

APPENDIX XI

[Regulations 194 and 1115]

Instructions for maintaining index of crime in the office of the Superintendent and by the Circle Inspector.

1. The register shall be maintained in B.P. Form No.14 and will be divided into as many parts as there are police –stations in the district or in the circle, as the case may be. All crime reported to have been committed in each police-station shall be entered in the same part. Cases under sections 109 and 110 of the Code of Criminal Procedure shall be entered in the register under the police-station concerned.

2. Circle Inspectors shall take the register with them when then proceed on tour and shall have the register before them when persuing and dealing with the first information reports, case diaries, final forms, progress and final memos. The register is especially valuable as a means for communicating information to and securing co-operation between police-stations. Thus, for example, if two burglaries with the same modus operandi occur in quick succession in different charges in the same circle, the Circle Inspector can at once place the two investigating officers in communication with each other.

3. (a) Column 1 may be utilized for checking delay in the receipt of first information reports.

(b) Columns 5, 6 and 7 can similarly be used for checking delay on the part of the investigating officer in reaching the scene of occurrence, or in submitting his diaries or final report. The dates of receipt of diaries should be noted in column 6.

The names of unidentified persons sent up for trial should be underlined in red ink in column 7. Previous convictions should also be noted in red ink, thus 3 P.C.’ The names of absconders should be written in red ink and against each a cross should be placed and the letters W.P.A. and 512 —noted as shown below, indicating that warrant, proclamation ad attachment orders have been issued and evidence under section 512, code of Criminal Procedure recorded as the case may be, thus:

W

“Px512” Only the names of persons reasonably suspected in a case

A

Should be noted and they should be distinguished from the persons sent up for trial by noting the letter “S” against their names.

(c) In column 10 should be reproduced the Superintendent’s orders regarding surveillance, registering as P.R. and opening of history sheets.

Column 10 may also be utilized for noting –

(i) doubtful cases which need to be looked into when the police –station is inspected;

(ii) modus operandi.

(iii) descriptive rolls, when available, as for instance in swindling or drugging cases;

(iv) recommendations for rewards and punishments of chaukidars, dafadars and police officers;

(v) names of suspects against whom it may be necessary to proceed under sections 109 or 110 of the Code of Criminal Procedure after further enquiry.

(vi) unfavorable comments made by a court against the conduct of the police;

(vii) action taken under column 7, i.e., the notice taken of delay, whether the explanation is satisfactory, and, if not, what action has been taken against the officer responsible; and

(viii) and other point the officer keeping the register considers it necessary to note.

4. In cases of detection the register should be examined in order to ascertain whether the accused has been concerned in any previous undetected cases.

5. The incidence of crime in each police-station should be closely watched, the criminal areas picked out and preventive action taken on the first sign of an outbreak.

6. Whenever a reference is made to the criminal Intelligence Bureau in a case, —C.I.B. should be recorded in red ink in column 1, the result being subsequently noted below the entry, also in red ink.