receipt or expenditure	Receipt	Expenditure	Balance	Reference to previous numbers in this register regarding the same transaction. In the case of final disposal, entry to be made in red ink.	Reference to			Reference to the entry in the correspondence Register (No. 5) relating to the application made for recoupment	Remarks
							(a)	(b)	(c)		
							Receipt Book No. (Rule 10-14)	Road Certificate No. (Rule 10-17)	No. of entry in Station diary in which details are given		

**ANEXXURE-32  
FORM NO. 10.17**

Police Department

District.....  
Police Station.....  
Line Office.....

**ROAD CERTIFICATE**

District.....  
Police Station.....  
Line Office.....

1	Name of prisoner and parentage and offence of which accused by the Police with no of charge sheet							
2	Date and time of despatch							
3	Date and time of despatch							
4	Date and time of arrival at destination							
5	Description of money or other property sent with no. and weight of each article							
6	Amount of diet money expended on Account of prisoners and witnesses							
7	Signature of receiving officer							
8	Remarks (including reference to cash book or corresponding entry)							

**ANEXXURE - 33**

**FORM NO. 10.14**

No. 1

Received from \_\_\_\_\_

\_\_\_\_\_

The sum of Rupees \_\_\_\_\_

\_\_\_\_\_

On account of \_\_\_\_\_

\_\_\_\_\_



No. 1

Received from \_\_\_\_\_

\_\_\_\_\_

The sum of Rupees \_\_\_\_\_

\_\_\_\_\_

On account of \_\_\_\_\_

\_\_\_\_\_

(Bilingual Form)

Supdt of Police

Date .....

The.....



**ANEXXURE-34**

**FORM NO. 23.22 (1)**

**POLICE STATION** \_\_\_\_\_ **DISTRICT**

**POLICE STATION REGISTER NO. 20, PART (I)**

Register of proclaimed offenders under section 82 Criminal Procedure Code

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.
Serial No.	Name, caste and parentage of offender	Description	Residence	Section of offence	FIR No. and date	Police Station and District	Detail of stolen property	In case of conditionally released offender who has been declared proclaimed offender (i) Offence in which conditionally released (ii) Village in which released (iii) Jail from which conditionally released. (iv) Date of release	(1) In his own accused has visited (2) Or is expected to visit	Name of Relations whom The proclaimed offender Is expected to visit or enter in communication In his own district :- (1) Names (2) Relations (3) Residence In his own district :- (1) Names (2) Relations (3) Residence	Reward offered for Arrest	District Serial No. of P.R. Slip	Remarks