

**First information Report**  
[Regulation 243]

First information of a cognizable crime reported under section 154, criminal procedure Code, at police-station.

Subdivision..... District.....

No. .... Data and hour of occurrence .....

Date and hour when Reported	Place of occurrence and distance and direction from Police-station and jurisdiction number	Date of dispatch from police-station

S.B.-A first information must be authenticated by the signature, mark or thumb impression of informant and attested by the signature the officer recording it.

Name and residence of informant and complainant	Name and residence of accused	Brief description of offence with section, and of property carried off, if any	Steps taken regarding investigation, explanation of delay in recording information	Result of the case
1	2	3	4	5

Signed .....

Designation .....

(First information to be recorded below)

Note.-The signature, seal or mark of informant should be affixed at foot of the information.

[To be printed on cover of F.I.R. books.]  
First Information Report.  
[instructions]

- (1) If the information be given orally, it shall be recorded in, plain and simple language as nearly as possible in the informants own words. Technical or legal expressions of high-flown language, or lengthly or involved sentences shall not be used.
- (2) The police officer shall not administer an oath to the complaint.
- (3) If a particular person be charged or, suspected, the facts on which the suspected is based should be clearly set forth. The informant should be required to distinguish," what he professes to know personnally from matters of which he has heard only second. hand. shall be asked to state distinctly whether he charges the person or persons he
- (4) Persons charged shall be distinguished from persons suspected. The informant, and only when he does charge them, shall the name or names be entered in column el of the form. The names of suspected persons shall not be entered in column 2. ' They shall be shown in the complainants statement at the foot of the return. If the informant says that certain persons were recognized, their names shall be clearly stated • or if he is unable to say that any one was recognized, this shall be distinctly recorded at this stage.
- (5) In cases of delay in bringing report of an offence, explanation of such delay shall always be demanded.
- (6) The informant's statement when complete, shall be read over to him and he shall sign it. Thumb-impressions shall be taken when necessary. The report shall show that this has been done.
- (7) The upper and form portion of the first information report shall be filled in and signed by the officer-in-charge. The statement at foot shall be signed both by the informant and by the police officer.
- (8) Each report shall bear a consecutive number in the order of its arrival at the police-station. The report first received at the police-station, no matter when the crime occurred, after midnight on the morning of the first day of the month, shall be numbered I, and the last report received before midnight on the night of the last day of the month shall bear the last number.
- (9) If the accused is a servant of the Crown, it shall be so stated, and intimation sent to his official superior by the Superintendent of Police.