



ODISHA POLICE
CRIME BRANCH
CRIMINAL INVESTIGATION DEPARTMENT

POLICE CIRCULAR ORDER NO.3 5 7 /2015

Sub: Modification in procedures of filling Integrated Investigation Forms for implementation of Core Application Software under CCTNs Project

There is an urgent need for modification in the following procedures of filling of Integrated Investigation Forms for smooth implementation of the Core Application Software under CCTNs Project.

1. New Procedure to be followed for numbering of Final Forms as Integrated Investigation Form No-V(IIF-V)

As per provision laid down in PMR-174 when a case is found to be true and prima facie offence is made out, such accused person/persons are sent for trial to the courts of law along with the Police Report as envisaged in Section-173(2) Cr.P.C. in PM Form No-32 which is termed as "Charge Sheet". As a matter of practice, Charge Sheets submitted by the Investigating Officers in a Police Station are being numbered annually commencing from 1st day of January of the year.

National Crime Records Bureau has prepared a standardized format in Core Application Software and provided to the State. In Core Application Software, charge sheet is treated as Integrated Investigation Form No. V (IIF-V). In this the FIR number is treated as the identifying number as all Integrated Investigating Form (IIFs) are attached to it. Hence when an Investigation Officer after completion of the investigation submit Final Form (Charge Sheet/Final Report), the number is auto populated as 01 (one) of the FIR number, thereby tagging it with the FIR of that particular case. If supplementary final forms are submitted, then it is numbered as 2, 3 and so on. This process is not prevalent in our State. So, to meet the requirements

of Core Application Software (CAS) and standardization of the procedure of submitting Final Forms (Charge Sheet/Final Report), the existing system of assigning of annual numbers to Final Form is henceforth dispensed with. Henceforth IIF-V will be identified with the FIR number and the Final Forms will be numbered accordingly.

2. New Procedure to be followed in Man Missing Report as Integrated Investigation Form No-VIII(IIF-VIII)

As per provision laid down in PMR-106 when a person is reported as missing, the matter is entered in the Station Diary and is being enquired into by an Officer.

The matter is also entered in Part-I of a Register called as "Man Missing Register" as per the format given in PMR-106. After the enquiry is completed, the result of enquiry is usually entered in the remarks column of that Register.

National Crime Records Bureau has prepared a standardized format in Core Application Software which needs to be filled up by all police stations. In Core Application Software, the Man Missing Report and its Registration is treated as Integrated Investigation Form No. -VIII (IIF-VIII) which is not prevalent in our State. Once the Man Missing Report is entered in Core Application Software (CAS), IIF-VIII is automatically populated. We have already developed and are customizing Man Missing Register as per the provision laid down in PMR-106 in Core Application Software.

To bring uniformities in maintaining Registration of Man Missing in Core Application Software, henceforth Registration of Man Missing in Integrated Investigating Form No. VIII (IIF-VIII) is to be adopted in all Police Stations of our State.

3. Procedure to be followed for unidentified found persons as Integrated Investigation Form No-IX (IIF-IX)

As per provision laid down in PMR-106 when a person is reported as missing, the matter is entered in Station Diary and is being enquired into by an Officer. The matter is also entered in Part-I of a Register called as "Man Missing Register" as per

the format given in PMR-106. There is no provision in Police Manual for Registration of Unidentified Found Person in the Police Station area in our State. As such, in such cases Police enters the facts in Station Diary and result of enquiry is reflected in the Station Diary. No Register is being maintained in the Police Station Level.

National Crime Records Bureau has prepared a standardized format in Core Application Software. In Core Application Software, Registration of Unidentified Found Person is treated as Integrated Investigation Form No -IX (IIF-IX) which is not prevalent in our State.

To standardize the procedure in maintaining Registration of Unidentified Found Person in Core Application Software it is duly ordered that IIF-IX for Registration of Unidentified Found Person is to be adopted in all Police Stations of our State.

4. New Procedure to be followed for unidentified dead bodies as Integrated Investigation Form No-X (IIF-X)

As per provision laid down in PMR-106, when an unidentified dead body is recovered, an UD Case is to be registered and enquired into. Besides this, one Register is maintained in the Police Station as per the format provided in Part-II of Man Missing Register as per provision laid down in PMR-106. Soon after the completion of enquiry, the result of enquiry is also entered in the remarks column in that Register in Part-II.

National Crime Records Bureau has prepared a standardized format in Core Application Software and provided to the State. In Core Application Software, the Registration of Unidentified Dead body and registration of Unnatural Death Case are made simultaneously. Such registration of unidentified dead body in Core Application Software is treated as Integrated Investigation Form No. X (IIF-X) which is not prevalent in our State. It may be noted that once the Unnatural death case is entered in Core Application Software (CAS) it is automatically populated in Integrated Investigation Form No. X (IIF-X).

To standardize the procedure in maintaining Registration of Unidentified Dead body in Core Application Software, it is duly ordered that Registration of Unidentified Dead in IIF-X body is to be adopted in all Police Stations in our State for smooth implementation of Core Application Software (CAS).

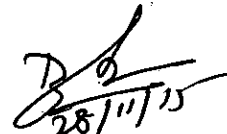
5. New Procedure to be followed for Registration of Unnatural Death as Integrated Investigation Form No-XI (IIF-XI)

As per provision laid down in PMR-199 soon after receipt of information of death of a person occurring in any of the circumstances mentioned in section 174 Cr.P.C, a first information report shall be prepared in PM Form No.37 and enquired into by an Officer. A final report shall be submitted in PM Form No.37-A on completion of the investigation into the unnatural death.

National Crime Records Bureau has prepared a standardized format in Core Application Software and has provided the same to the State. In Core Application Software, the Registration of Unnatural Death is treated as Integrated Investigation Form No -XI (IIF-XI).

To standardize the procedure in maintaining Registration of Unnatural Death in Core Application Software, it is hereby ordered that Registration of Unnatural Death in IIF-XI is to be adopted in all Police Stations in our State.

The above procedures will come into existence from 1st December, 2015 and shall be adhered to strictly.



(K.B.SINGH)

Director General & Inspector General of Police
Odisha, Cuttack

Memo No. 33995/CID-Law

Date 28.11.2015

Copy forwarded to:

- All District SsP including SsRP Rourkela/Cuttack/DCsP Cuttack/Bhubaneswar/
SsP CID, CB
 - Commissioner of Police, Bhubaneswar-Cuttack/Addl. DsG of Police, Railways/
HRPC/All Range IsGP/DIsGP
- for information and necessary action please.



(K.B.SINGH)

Director General & Inspector General of Police
Odisha, Cuttack