

POLICE CIRCULAR ORDER NO. 313/2003

Sub-Duties and functions of Finger Print Officers

There have been certain changes in the organizational structure of Finger Print system in the recent past. The Finger Print Bureau, which was earlier under the control of SP, CID, has since been merged with the State Crime Records Bureau as per Government of Orissa Home. Department Resolution No. PVM-71/88/40464/ P Dt. 23.7.1988. Further, the District Finger Print Units (i.e. Finger Print Sub-Inspectors) are now part of respective District Crime Records Bureaus as per Office Order No. 2016/ F dt. 22.3.2002 of State Police Headquarters, Cuttack. In view of these changes, and for smooth and efficient functioning the duties and functions of various ranks of Finger Print officers are re-defined, as under :

I. A. DUTIES AND FUNCTIONS OF DIRECTOR, FINGER PRINT BUREAU

- 1) To work under the direct control, direction, and supervision of Director, State Crime Records Bureau, and perform duties and functions as per Police Manual Rules and other instructions.
- 2) To exercise control and supervision over all fingerprint staff in the State as officer-in-charge of the FPB.
- 3) To be responsible for general management, maintenance of discipline, equitable distribution of work, efficiency, and other functions of the FPB.
- 4) To report on the performance of fingerprint staff in the manner and frequency as may be directed by Director, SCRB.
- 5) To report to Director, SCRB on all matters concerning discipline and morale of finger print staff.
- 6) To ensure that all correspondence to the FPB from Police Stations, Court Offices etc. (excluding GRP) relating to fingerprint work (other than establishment matters) are routed through concerned District Finger Print Unit of DCRB and any direct correspondence to the FPB may be sent to concerned District Finger Print Unit for appropriate action and re-submission.
- 7) To provide expert advice for improvement in application of fingerprint science to criminal justice system, training and all other matters concerning fingerprint work.
- 8) To suggest specifications for fingerprint equipment and materials.
- 9) To coordinate guide, and review the functioning of District Finger Print Units.
- 10) To monitor timely receipt and quality of fingerprint records, scenes of crime prints etc., from District Finger Print Units, Investigating Officers, Police Stations, Court Officers and other sources, and ensure their to adherence in standards.
- 11) To monitor efficient use of fingerprint records in investigation and prosecution of cases.

- 12) To analyze and bring to the notice of Director, SCRB any abnormal fluctuations in receipt of fingerprint records and scenes of crime prints for corrective measure.
- 13) To ensure timely receipt of all periodical reports from District Finger Print Units, consolidate and submit them with his comments to Director SCRB.
- 14) To ensure timely submission of reports to concerned quarters.
- 15) To scrutinize, examine, and furnish expert opinion in cases.
- 16) To undertake, motivate, and guide research in fingerprint science by the staff.
- 17) To arrange, with approval of Director, SCRB periodical training courses, seminars, and workshops on fingerprint matters for the staff.
- 18) To ensure periodical inspections of and visits to, District Finger Print Units' Court Offices etc. by Finger Print Inspectors.
- 19) To inspect all District Finger Print Units atleast once in two years.
- 20) To visit Court Offices, Police Stations and District Finger Print Units as frequently as may be convenient to assess the fingerprint work done by them.
- 21) To scrutinize all Inspection and Visit Notes of Finger Print Inspectors, submit them with comments to Director, SCRB and obtain compliance thereon [from all] concerned.
- 22) To refer to the Central Finger Print Bureau, with approval of Director SCRB, all cases in which there is difference of opinion among experts of the FPB.
- 23) To undertake annual elimination and weeding out of old records as per provisions of the Police Manual
- 24) To depose evidence in Courts of law.
- 25) To visit scenes of important crimes as and when necessary or directed.
- 26) To handle, and supervise handling by staff of, Automated Fingerprint identification System (AFIS), Digital Fingerprint Photography, and other Specialized Fingerprint techniques as and when introduced.
- 27) To perform such other duties as may be entrusted from time to time by Director, SCRB.

II DUTIES AND FUNCTIONS OF FINGER PRINT INSPECTORS

- 1) To work under the direct control, direction, and supervision of Director, FPB and over all control of Director, SCRB and perform duties and functions of experts as per Police Manual Rules and other instructions
- 2) To examine, and give expert opinion in cases as may be entrusted.
- 3) To depose evidence in Courts of Law.
- 4) To visit scenes of crimes as may be directed.
- 5) To supervise the work of District Finger Print Units, and fingerprint work of Court Offices and Police Stations as may be assigned.
- 6) To conduct research in fingerprint science with approval of Director, SCRB.

- 7) To function as in-charge of any District Finger Print, Unit as and when ordered by Director, SCRB.
- 8) To suggest improvements in fingerprint work.
- 9) To properly maintain fingerprint records and equipment handled or entrusted.
- 10) To assist Director, FPB in elimination and weeding out of old records.
- 11) To inspect half-yearly all District Finger Print Units assigned, and assess the quality of work of FPSI as to whether he is performing his duties and functions properly.
- 12) To submit when touring, a diary to Director, SCRB through Director, FPB in P.M. Form No. 5 along with enclosures as per PMR 448.
- 13) To handle, and supervise handling by staff under his charge of, Automated Fingerprint Identification System (AFIS), Digital Fingerprint Photography and other Specialized Fingerprint techniques as and when introduced.
- 14) To perform such other duties as may be entrusted by Director, FPB and Director SCRB.

III. DUTIES AND FUNCTIONS OF FINGER PRINT SUB-INSPECTORS POSTED AT THE FPB

- 1) To work under the direct control, direction, and supervision of Director, FPB and over all control of Director, SCRB.
- 2) To remain in-charge of the sections assigned.
- 3) To be responsible for proper maintenance and up-keep of all records, registers, files documents, equipment, materials etc, under their charge.
- 4) To check and submit all records received from various sources, to Director, FPB.
- 5) To function as in-charge of any District Finger Print Unit as and when ordered by Director, SCRB.
- 6) To visit scenes of crimes as and when deputed.
- 7) To suggest improvements in finger print work.
- 8) To handle automated Fingerprint Identification System (AFIS), Digital Finger Print Photography and other Specialized Finger Print techniques as and when introduced.
- 9) To conduct research in fingerprint science with approval of Director, SCRB.
- 10) To perform such other duties as may be entrusted by Director, FPB or Director, SCRB.

IV. DUTIES AND FUNCTIONS OF FINGER PRINT SUB-INSPECTORS OF DISTRICT FINGER PRINT UNITS UNDER THE DCRB.

- 1) To work under the direct control, direction and supervision of Inspector, DCRB and over all control of District SP and perform duties and functions of district/local expert as per Police Manual Rules and other instructions.
- 2) To visit scenes of crime for lifting chance prints (including palm and foot prints), cadavet prints, taking photographs thereof etc. and submit them to the FPB.

- 3) To take specimen prints, tracings, castings etc of inmates, suspects, deceased and accused as per requirement.
- 4) To timely dispatch exhibits to the FPB for examination and opinion.
- 5) To ensure receipt of Finger Print slips of all accused along with Arrest/Court Surrender Memo (PM Form No. 211) from Police Stations and Court Officers as the case may be, in Schedule of offences as per PCO-272/90 and PCO-304/2000. In cases in which Finger Prints slips are not received along with Arrest/Court Surrender Memo, it shall be promptly brought to the notice of District SP for appropriate action.
- 6) To ensure receipt of Finger Print slips of all convicts along with Court Disposal Memo (PM Form No. 58) from Court Officers in Schedule of offences as per PCO 272/90 and PCO-304/2000. In cases in which Finger Print slips are not received along with Court Disposal Memo, it shall be promptly brought to the notice of District SP for appropriate action.
- 7) To check quality and sequence of rolled prints and correctness of particulars of accused or convicts noted in Finger Print slips received as above and promptly dispatch them to the FPB. Defective Finger Print slips shall be returned with remarks to concerned Police Station or Court Office as the case may be, for re-submission after rectification.
- 8) To maintain a Finger Print Register case-wise and Police Station wise for the aforementioned purpose in the proforma specified as under and put it up every week to District SP through Inspector, DCRB for perusal and orders.
- 9) To ensure that all correspondence to the FPB from Police Stations, Court Offices etc. (excluding GRP) relating to FP work (other than establishment matters) are routed through District Finger Print Unit of DCRB, and any violation thereof shall be brought to the notice of District SP for appropriate action.
- 10) To visit weekly the Sadar Court Office and monthly all other Court Offices in his district to check the fingerprint work, give such advice as may be necessary, and bring any defects thereof to the notice of District SP for corrective measures. For this purpose he shall submit to District SP a diary in PM Form No. 5 along with enclosures as per PMR 448. During such visits he shall compare the Finger Print Register mentioned in para-8 with GR and Conviction Registers of Court Office to reconcile discrepancies if any, and in token of such comparison he shall put his signature at relevant pages of said registers of Court Office and obtain counter-signature of Court Officer at relevant pages in his register,
- 11) To ensure submission by the Police Stations, of Finger Print slips of ex-convicts as per pending lists prepared by Court Officers and consign them to the FPB.
- 12) To attend weekly jail parades at District Headquarters Jail, and visit monthly all other Jails in his district to take fingerprints of those accused or convicts not taken earlier, and consign them to the FPB.

- 13) To ensure in appropriate cases, prosecution for enhanced punishment u/s 75 IPC and under appropriate provisions of any local or special law, of persons whose previous convictions are traced.
- 14) To ensure timely compliance by Court Officers to objection memos issued by the FPB.
- 15) To obtain from the FPB, and furnish Finger Print Classification Formulae to DCRB, Court Offices and Police Stations for entry in register of active criminals maintained by DCRB, history sheets, and other concerned registers.
- 16) To ensure taking of cadaver prints (not dissected finger tips) of all un-identified dead bodies, and their submission to the FPB for identification.
- 17) To take fingerprints of all police personnel in their service records as per orders of District SP.
- 18) To ensure entry of Provisional Criminal Number, nationality etc. of accused and convicts in Finger Print Record and Search slips, Arrest/Court Surrender Memos, Court Disposal Memos etc. by Police Stations and Court Officers as the case may be, and any violation there of shall be promptly brought to the notice of District SP for appropriate action.
- 19) To ensure maintenance of Un-identified Persons Register in PM Form 48 as per Para-6 of PCO 272/90 by all Police Stations and as per PMR 271 by all Court Offices in his district.
- 20) To check proper use of fingerprint kits and equipment supplied to Police Stations and Court Offices.
- 21) To train periodically, with approval of District SP, all police officers of his district in fingerprint work.
- 22) To attend district monthly and quarterly crime meetings and appraise District SP and other police officers of various matters relating to fingerprint work for necessary follow up action.
- 23) To handle Automated Fingerprint Identification System (AFIS), Digital Finger Print Photography and other Specialized Finger Print techniques as and when introduced.
- 24) To perform the aforementioned duties *mutatis mutandis* in respect of GRP areas within his district, and for this purpose he (i.e. FPSI) is subject to full control of concerned SRP as if the latter were his District SP. The SRPs may refer any problems in this regard to Director, SCRB whose instructions thereon shall be binding on, and complied forthwith by concerned FPSI and District SP.
- 25) To perform such other duties and functions as may be entrusted from time to time.

PROFORMA OF FINGER PRINT REGISTER MAINTAINED BY FPSI OF DCRB

| Sl. No. | PS case No. with sections of law. | Total No. of accused. | Name parentage & address of accused whose FP slips received correctly & date of dispatch to FPB. | Name parentage & address of accused whose FP slips not received defective. | Action taken on pending/ defective FP slips. | Result of trial |
|---------|-----------------------------------|-----------------------|--|--|--|-----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

| Total Nos. of convicts | Name, parentage & address of convicts whose FP slips received correctly & date of dispatch to FPB | Name, parentage & address of convicts whose FP slips not received defective | FPCF/ PCN/ RCN/ | Action taken on pending/ defective FP slips | CRP/ ICR/ JA No. & Name of jail | Remarks |
|------------------------|---|---|-----------------|---|---------------------------------|---------|
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |

Sd/- dated 14.02.2003
SRI N. C. PADHI, IPS
D.G. & I.G. OF POLICE
ORISSA, CUTTACK