

**ORISSA POLICE  
STATE HEADQUARTERS  
CUTTACK**

...

**POLICE CIRCULAR ORDER NO. 321 /2005**

**Sub : - Duties and functions of DCRB staff.**

Consequent upon amalgamation of crime sections of the District Police Offices with their respective District Crime Records Bureaux vide Office Order No. II-A-9/2002/ 1030 /Force dt. 15-2-05 of State Police Headquarters it is now necessary to redefine the duties and functions of executive and ministerial staff of the DCRB, as under:

**A. Duties and functions of Inspector, DCRB**

1. To work under the direct control, supervision and direction of the Additional, Assistant or Deputy Superintendent of Police in charge of crime as the case may be, and overall control of the SP.
2. To exercise control and supervision as officer-in-charge of the DCRB, Crime and SR Section over executive, ministerial, fingerprint and other staff posted to the DCRB, Crime and SR sections.
3. To be responsible for general management, maintenance of discipline, distribution of work, efficiency and other functions of the DCRB, Crime and SR sections.
4. To promptly scrutinize all FIRs, case diaries, supervision notes, final forms, inquest and post mortem reports, UD case records, non-FIR reports, judgments and all other papers related to crime and prosecution matters and submit them in concerned files, registers, indices etc with his comments to the Addl.SP/ SP in matters relating to SR cases; and to DSP, Crime/ SP concerning all other crime files/matters, and obtain timely compliance to the observations and remarks of the DSP, Crime Addl.SP/ SP from all concerned.

5. To ensure proper maintenance and up-keep of all records, registers, history sheets, photo-albums, files, documents, equipment, materials etc.
6. To ensure timely submission of returns, reports, reviews, statements etc to concerned quarters.
7. To obtain timely compliance to the remarks, observations, instructions etc. of higher authorities on crime and prosecution matters from all concerned and put up to the SP for submission of reply.
8. To scrutinize tour diaries and MSW (Monthly Summary of Work done) of all Inspectors and submit with his comments to the SP and obtain compliance to the remarks of the SP from all concerned.
9. To ensure efficient working of PR (Police Registered) system as per PM Rules and other instructions.
10. To supervise the working of FPSI and other FP staff and be responsible for proper and efficient functioning of finger print system in the district.
11. To attend, and ensure attendance of concerned staff of, weekly jail parades and put up the Jail Parade Register with his comments to the SP every Monday as per PMR-350.
12. To monitor timely execution of NBWs, processes u/s 82 & 83 CrPC and other court processes and submit detailed information there on to the District SP at least once in every month.
13. To analyse monthly and periodical crime trends and appraise the District SP.
14. To ensure proper maintenance and efficient handling/use of the computer systems, crime criminal information system (CCIS), automated fingerprint identification system (AFIS), Portrait Building System (PBS) and other specialized equipments and techniques as may be provided to the DCRB.

15. To be responsible for computerization of crime records, prompt entry of all data into computers and timely retrieval and supply of data to all concerned.
16. To be responsible for security, integrity (i.e. loss or corruption), manipulation and unauthorized communication of data from the records or computer systems.
17. To ensure timely receipt of all Integrated Police Forms, finger print slips and other records in all cases from all police stations and court offices and any delay or non-receipt thereof shall be promptly brought to the notice of the SP.
18. To scrutinize all Integrated Police Forms in all cases to ensure proper filling up of all mandatory fields/columns (marked with asterisk "\*" in the IPF) and get any defects rectified before entry into the computer.
19. To properly and timely comply all instructions on crime records management and police computerization issued by the Director, SCRB as per Home Department Resolution No.40464/P dt.23.07.1988.
20. To maintain up-to-date dacoity and gang register as per PMR-882 and Photo-album and put it up to the SP at least once in every month.
21. To perform all duties and functions related to office work connected with crime and prosecution matters as prescribed in PM Rules 323, 878 to 885, 1010 to 1012, 1019, 1020, 1026, 1027 and other provisions of Police Manual and other instructions as may be issued from time to time.
22. To ensure compliance to, and promptly bring any violation of the provisions of the following Police Orders and Police Circular Orders and other instructions to the notice of the SP for appropriate action.

#### **POLICE ORDERS**

- (i) P.O.No.40 (Punctual appearance in court for giving evidence)
- (ii) P.O.No.41 (Crime maps)
- (iii) P.O.No.58 (Post-mortem in death due to electrical accidents)
- (iv) P.O.No.59 (Inspection of motor vehicles involved in accidents)
- (v) P.O.No.86 (Inspection of arms and explosives by CIs)

- (vi) P.O.No.92 (Instructions to IOs while taking over charge of investigation)
- (vii) P.O.No.101 (Final Memorandum now **Court Disposal Memo**)
- (viii) P.O.No.106 (Prompt writing and dispatch of CDs)
- (ix) P.O.No.107 & 152 (Surveillance Register)
- (x) P.O.No.111 (Investigation of certain percentage of heinous cases and supervision of UD cases by CIs/IsIC/Inspectors of Police)
- (xi) P.O.No.124 (Communication of remarks on CDs to IOs instead of returning the remarked CD)
- (xii) P.O.No.134 (Pendency of large no. of non-FIR cases in courts)
- (xiii) P.O.No.137 (Submission of Supervision Notes by CIs.)
- (xiv) P.O.No.140 (Procedure for filing appeal against acquittal)
- (xv) P.O.No.145 (Submission of duplicate CDs by Inspectors to SP)
- (xvi) P.O.No.174/243/248/257 (Instructions for sending exhibits)
- (xvii) P.O.No.175 (Proper registration of crime)
- (xviii) P.O.No.181 (Improvement in standard of investigation)
- (xix) P.O.No.183 (Instructions for sending documents to HWB)
- (xx) P.O.No.191 (Road safety)
- (xxi) P.O.No.193 (Disposal of preventive proceedings)
- (xxii) P.O.No.196 (Register of acquittal cases)
- (xxiii) P.O.No.205 (Utilizing CID officers to study crime fluctuation)
- (xxiv) P.O.No.226 (Observance of quarterly traffic week)
- (xxv) P.O.No.227 (Investigation and supervision by CIs.)
- (xxvi) P.O.No.253 (Submission of carbon copies of CS to CIs.)
- (xxvii) P.O.No.271 (Heinous and important crime)
- (xxviii) P.O.No.272 (Updating of crime records)
- (xxix) P.O.No.276 (Submission of CS within 60/90 (**now 120**) days)
- (xxx) P.O.No.279 (Investigation of embezzlement cases)
- (xxxi) Any other P.O. related to SR, Crime, FP, Computerisation and prosecution matters as may be issued from time to time.

### **POLICE CIRCULAR ORDERS**

- (i) P.C.O.No.22 (Attachment of property of absconders)
- (ii) P.C.O.No.30 (PM in deaths due to electrical accidents)
- (iii) P.C.O.No.37 (Acquittal of dacoity cases-instructions)
- (iv) P.C.O.No.59 (Supervision of cases by gazetted officers)
- (v) P.C.Os.No.69/124 (Instructions regarding TI parade)
- (vi) P.C.Os.No.70/160/193 (Theft of copper wires)
- (vii) P.C.O.No.76 (Supervision of cases by superior officers)
- (viii) P.C.O.No.83 (Adverse comments by courts)
- (ix) P.C.O.No.91 (Examination of questioned documents)
- (x) P.C.O.No.94 (Furnishing comments of court on HW expert witness to ADGP, CID)
- (xi) P.C.O.No.99 (Particulars relating to CID history sheets)

- (xii) P.C.O.No.111 (Enquiries about missing and recovered persons and unidentified dead bodies)
- (xiii) P.C.O.No.114 (Translation of FIRs in SR cases in DPO)
- (xiv) P.C.O.No.115 (Submission of CDs to Sessions court)
- (xv) P.C.O.No.130 (Surveillance drive)
- (xvi) P.C.O.No.141 (Investigation of counterfeit currency notes & coins)
- (xvii) P.C.O.No.149 (Delay in sending exhibits for CE)
- (xviii) P.C.O.No.154 (Padding of evidence)
- (xix) P.C.O.No.156 (PM of dead bodies in UD cases)
- (xx) P.C.O.No.157 (Supply of copy of SR in dacoity cases to bordering police officers)
- (xxi) P.C.O.No.161 (Recognition of BCs)
- (xxii) P.C.O.No.164 (Missing of non-FIR cases)
- (xxiii) P.C.O.No.165 (Responsibility of night patrol parties for burglary and theft cases in urban areas)
- (xxiv) P.C.O.No.167 (Court attendance of police officers)
- (xxv) P.C.O.No.170 (Copies of acquittal judgments)
- (xxvi) P.C.O.No.171 (Surveillance of conditionally released convicts on parole)
- (xxvii) P.C.O.No.174 (Prosecution of witnesses retracting from their statements u/s 164 CrPC)
- (xxviii) P.C.O.No.179 (Conviction of Govt. servants by courts)
- (xxix) P.C.O.No.180 (Submission of progress report to SRP by court officers)
- (xxx) P.C.O.No.186 (Institution of FIRs and investigation of cognizable offences under special laws)
- (xxxii) P.C.O.No.190 (DCIB now **DCRB** as per Home Department Resolution No.40464/P dt.23.7.88)
- (xxxiii) P.C.O.No.196 (New technique to identify and track suspects/missing persons)
- (xxxiv) P.C.O.No.198 (Checking of fire arms and licenses)
- (xxxv) P.C.O.No.199 (Temple thefts in the state)
- (xxxvi) P.C.O.No.202 (Functioning of PR in districts)
- (xxxvii) P.C.O.No.206 (Writing of CDs promptly by IOs.)
- (xxxviii) P.C.O.No.208 (Use of investigation kit boxes)
- (xxxix) P.C.O.No.210 (Entry in CD part-II and issue of CD slips)
- (xl) P.C.O.No.214 (Quick completion of investigation)
- (xli) P.C.O.No.219 (Monthly yard-stick of supervision of cases by GOs)
- (xlii) P.C.O.No.222 (Detection of smugglers and collection of intelligence by police under COFEPOSA, 1974)
- (xliii) P.C.O.No.226 (Maintenance of HSs by GRPS)
- (xliv) P.C.O.No.243 (Handing over case records on transfer)
- (xlv) P.C.Os.No.248/261 (CS within 60/90 (**now 120**) days)
- (xlvi) P.C.O.No.254 (Submission of zimanamas along with CS)
- (xlvii) P.C.O.No.258 (Non-execution of NBWs/BWs)
- (xlviii) P.C.O.No.259 (Use of prescribed bail bond form)
- (xlviiii) P.C.O.No.264 (Guidelines for making arrest)

- (xlix) P.C.O.No.266 (Details of insurance in seizure list)
  - (l) P.C.O.No.267 (Writing of S.Notes on the spot by G.Os.)
  - (li) P.C.O.No.271 (Police Computerisation programme)
  - (lii) P.C.O.No.272 (Collection of FP slips at PS)
  - (liii) P.C.O.No.276 (MZI Act, 1981 cases to be treated as SR)
  - (liv) P.C.O.No.279 (Examination of high explosives)
  - (lv) P.C.O.No.303 (Disposal of seized NDPS material)
  - (lvi) P.C.O.No.304 (FP slips of arrested persons)
  - (lvii) P.C.O.No.306 (Procedure of declaring absconders and discontinuance of shown absconders registers in CS cases)
  - (lviii) P.C.O.No.313 (Duties of FP officers)
  - (lix) Any other P.C.O. related to SR, Crime, FP, Computerisation and prosecution matters as may be issued from time to time.
23. To undertake training programmes as and when directed.
  24. To report on the performance of all staff of the DCRB in the manner and frequency as may be directed by the SP.
  25. To perform such other duties and functions as may be entrusted from time to time.

#### **B. Duties and functions of SIs/ASIs of DCRB**

1. To work under the direct control, supervision and direction of Inspector, DCRB, supervision of DSP, Crime/Addl.SP and overall control of the SP and perform the functions and duties as may be entrusted.
2. To remain in-charge of seats assigned to him.
3. To be responsible for proper maintenance and up-keep of all records, registers, indices, files, documents, history sheets, equipment, materials etc in his charge.
4. To promptly place all correspondence, reports, returns, notes, reviews and other papers received from all sources after processing in concerned files, registers etc and submit to Inspector, DCRB.
5. To timely prepare all statements, returns, reports, reviews etc., and submit to Inspector, DCRB for approval and signature of the SP and dispatch to concerned authorities.

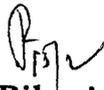
- 6. To be responsible for security, integrity (i.e. loss or corruption), manipulation and unauthorized communication of data from the records or computer systems.
- 7. To attend, and assist Inspector, DCRB in holding, weekly jail parades.
- 8. To assist Inspector, DCRB in discharge of his duties and functions.
- 9. To perform such other duties and functions as may be entrusted.

**C. Duties and functions of ministerial officers (Head Moharir, 2<sup>nd</sup> & 3<sup>rd</sup> Moharir etc) of the DCRB**

- 1. To work under the direct control, supervision and direction of Inspector, DCRB, supervision of DSP, Crime/Addl.SP and overall control of the SP and perform the functions and duties as may be entrusted.
- 2. To remain in-charge of seats assigned to him.
- 3. To be responsible for proper maintenance and up-keep of all records, registers, indices, files, documents, history sheets, equipment, materials etc in his charge.
- 4. To promptly place all correspondence, reports, returns, notes, reviews and other papers received from all sources after processing in concerned files, registers etc and put up to Inspector, DCRB.
- 5. To timely prepare all statements, returns, reports, reviews etc and submit to Inspector, DCRB for approval and signature of the SP and dispatch to concerned authorities.
- 6. To be responsible for security, integrity (i.e. loss/corruption/manipulation) and unauthorized communication of data from the records or computer systems.
- 7. To assist Inspector, DCRB in discharge of his duties and functions.
- 8. To perform such other duties and functions as may be entrusted from time to time.

**D. Duties and functions of Constables of the DCRB**

1. To work under the direct control, supervision and direction of Inspector, DCRB, supervision of DSP, Crime/Addl.SP and over all control of the SP and perform the duties and functions as may be entrusted.
2. To promptly and correctly enter all data related to crime criminal information system (CCIS), automated fingerprint identification system (AFIS) etc. into the computers, transmission/export/import data, and furnish retrieval and other reports there on.
3. To properly maintain and handle computer systems, accessories, peripherals and stationeries, crime criminal information system (CCIS), automated fingerprint identification system (AFIS) and other specialized equipment and techniques as may be provided to DCRB.
4. To take data back up regularly and be responsible for security, integrity, (i.e. loss/corruption/manipulation), and unauthorized communication of data from the records or computer systems.
5. To maintain all records and registers and prepare periodical returns/reports in respect of computer systems as prescribed by the Director, SCRB, and submit to Inspector, DCRB, for approval of the SP.
6. To assist Inspector, DCRB, in discharge of his duties and functions.
7. To perform such other duties and functions as may be entrusted from time to time.

  
**(Bipin Bihari Mishra, IPS)**  
**Director General of Police,**  
**Orissa, Cuttack.**

Constables  
12/11