

POLICE CIRCULAR ORDER No. 190

SUBJECT—District Crime and Investigation Bureau.

In supersession of the instructions contained in this office letter No.7193 (15), dated the 31st May 1960, the following instructions are issued for the guidance of all concerned in regard to the working of the D.C.I.B.

In order to give proper and effective assistance to the investigating Officers in the investigation of important cases particularly in those cases in which the activities of the local Criminal extended over more than one Police-Station, and in order to collect, Collate and examine information regarding Crime and Criminals in the district, a Criminal Intelligence Bureau in miniature form, known as District Crime and Investigation Bureau has been established in the districts of Cuttack, Puri, Sambalpur and Rourkela under the district control of the District Superintendents of Police. The Bureau can also be of great assistance to the Gazetted Officers in controlling investigation and crime in the districts.

2. The functions of the District Crime and Investigation Bureau are summarised below :—

- (i) To collect information regarding crime, criminals and identifiable stolen property from different Police-Stations in the district and from the records maintained at district headquarters.
- (ii) To record the information so collected in a properly classified form.
- (iii) To disseminate useful information to the Investigating Officer in the district and outside in a general manner or wherever specially considered necessary.

- (iv) To furnish such information to the Supervising Officers, which are likely to be useful to them in controlling crime or in supervising investigations.
- (v) To pass on such information to the C.I.B. in the State C.I.D. (Crime Branch) as may be required under general or specific orders on the subject. Information which need be disseminated to several districts or to places outside the State should be transmitted to the C.I.D. with the least possible delay.
- (vi) To seek such information from the C.I.D., as may be available with them and which may be of use to the I.Os. of the district.
- (vii) To maintain records and statistics relating to missing persons, unidentified dead bodies and Juvenile delinquency and furnish information and these matters to the C.I.D., C.B. It will also undertake enquiries into these matters, if and when so ordered.
- (viii) To furnish H.S. to Crime Branch with correct and full particulars as and when required with strict adherence to P.M. Rule 1012 (b) and (c).

3. *Selection and posting of officers in the D.C.I.B.*—Since this work is very important from Crime point of view, the Bureau should always be manned by selected officers who shall not be transferred frequently. As far as possible officers having special aptitude for crime work should be selected for posting to the Bureau.

The officers posted to this Bureau shall not be utilised otherwise except in emergencies when their utilisation in other duties becomes unavoidable.

Good and efficient work done in the D.C.I.B. may be suitably recognised.

4. *Training*—To ensure uniformity in the maintenance of records as well as in the method of recording the officer-in-charge posted to the D.C.I.B. shall undergo a week's training in the C.I.D. Crime Branch. The main object of this training is :—

- (i) To give the officers of the D.C.I.B. an idea of the methods of maintaining the various records, registers, cards and files, etc.
- (ii) To give them an idea of the type of information needed by the State C.I.B.
- (iii) To provide for personal contact between the D.C.I.B. and the State C.I.B.

5. *Co-ordination between State C.I.B. and D.C.I.B.*—The functions of the C.I.B. in the C.I.D., Crime Branch and the D.C.I.B. are closely inter-linked and proper functioning of the C.I.B. will largely depend on the efficient working of the D.C.I.B. effective co-ordination between the C.I.B. and D.C.I.B. is also essential. To ensure such performance and co-ordination, the district Superintendents of Police may requisition the services of the officers of the C.I.B. in the C.I.D., C.B. to guide the officers and also to check the working of the D.C.I.B. as and when necessary. The S.P., C.I.D., C.B. may also depute officers from the C.I.B., for the purpose. Besides, whenever the S.P., C.I.D., C.B., visits any district, he should check the working of the D.C.I.B. The D.I.G., C.I.D. (Inv.) and Railways, Orissa, Cuttack will inspect each D.C.I.B., once a year. The Range D.I.G. shall also specially look to D.C.I.B. work during his annual inspections and otherwise also.

6. *Complete Accuracy Essential*—The D.C.I.B., will have to maintain and prepare a large number of records and care must be taken to ensure their accuracy. Once an information is compiled in the D.C.I.B., it is presumed to be so accurate as not to require any further scrutiny or check. If any inaccuracy is allowed to creep in all records in the D.C.I.B. will be misleading for all times to come. The C.I.B. may pass it on to other State Police or even to Police Authorities outside India. Therefore, there is a serious danger of inaccurate information being circulated over a wide area, which may result in illegal arrest and other wrong actions in addition to bringing the Police force into disrupt. If

for some reason accurate information is not available, it is better to leave the records blank than to rely on memory or guess work or unverified facts.

7. Records to be maintained in the D.C.I.B. are :—

- (i) History sheets
- (ii) Name Index Cards
- (iii) M.O. Index Cards
- (iv) Characteristic Index Cards
- (v) Property Index Cards
- (vi) Wanted Criminals and absconders Cards
- (vii) Photographs of Criminals
- (viii) General subject files and,
- (ix) Reference to D.C.I.B.

All entries in the records shall be made in permanent ink. Detailed instructions regarding maintenance of records are given in the sub-paragraph below. The records indicated above are obligatory but the district Superintendent of Police may order maintenance of any other record pertaining to Crime and Criminals in the D.C.I.B., if the local condition and necessity so demands.

(i) (a) *History sheet*— The D.C.I.B. shall keep on record the history Sheets in P.M. Form No.74 of professional criminals concerned in offences against property, whose operations extended beyond the limits of one police-station. History sheets of Criminals who are concerned in cases of (i) Poisoning when the object is theft and of (ii) Note and stamp forgery shall be maintained even if, their operation is localised to single police-stations.

(i) (b) On receipt of Final Memo. in cases involving offences against property, coining Note and stamp forging, poisoning (when object is theft), murder for gain, kidnapping, abduction and bad livelihood the relevant case records shall be sent to the D.C.I.B. by the Crime/Vernacular sections of the District Police Offices. Thereupon the D.C.I.B. shall scrutinise the records and where the maintenance of the H.S. is warranted he shall obtain orders of the Superintendents of Police for recording the History Sheets in the D.C.I.B. After obtaining S.P.'s order shall open a personal file irrespective of each Criminals keep a note on relevant facts from the first information report, Supervision notes, progress reports, chargesheets/final report and final memo. and take action for obtaining History Sheet in duplicate from the Police-Station, F.P.C. from the C.S.I./F.P.B. and photographs. After obtaining all the above data History Sheets shall be recorded in the D.C.I.B. assigning a number thereto as per instructions given below.

In other cases where the O.I.C., D.C.I.B., feels that particulars about crimes, criminals and suspects should be recorded in the D.C.I.B. for future reference, even when the particular cases ended in F.R.T. or H.Ss. were not to be opened in the particular cases, he shall obtain S.P.'s orders and record the same in the Bureau.

(i) (c) the O.I.C. of the D.C.I.B. when recording the history Sheets shall fill up the following headings in the Personal file and note necessary cross references.

- (i) D.C. No.....
- (ii) Identified or not.....
- (iii) Indexed by.....
- (iv) Characteristic/Indexed by.....

- (v) M.O. Indexed by.....
- (vi) Photo Order No.....
- (vii) F.P.C.....

After recording the History Sheets as above, one copy shall be sent to the Home Police-Station for record. The Thana Officer should report to the D.C.I.B. immediately about fresh convictions, reasonable suspicion, absence or return, fresh association, arrests, change of address, criminal activities, death or elimination due to old age and such other particulars relating to movements and activities of the criminals whose History Sheets are on record in the D.C.I.B. and State C.I.B. These criminals will be known as district criminals and will be given a D.C. No. (District Criminal No.) once a year, the Thana Officers shall also furnish the whereabouts and criminal activities of these History Sectors to the D.C.I.B. The D.C.I.B shall forthwith transmit all such reports/information to the State C.I.B. in respect of C.I.B. history Sheeters.

- (i) (d) The approximate date of release of the History Sheeters shall be noted in Release Register to be maintained in the *pro forma* at Appendix 'A'.
- (i) (e) If the History Sheeter becomes untraced a notice shall be issued in the District Bulletin and a copy of the notice should be sent to the State C.I.B. in respect of C.I.B. History Sheeters. The notice issued on the occasion of his first disappearance should be in the form Appendix 'B'.
- (i) (f) History Sheeters attaining the age of 60 years and not convicted or suspected for the previous 10 years may be eliminated from the records. The History Sheets of such criminals and of those who die together with their personal files, index cards, etc., shall be destroyed after obtaining the orders of the S.P. two years after such elimination. The History Sheet of a person reported to have died in jail shall, however, be destroyed at once. All such destruction/elimination of records shall be intimated to the State C.I.B.
- (i) (g) the History Sheets shall be indeed as follows :—
A card shall be opened for each D.C., aliases shall also have separate cards. The D.C. No. and the F.P.C. shall be noted against each name. The cards shall be arranged in the cabinet in alphabetical order.
- (i) (h) List of D.Cs. shall be maintained Police-station wise making necessary additions and alterations when the D.Cs. are transferred. History Sheet shall be arranged in the albums offencewise.
- (i) (i) the D.C. Classification No. should be allotted to each D.C. as per formula detailed below :—

"P.D.C.—E (1-2) 3 Raghu Barik"

Here (P) represents the district Puri. D.C. means 'District Criminal' having a history Sheet in the D.C.I.B., Puri. "E" is a symbol for thief and burglar (1) represents the main head of crime to which addicted, i.e., thief ('2') represents the subdivision under that head of crime according to m.o., i.e., dishonest servant '3' represents the serial number of the History Sheet under the sub-classification "E (1-2)". Raghu Barik represents the name of the District History Sheeter. The symbols for the districts will be some as the symbols used for registration of M.Vs.

- (ii) Index—(a) Card index is maintained in respect of D.Cs. and for such criminals as stated above.
- (b) A group of cards shall be kept for the names of convicts and suspects indexed from files of S.R. cases of the district relating to Dacoity, Highway Robbery, Swindling, Coining, Drugging, etc, and of criminals having two or more convictions of theft or burglary within the limit of a single police-station.

- (c) Another group shall comprise of professional criminals of inter-district notoriety such as swindlers, dacoits, poisoners, coiners and note forgers.
- (iii) M.O. Index Cards—With a view to trace criminals by reference to their M.O., M.O. Index cards would be arranged in alphabetical order and maintained under each classification of history sheet as detailed in Appendix 'C'.
- (iv) Physical Peculiarities Index Cards—Appendix 'D' is List of deformities and some peculiarities. This list should enable Police Officers to compile better descriptive-roll. The Index cards under this head shall be prepared with the help of this list. Only such peculiarities shall be included as are likely to attract the attention of a casual observer.
- (v) (a) Stolen Property Index—Record shall be kept on cards of valuable and easily identifiable stolen property. Those cards shall be subdivided into following groups :—
1. Cycles
 2. Watches
 3. Arms
 4. Machineries
 5. G. C. Notes
 6. Miscellaneous
- The stolen property index cards may be eliminated when properties stolen are recovered.
- (v) Recovery Property—The D.C.I.B. on receipt of information of the recovery of any identifiable suspicious property shall consult the index card with a view to establish the ownership. When no ownership is established the fact of recovery of the property shall be recorded on the Card Indices.
- (vi) Record for wanted criminals and absconders—Separate record shall also be kept for absconders and wanted criminals. These informations will be collected from the draft publications received from Thana Officers for the district Bulletins and the C.I.G. as well as from other sources and recorded in card indices. Out of date matters should be eliminated in accordance with Gazetted notices and by periodical references to the police-station as the District Bulletins and C.I.Gs. which are the usual sources for these records are to be preserved for 10 years only.
- (vii) Records of Photographs—Soon after photographs of a criminal taken the details should be entered in a register and the serial No. thereof shall be given to the negative concerned. All the negatives should be kept and maintained under proper care and order, so they can be easily traced out without loss of time, when required. Ordinarily four copies of photographs of a D.C. shall be taken. Both the copies of the history sheets shall have a copy of photograph each. One copy shall be sent to the police-station for the rogues gallery and the fourth copy may be mounted in the Album of the D.C.I.B. which shall be maintained according to main heads of *modus operandi*.
- (viii) General subject files—Information of permanent value about important classes of crime and criminals shall be maintained in General Subject files. Materials for these files will be obtained from District Bulletin, C.I.G. case records, S.R. Files, newspapers, periodicals and such other sources as will be available. Such files shall normally be opened on the following subjects—
1. Criminal Organisations
 2. Criminal tribes of gangs
 3. Criminal area

4. Counterfeit coins and currency notes
5. Explosives
6. Smuggling of arm
7. Drugging and poisoning
8. Special classes of crime.

The actual No. of such files will depend on the conditions existing in the district. In short, the files shall cover all subjects of importance affecting the criminal history of the Districts and should be carefully maintained and kept up-to-date.

Whenever information is received about arrest of any criminal suspected to have been involved in any type of organised crime or suspected to be associated with any other criminals or to be concerned in the crime having some characteristic M.O. the officers of the D.C.I.B. should themselves interrogate such criminals with a view to ascertain as much details as possible about the habits haunts, association, development of criminal abilities and performances and the like. The confessing criminals are mostly storehouses of information and can be useful if properly and tactfully interrogated. The officer should also contact selected criminals who are not involved in any crime at the time for the same purpose. While interrogating or contracting such criminals the officer may not concentrate so much on the immediate crime involved unless they are specially directed to do so, and their purpose would be more for criminal research rather than investigation of the particular case as such. In short, the D.C.I.B. is expected to pool and preserve as much information as possible about selected criminals, by investigating the criminal himself rather than his crime. Notes on information and data so collected from time to time should be scrutinized by the district Superintendent of Police who shall pass orders for publication of notes of general interest in the D.C.I.B. Bulletin and C.I.G., besides taking other actions as deemed proper. All such notes shall be dealt with and preserved in the general subject file and/or in the personal file of the criminal concerned.

Besides the D.C.I.B. should independently collect intelligence about the movements and activities of persons suspected of crime under the orders of the District S.P. On perusal of such information as may be collected, the S.P. may take necessary action as may be called for.

The D.C.I.B. officer shall look to the proper maintenance of C.I.B. and D.C.I.B. history-sheets in the police-stations. For this purpose the Superintendent of Police may direct the D.C.I.B. Officers from time to time to go over to the police-station or call for history-sheets from the police-station.

- (ix) Reference to D.I.B.—Whenever any case mentions about identification or arrest of or suspicion on a person whose antecedents are not known, or reveals a peculiar *modus operandi*, or shows that a professional criminal is or might be concerned, the investigating Officer should send a detailed report to the D.C.I.B. for a search and report.

The Investigating Officers should mention in the case diary about such reference being made to the D.C.I.B. and the reply received.

The Supervising Officers should check that this is done in all such cases. Besides, in cases where the Supervising Officers themselves deem it necessary for making such references to the D.C.I.B., they should direct the Investigating Officers to do so and ensure compliance.

A register and a separate file showing references received from the Investigating Officers and the reply given shall be maintained in the D.C.I.B. The register shall be maintained in the following pro forma.

Year.....

Sl. No.	P.S. Case reference with section and date	Name and rank of referring officer	Brief facts of the case	Purpose for reference	Nature of reply sent	Cross reference of the pages in file	Remarks (Here note the results of investigation and prosecution reference of history-sheet etc.)
1	2	3	4	5	6	7	8

8. *Index to files*—For all files opened in the D.C.I.B. there shall be an index and all files shall be properly marked, numbered and indexed.

9. *District Intelligence Bulletin*—

- (a) For efficient and proper dissemination of information regarding crime and criminals, each D.C.I.B., will publish a District Intelligence Bulletin weekly in the form and appear instructions prescribed for the C.I.G. in P.M. Rule 883 and Appendix—53.
- (b) The bulletin should be issued on every Saturday and shall contain information received in the Bureau upto Saturday forenoon. The Bulletins and the paragraphs shall be numbered serially for the whole year to facilitate reference.
- (c) Copies of the Bulletin printed or cyclostyled will be issued to all Gazetted Police Officers, Inspectors, Officers-in-charge of the Police station in the district, to the D.C.I.Bs. of the bordering districts and to such other police officers/posts, of bordering districts as the District S.P. shall decide.
- (d) An advance typed copy of the Bulletin shall be sent to Superintendent of Police, Crime Branch by quickest means possible so that the same can be studied and relevant extracts therefrom may be published in the C.I.G.

10. *Notice/information about publication in D.C.I.B. Bulletin*—The O.I.C. of the police-station shall send notices regarding persons wanted, theft or loss of arms and ammunitions; theft of all identifiable properties not recovered; information about cases of counterfeit coins and forged currency notes to the D.C.I.B. for publication in the D.C.I.B. Bulletin. Besides, reference of all cases of murder for gain, dacoity, robbery, important burglary and theft, cheating, coining, drugging and note-forgery; all interesting and important cases with peculiar *modus operandi* and all cases against property in which the accused persons/suspects operate or are likely to operate within the limits of more than one police-station should also be sent by the O.I.C. of the P.S. to the D.C.I.B. for information. The O.I.C. of the D.C.I.B. should check the references and sort out the case records in the D.C.I.B. and publications in the Bulletin when necessary. If further particulars are required, they may call for the same or obtain the case records from the District Office.

The Supervising Officers should make periodical checks to ensure that the Thana Officers do not neglect this important work.

S. K. Ghosh
Inspector-General of Police,
Orissa, Cuttack

APPENDIX 'A'
RELEASE DIARY

No. and Name of H.S.	Probable date of release	Actual date of release	Name of the jail from which released	Remarks
1	2	3	4	5

APPENDIX 'B'
FORM FOR PUBLICATION OF IST DISAPPEARANCE

1. Name, parentage and address (Identified or not) ..
2. H.S. No. ..
3. Negative No. ..
4. F.P.C. ..
5. Descriptive Roll ..
6. Criminal History ..
7. M.O. (*Modus Operandi*) ..
8. Previsious conviction ..
9. Relations ..
10. Associates ..
11. Identifying Officers ..
12. Present whereabouts ..
13. Probable Resorts ..

NOTE— (1) Will all officers specially the S.S.P. please note.

(2) Will the C.I.Ds please note ?

APPENDIX 'C'
INDEX OF RECORDS

Criminal Intelligence Bureau, Orissa

1. The Index is divided into 7 parts as follows :—

- | | | |
|----------|----|---|
| Part I | .. | History-sheet classification of Crime Index cards |
| Part II | .. | Method cards index of |
| Part III | .. | Reference Cards and album index of |
| Part IV | .. | Deformity Cards index of |
| Part V | .. | Stolen property cards index of |
| Part VI | .. | (1) Illustrated Booklets |
| | | (2) Photo album |
| Part VII | .. | Wanted album, wanted cards. |

PART I

HISTORY SHEETS AND INDEX CARDS TO HISTORY SHEETS

2. (a) History sheets must be arranged separately in album under the following heads :—

- A. Local Dacoits
- B. Bordering Dacoits
- C. Dacoits of other State.
- D. Receivers
- E. Thieves and burglars
- F. Criminal/Tribes and Classes
- G. Poisoners
- H. Swindlers
- I. Coiners
- J. Note forgers
- K. Miscellaneous

(b) The names of criminals with **aliases** occurring in the history sheets must be indexed on separate cards and kept in alphabetical order.

(c) The above classifications must be further subdivided as explained in including pages.

A. Dacoits of :—

- | | |
|-----------------|----------------|
| 1. Balasore | 8. Dhenkanal |
| 2. Cuttack | 9. Keonjhar |
| 3. Ganjam | 10. Sundargarh |
| 4. Koraput | 11. Mayurbhanj |
| 5. Puri | 12. Phulbani |
| 6. Sambalpur | 13. Kalahandi |
| 7. Unidentified | 14. Balangir |
| | 15. Rourkela |

B. Dacoits of Orissa concerned outside :—

- | | |
|-------------------|-----------------------|
| 1. Pakistan | 12. Rajasthan |
| 2. Andhra Pradesh | 13. Kerala |
| 3. Assam | 14. Punjab |
| 4. West Bengal | 15. Himachal Pradesh |
| 5. Bihar | 16. Delhi |
| 6. Madras | 17. Manipur |
| 7. Mysore | 18. Tripura |
| 8. Uttar Pradesh | 19. Andaman |
| 9. Madhya Pradesh | 20. Minicoy |
| 10. Maharashtra | 21. Jammu and Kashmir |
| 11. Gujarat | 22. Nagaland |
| | 23. Sikkim |

C. Dacoits of other States concerned in Orissa :—

- | | |
|--------------------------|----------------------|
| 1. Bengal (and Calcutta) | 12. Uttar Pradesh |
| 2. Madhya Pradesh | 13. Gujarat |
| 3. Madras | 14. Delhi |
| 4. Bihar | 15. Himachal Pradesh |
| 5. Punjab | 16. Manipur |
| 6. Mysore | 17. Tripura |
| 7. Assam | 18. Andaman |
| 8. Andhra Pradesh | 19. Minicoy |
| 9. Kerala | 20. Jammu & Kashmir |
| 10. Maharashtra | 21. Nagaland |
| 11. Rajasthan | 22. Sikkim |

List of *Modus Operandi*—

1. M.O. of Dacoits—

(I) Arms used	..	1. Axe, Sword, Katari, Phalsia 2. Bow and arrows 3. Gun, revolver 4. Crackers (Blank fires) 5. Lathi
(II) Lights	..	1. Torch 2. Candle and Masala 3. Dibris and Lamp
(III) Signals	..	1. Clapping 2. Whistling
(IV) Entrance	..	1. Scaling over wall 2. Pulling door frames 3. Breaking open door 4. Removing tiles of roof 5. Removing tin from wall 6. Digging floor 7. Using ladder
(V) Behaviour	..	1. Tying inmates with ropes, mosquito nets 2. Curtain, quilt, etc 3. Putting cloth into mouth 4. Rape 5. Assault on women and children 6. Throwing sands on face of inmates
(VI) Articles removed	..	1. Document 2. Ornaments 3. Cash 4. Paddy 5. Box
(VII) Dialect used	..	1. Oriya 2. Hindi 3. Bengali 4. Urdu 5. Telugu 6. Laria 7. Mixed Hindi and Oriya
(VIII) Garments	..	1. Lungi 2. Half Pant and Shirt 3. Malkachha 4. Lenguti 5. Coat and Kurta
(IX) Head Dress	..	1. Muslim cap 2. Monkey cap 3. Pugree

- | | | |
|---------------------|----|--|
| (X) Disguise | .. | 1. False Board |
| | | 2. Face painted |
| | | 3. Mask used |
| | | 4. Bodies besmeared with oil and lime |
| (XI) Warcry | .. | 1. Wall Ali |
| | | 2. Bum, Bum |
| | | 3. Jai Kali |
| | | 4. Jai Durga |
| | | 5. Maro Saleko |
| | | 6. Dharo Saleko |
| | | 7. Dhar Dhar |
| (XII) Miscellaneous | .. | 1. Keeping neighbours at bay |
| | | 2. Pelting brickbats |
| | | 3. Using motor vehicle, boats, train |
| | | 4. Visiting locality prior to the occurrence on various pleas such as begging, earth digging, snake charming, etc. |
| | | 5. Throwing chilli water/powder |

D. Receivers of stolen Property :—

E. I. Thieves :—

- | | |
|-------------------------|---|
| 1. Guest | 18. Children (From) |
| 2. Dishonest servants | 19. Railway pocket picking |
| 3. European Houses | 20. Pick pocket |
| 4. Goods sheds | 21. Idol or temple |
| 5. Platform | 22. Public gathering or fair |
| 6. Passenger sheds | 23. Railway officers |
| 7. Railway mail bag | 24. House (Misc.) or shop |
| 8. Bicycle | 25. Dharmasala |
| 9. Machinery | 26. Church |
| 10. Munning thia | 27. Club |
| 11. Carts on load | 28. Post Office and other government offices and banks. |
| 12. Copper wire | 29. Bazar |
| 13. Bathing ghat | 30. Person snatching |
| 14. Bogus purchase | 31. Stealing cash by slight of hand |
| 15. Parcel (From) | 32. Miscellaneous (Bad livelihood) |
| 16. As railway employee | 33. Diverting attention by throwing coin |
| 17. Cattle | 34. Throwing night-soil |

E. II. Burglars (with Interstate or Interdistrict connection) :—

- | | |
|--|---|
| 1. Afternoon and say | 17. Selling goods |
| 2. Armed | 18. Servant as accomplice |
| 3. Breaking glass panel or door or lock or uprooting, chasi and staple | 19. Through unoccupied premises |
| 4. Bugli and singh | 20. Using adhesive substances |
| 5. Calling with bogus Subscription list | 21. Using bodily force |
| 6. Climbing | 22. Using ladder or rope |
| 7. Evening | 23. Using gloves or mask |
| 8. False key | 24. With violence |
| 9. Forcing door | 25. Using light |
| 10. Forcing window | 26. European house |
| 11. Killing dog | 27. Bazar, mela or festival day |
| 12. Making servants acquittance | 28. Temple |
| 13. Premises unattended | 29. By making holes, removing thatches, tiles |
| 14. Public house | 30. By thrusting hand through window |
| 15. Rear of premises | 31. Breaks lock by filing or sawing |
| 16. Removing window sash | 32. Miscellaneous |

F. Criminal Tribes and gangs :—

1. Gondas of Sambalpur
2. Bhians of Mayurbhanj
3. Pans of Jaiutra
4. Telenga Pamulas
5. Dandasis
6. Mundpottas
7. Oriya Domb
8. Adiniya Domb
9. Chasis
10. Bydies
11. Madaris of Ganjam
12. Other gangs
13. Khadia
14. Matia
15. Kelagang of Keonjhar
16. Minkas
17. Lodhas

G. I. Poisoners :—

1. Poisoner-curing disease (Pretence)
2. Poisoner Female
3. Poisoner Prostitutes
4. Poisoner Train
5. Poisoner Miscellaneous
6. Poisoner—Female poisoners

II

1. Drugging scents (by)
2. Drugging Dhatura
3. Drugging Arsenic
4. Drugging Athopine
5. Drugging Beladona
6. Drugging Arkha
7. Drugging betel (by)
8. Drugging (Food) sweets (by)
9. Drugging Drink (by)
10. Drugging Sarbat (by)
11. Drugging Smoke (by)
12. Drugging Bhog

III. Poisoner—Cattle

H. Cheating

Classification of :—

- (i) Business whereby affected
- (ii) Character assumed
- (iii) Charity funds
- (iv) Medium whereby made
- (v) Special form of fraud
- (vi) Class of persons defrauded
- (vii) Class of property of advantage obtained
- (viii) Class of property used in effecting fraud
- (ix) Miscellaneous

H. I. Business

1. Fraud— Firm (Bogus)
2. Fraud— Company (Bogus)
3. Fraud— Loan company (Bogus)
4. Fraud— Employment agency (Bogus)
5. Fraud— Colour packet.

II. Character

1. Fraud— Merchants (Bogus)
2. Fraud— Commission agent
3. Fraud— Missing relatives
4. Fraud— Advertising agent
5. Fraud— Quacks
6. Fraud— Employer
7. Fraud— Agent or order supplier of employees
8. Fraud— Commercial traveller or salesman of firm
9. Fraud— Insurance Agent
10. Fraud— Police Officers or men or military
11. Fraud— Wealthy person or air agent
12. Fraud— Relative of friend
13. Fraud— Relative of friend or local resident of servant
14. Fraud— Reliable employee
15. Fraud— Any public servant
16. Fraud— Religious priest, Sadhu, etc. and agent of charitable institutions or men with supernatural power.
17. Fraud— Railway employee
18. Fraud— Actor or proprietor of film Co. and Magician
19. Fraud— Bogus transport facility
20. Fraud— Congress worker or any other political party worker.

III. Charity Fund

1. Fraud— Charity for mishap
2. Fraud— Begging letters
3. Fraud— Charitable contributions
4. Fraud— Charitable Societies
5. Fraud— Charitable subscription

IV. Medium whereby made

1. Fraud Advertisement
2. Fraud Telegram
3. Fraud Money-order
4. Fraud Letters

V. Special form of fraud

1. Fraud— Matrimonial
2. Fraud— False hopes
3. Fraud— False representations
4. Fraud— False substitution (surreptitious removal of gold while repairing or propering.
5. Fraud— False credentials
6. Fraud— Jewellery (Pledging selling or offering for sale)
7. Fraud— Employment offering
8. Fraud— Fortune telling
9. Fraud— Information to Police
10. Fraud— Confidence trick
11. Fraud— Note and property doubling and securing lost property.
12. Fraud— Curing disease trick
13. Fraud— Hidden treasure trick
14. Fraud— Currency notes while counting

VI. Class or property defraud

1. Fraud— Co-occupants of a house
2. Fraud— Pilgrims
3. Fraud— Persons seeking situation
4. Fraud— Persons with relatives abroad

VII. Class of property of advantage

1. Fraud— Railway tickets
2. Fraud— Vermillion
3. Fraud— Ornaments
4. Fraud— Close thins
5. Fraud— Mask Talisman
6. Fraud— Parcel (Bogus)
7. Fraud— Medical certificate
8. Fraud— Professional licence or official pass
9. Fraud— Utensils for repair
10. Fraud— Borrowing articles and disposing them for own use

VIII. Class of property and in affecting, fraud.

1. Fraud— Railway receipts and tickets
2. Fraud— Sweepstake tickets
3. Fraud— Cheque Worthless or bogus or hundi
4. Fraud— Indemnity
5. Fraud— Notes (worthless)
6. Fraud— Bills (worthless)
7. Fraud— Bills (worthless)
8. Fraud— Promissory notes
9. Fraud— Letters
10. Fraud— Insurance Cover
11. Fraud— Treasury Challan

IX. Miscellaneous

1. Fraud— Miscellaneous
2. Fraud— Chearing persons (convicted) to secure acquittal in criminal cases.
3. Fraud— Bela tricks
4. Fraud— Top kavails (dropped jewellery trick)
5. Fraud— Miscellaneous (swindlers difficult to classify under particular head).

I Coiners

1. Coiners— Balasore
2. Coiners— Cuttack
3. Coiners— Koraput
4. Coiners— Ganjam
5. Coiners— Puri
6. Coiners— Sambalpur
7. Coiners— Bengal
8. Coiners— Madras
9. Coiners— Madhya Pradesh
10. Coiners— Foreign domination
11. Coiners— Other States (unidentified)
12. Coiners— Dhenkanal
13. Coiners— Mayurbhanj

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|--------------|----------------------|
| 14. Coiners— | Sundargarh |
| 15. Coiners— | Keonjhar |
| 16. Coiners— | Phulbani |
| 17. Coiners— | Balangir |
| 18. Coiners— | Kalahandi |
| 19. Coiners— | Hyderabad (A.P.) |
| 20. Coiners— | Uttar Pradesh |
| 21. Coiners— | Bihar |
| 22. Coiners— | Rajasthan |
| 23. Coiners— | Bombay (Maharashtra) |
| 24. Coiners— | Assam |
| 25. Coiners— | Kerala |
| 26. Coiners— | Mysore |
| 27. Coiners— | Delhi |
| 28. Coiners— | Himachal Pradesh |
| 29. Coiners— | Gujurat |

J. Forger

- | | |
|-------------|-------------------|
| 1. Forger— | Currency notes |
| 2. Forger— | Promisory notes |
| 3. Forger— | Bank notes |
| 4. Forger— | Government Stamp |
| 5. Utterer— | Currency notes |
| 6. Utterer— | Promisory notes |
| 7. Utterer— | Bank notes |
| 8. Utterer— | Government stamps |

K. Miscellaneous

- | | |
|-----------------|--|
| 1. Criminal— | Breach of trust (Seasonal) |
| 2. Criminal— | Misappropriation |
| 3. Criminal— | Murder for gain |
| 4. Criminal— | Extortion |
| 5. Criminal— | Blackmailing |
| 6. Criminal— | Escape |
| 7. Criminal— | Abduction of girl for sale in marriage |
| 8. Criminal— | Abduction for prostitution, kidnapping |
| 9. Criminal— | Undesirables |
| 10. Suspicious— | Europeans |
| 11. Suspicious— | Loafers |
| 12. Suspicious— | Angl- Indians |
| 13. Suspicious— | Iron safe breakers |
| 14. Suspicious— | Goondas |
| 15. Suspicious— | Robbers |

PART-II

METHOD CARDS—INDEX OF

Methods cards should be arranged and maintained under each sub-classification of History Sheets as detailed in Appendix-C

PART-III

REFERENCE CARDS AND ALBUM INDEX OF

1. Reference Album
2. Cards for reference
3. I.P. folios
4. Rogus concern cards

(Reference cards should include cards for suspects or convicts in case of the classes mentioned in Part-I, where special reports have been received. Orders to prepare reference cards shall be passed in S.R. files by a Gazetted Officer.)

PART-IV

Physical peculiarities—Index of peculiarities are to be card indexed as detailed in Appendix-D

PART-V

Stolen property Cards-Index of Part-V is to be maintained for identifiable stolen property under the following main heads :—

A.

1. Gold
2. Jewellery
3. Silver
4. Other metals
5. Cloths
6. Machinery
7. Miscellaneous

B. Cycles

Notes (currency Notes of Rs.100 and above)

PART-VI

ILLUSTRATED BOOKLET AND PHOTO ALBUM

- (a) Illustrated booklet shall be maintained separately for each province under the following heads :—
Swindlers
Poisoners
Coiners
- (b) Index cards to the illustrated booklets shall be maintained for each individual appearing in the booklets.
- (c) The photo album shall be kept by the photo section but will form a part of the I.B. records, only the I.B. History Sheet number shall be noted under photos kept in the album.

PART VII

WANTED ALBUM AND WANTED CARDS

A record of absconders and persons wanted (men in undetected case shall be kept in the album under the following classifications) :—

Criminal wanted :—

- A. Local dacoits and robbers (this province)
- B. Local dacoits and robbers (wanted in other provinces)
- C. Dacoits of the province wanted in Orissa.
- D. Receivers.
- E. Thieves and burglars
- F. Criminal tribes and classes
- G. Poisoners
- H. Swindlers
- I. Coiners
- J. Note forgers
- K. Miscellaneous

A separate card shall be maintained for each wanted person arranged alphabetically. When the individual has been arrested, the card shall be removed from the Index.

Physical peculiarities—Appendix D

- | | |
|------------|----------------------|
| 1. Arms— | One missing |
| 2. Arms— | Maimed |
| 3. Arms— | Left maimed |
| 4. Arms— | Defective |
| 5. Blanks— | Whilst speaking |
| 6. Ears— | With joined lobes |
| 7. Ears— | With broken borders |
| 8. Ears— | Missing or defective |
| 9. Ears— | Deaf |
| 10. Ear— | Deaf one |
| 11. Eyes— | Blind |
| 12. Eyes— | Defective |
| 13. Eyes— | One blind |
| 14. Eyes— | Right squaint |
| 15. Eyes— | Left squaint |
| 16. Eyes— | Cataract |
| 17. Eyes— | Cast outward |
| 18. Eyes— | Cast inward |
| 19. Eyes— | Deep set |

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|--|--|
| 20. Finger of Left hand— | Defective or cut mark |
| 21. Finger of right hand— | |
| 22. Finger of both hands— | Defective |
| 23. Feet— | Both defective |
| 24. Feet— | Right defective |
| 25. Feet— | Left defective |
| 26. Feet— | Vary |
| 27. Hands— | Missing |
| 28. Head— | Bald |
| 29. Hunch— | Bad |
| 30. Knees— | Defective |
| 31. Leg— | Lame of rightLame of right |
| 32. Leg— | Pronounced knock need or handy |
| 33. Leg— | Lame of left |
| 34. Leg— | Defective |
| 35. Leg— | One missing |
| 36. Nose— | Missing of defective |
| 37. Nose— | Both nostrils board |
| 38. Short (under 5')— | |
| 39. Tatto marks— | |
| 40. Tall— | Over 5' 10" |
| 41. Teeth— | Defective and with Sindh |
| 42. Teeth— | Missing |
| 43. Teeth— | Prtruding |
| 44. Toe of right foot— | Defective |
| 45. Toe of left foot— | Defective |
| 46. Thumb— | Right missing |
| 47. Thumb— | Left missing |
| 48. Thumb— | Extra |
| 49. Wart or mole or scar or
cut mark on sore— | (i) Face, (ii) Body, (iii) Arms, hands, legs, feet and toe. |
| 50. Leuccoderma— | |
| 51. Small pox— | |
| 52. Lever— | |
| 53. Peculiarities of Voice— | (i) Stammering, (ii) Deep tone, (iii) False, (iv) Lipping, (v) Low tones, (vi) rapid speaking. |

1. Pink colour cards for outside criminals operation with our State.
2. Green colour cards for State criminals operating outside the State.
3. Yellow colour cards for State criminals operating within the State.
4. White colour cards for properties stolen and recovered.