

## POLICE CIRCULAR ORDER No. 164

Missing of  
Non-F.I.R.  
Prosecution  
Reports

It has been brought to my notice that instances of missing of Non-F.I.R. Prosecution Reports have been frequent. There have also been instances when results of Non-F.I.R., prosecutions have not been entered in the Non-F.I.R. registers maintained at P.Ss. and Court Offices.

To put a stop to all these, the following procedures should be strictly followed :—

(1) All Non-F.I.R. Prosecution Reports should be divided into two categories—one for M.V. Prosecution and the other for other Non-F.I.Rs. These should be bundled up separately at the time of despatch.

(2) A paper slip with Prosecution Report numbers should be attached to each bundle of the Prosecution Report and sent from:—

- (a) Police-station to Inspector's office,
- (b) from Inspector's office to the D.P.O.
- (c) from the D.P.O. to Court office

If the next concerned post or office is situated at the same headquarters, the P.Rs. can be sent through the Peon Book.

(3) Inspector's office, D.P.O. and the Court office should acknowledge receipt of the Prosecution Report on the said slips/Peon Book as the case may be.

(4) These slips when received with due acknowledgement should be pasted at the appropriate place in the Non-F.I.R. Registers. If acknowledgement slips are not received within a week, a reminder should be issued in a name-cover to the officer of the next post or office. In case the next concerned post or office is situated at the same headquarters, a reference of the despatch number and date of despatch of the P.R. should be noted in the Remarks Column of the Non-F.I.R. Register.

(5) The Court office will send the Prosecution Reports after cognizance is taken thereon to the Bench Clerk in the Peon Book or hand over the same to him and take his signature/initial in the Remarks Column of Court Non-F.I.R. Register against the Prosecution Reports made over to him.

(6) After a week, the Court Officer should find out from the Court of S.D.M., if the Prosecution Reports made over the Bench Clerk have been entered in the Court Register (s) concerned and note down the reference of the Court Register in the Non-F.I.R. Register of the Court Register, he should report the matters to S.D.M. endorsing a copy to the S.P./S.D.P.O. who will in turn bring this to the notice of the D.M./A.D.M. (Judicial.) for necessary action.

(7) The Reader A.S.Is. of Circle Inspectors should compare their Registers with the Registers of the Court office once in a quarter, and if any Prosecution Report is not traced in Court office, the Inspector should report the fact to the S.P./S.D.P.O. simultaneously asking the Thana Officer concerned for submission of a duplicate Prosecution Report. The S.P./S.D.P.O. will cause an enquiry as to how the original Prosecution Report was lost with reference to acknowledgement slip and take necessary further action.

(8) prosecuting officers who will be conducting Non-F.I.R. cases should be responsible to note down the results thereof with date of disposal in the Court Non-F.I.R. Registers and issue paper slips final memos to Inspector's office.

(9) The Inspector's office after noting the result in their Non-F.I.R. Register and taking other necessary action, if any, should send the paper slips to the D.P.O. The D.P.O. should note the result in the Non-F.I.R. Register and send the paper slip final memo. to the P.S. concerned.

(10) The police-stations after noting the results in the Non-F.I.R. Registers should file them at the post carefully.

(11) In the D.P.O. Non-F.I.R. Registers are to be maintained both in the Vernacular Branch as well as in the M.V. section wherein respective Non-F.I.R. prosecution Reports are to find entry. All P.Rs. should be entered serially, P.-S. by P.-S. Sufficient pages should be set apart for each P.-S. for this purpose. After the particulars of the P.Rs. are entered in the Registers, the Gazetted Officer-in-charge should initial the entry and acknowledge their receipt on the slip attached to the P.Rs. The registers should have a separate column to show the number and date of despatch of the Report to the Court office concerned.

(12) In the Inspector's office as well as in the Court offices the P.Rs. should be registered thana-wise for the sake of easy reference.

(13) The O.I.C. of the P.-S. the Circle Inspector, the Gazetted officer-in-charge of the sections in the D.P.O. in which Non-F.I.R. registers are maintained and P.I.C.S.I. shall periodically go through the registers to find out the cause of delay in the disposal of Prosecution Reports or in receipt of the result thereof and take necessary action. They should made a note in the registers about the action taken by them in this regard.

(14) These registers should receive due attention of the Inspecting Officers at the time of their inspection or during their occasional visit to the post or office.

(Previous Police Circular Order No. 6 of 1963)