

In Bangladesh, a **General Diary (GD)** and **Filing a Case (FIR – First Information Report)** are two different legal processes. Here's a detailed explanation of when and how each is used in a police station:

1. General Diary (GD) – জিডি

A **General Diary (GD)** is an official record maintained at the police station for non-criminal or preventive matters. It does not initiate a formal investigation but serves as an official record of an incident.

When to File a GD?

A GD is typically filed in the following cases:

1. **Loss of Valuable Documents or Items** – If someone loses their passport, national ID, bank documents, mobile phone, etc.
2. **Missing Person Report** – If a family member or friend goes missing.
3. **Threats or Harassment** – If someone receives verbal or written threats but no actual crime has taken place yet.
4. **Preventive Measures** – If a person anticipates a potential issue, such as threats of violence or disputes over property.
5. **Personal or Official Records** – If someone wants to officially document an incident that may later become significant in legal matters.

Process of Filing a GD:

1. **Visit the Police Station** – The complainant goes to the local police station where the incident occurred.
2. **Provide Details** – The complainant writes a description of the incident in Bangla (or provides information verbally for police to record).
3. **Entry in the GD Register** – The officer records the complaint in the GD book and provides a GD number.
4. **Acknowledgment** – The complainant receives a signed copy as proof.

2. Filing a Case (FIR) – এফআইআর

A **First Information Report (FIR)** is lodged when a **cognizable offense** (serious criminal offense) occurs. This leads to a police investigation.

When to File a Case (FIR)?

An FIR is filed for serious criminal offenses, such as:

1. **Theft, Burglary, or Robbery** – If property is stolen, a house is broken into, or money is forcefully taken.
2. **Assault or Physical Attack** – If someone is injured in a fight, domestic violence, or public assault.
3. **Fraud or Cheating** – If someone is scammed or deceived financially.

4. **Murder or Attempt to Murder** – If someone is killed or attacked with intent to kill.
5. **Sexual Harassment, Rape, or Abuse** – If a person is sexually assaulted or harassed.
6. **Drug-Related Crimes** – If a person is caught with illegal drugs or involved in drug trade.
7. **Cybercrimes** – If someone is a victim of hacking, cyber fraud, or online threats.

Process of Filing an FIR:

1. **Complainant Visits Police Station** – The victim or a witness must go to the police station where the crime happened.
2. **Verbal or Written Complaint** – The complainant explains the incident. The police officer records it in writing.
3. **FIR Registration** – The police officer officially registers the case under relevant legal sections.
4. **Complainant Receives a Copy** – A signed copy of the FIR is provided.
5. **Investigation Begins** – Police officers start gathering evidence, arrest suspects, and take legal action.

What Happens After Filing?

- **For GD:** The police may advise the complainant on legal actions, or no further steps may be taken unless needed.
- **For FIR:** The police conduct an investigation, gather evidence, and arrest suspects if necessary. The case then moves to court.

1. General Requirements for Filing a Complaint

Who Can File a Complaint?

- The **victim** of the incident
- A **witness** who saw or knows about the incident
- A **family member or friend** (if the victim is unable to file)
- Any **concerned citizen** (for cases like missing persons, public safety threats)

Where to File a Complaint?

- **Local Police Station:** The complaint should be filed at the police station **where the incident occurred**.
- **Online Complaint (Limited Cases):** In some cases, complaints can be made through the **Police Headquarters website** or the **local police's online services**.
- **National Emergency Number:** Call **999** to report emergencies (police, fire, ambulance).

Basic Documents Needed

- **National ID Card (NID) or Passport** (if available)

- **Proof of Incident (if any):** Photos, videos, medical reports, lost item details, etc.
- **Witness Statements (if applicable)**

2. How to File a Complaint in a Police Station

Step 1: Visit the Police Station

Go to the police station under whose jurisdiction the incident took place. If you are unsure, the police will guide you.

Step 2: Speak to the Duty Officer

- Explain the incident to the **Duty Officer**.
- If it's a minor issue (e.g., lost documents, threats), they may advise filing a **General Diary (GD)**.
- If it's a serious crime (e.g., assault, theft, murder), they will start the **FIR** process.

Step 3: Submit a Written Complaint

- The complaint should include:
 - Name, address, and contact information of the complainant
 - Date, time, and location of the incident
 - Detailed description of what happened
 - Names of suspects (if known)
 - Witness details (if any)
- If you cannot write, the police will assist in writing it down.

Step 4: Registration of GD or FIR

- If the case is **minor**, it is recorded as a **GD** in the **General Diary Register**, and you will get a **GD Number** as proof.
- If the case is **criminal**, the police will **register an FIR** and provide a **signed copy of the FIR**.

Step 5: Investigation Process

- **For GD:** No formal investigation unless necessary.
- **For FIR:** The police begin an investigation, collect evidence, interrogate suspects, and may arrest people if needed.

3. Special Cases & Additional Requirements

For Lost Items (Mobile, Passport, ID, etc.)

- File a **GD** with details (IMEI for mobile, passport number, etc.).

- Police will provide a GD copy, which can be used to apply for replacements.

For Physical Assault or Harassment

- Medical reports or evidence (if available) should be included.
- Witnesses (if any) should be mentioned.
- FIR should be filed for legal action.

For Fraud, Cybercrime, or Online Threats

- Screenshots, emails, call records, or transaction details should be provided.
- Cases can also be reported to **Cyber Crime Investigation Units**.

For Domestic Violence or Sexual Harassment

- NGOs and legal aid organizations can assist victims.
- Women's help desks in some police stations provide support.

4. What to Do If Police Refuse to File a Complaint?

If a police officer refuses to file a GD or FIR:

1. **Ask for a Written Explanation** – The police must provide a reason for refusal.
2. **Report to Higher Authorities** – Contact the District Superintendent of Police (SP) or DIG.
3. **Complain to the Police Headquarters** – File an online complaint at the **Bangladesh Police official website**.
4. **Seek Legal Help** – A magistrate can order the police to file an FIR if they refuse.

5. Important Contacts

- **National Emergency Hotline: 999** (Police, Fire, Ambulance)
- **Cyber Crime Complaint (RAB): 01777720000**
- **Bangladesh Police Website:** www.police.gov.bd
- **Women's Help Desk:** Available at major police stations

By following these steps and knowing your rights, you can effectively file a complaint at a police station in Bangladesh.