

**OFFICE OF THE DIRECTOR GENERAL OF POLICE  
PUDUCHERRY**

No.4/DGP/SECY/2009-567 -

Dated: 15.06.2009

**C I R C U L A R**

Sub: Investigation of Special Report Cases and  
Maintenance of Case Monitoring File – Instructions –  
Issued.

Ref: Standing Order No.3/89.

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The Standing Order cited above relates to the investigation of Special Report Cases including preparation of Initial Special Reports and Continuation Special Reports. In spite of the above instructions, it is found that investigation in Special Report Cases are not progressing well and the SDPOs/SPs are not monitoring the investigation on a regular basis.

In view of the above, the following instructions are issued for compliance:

The following cases are categorised as Special Report Cases for which a Case Monitoring File has to be maintained by the Investigating Officer along with the case file to enable the supervisory officers to monitor the progress of investigation:

1. Murder
2. Dacoity
3. Robbery
4. Sedition
5. Death in Police custody
6. Abetting the commission of suicide
7. Attempt to Murder/Attempt to commit culpable homicide
8. Rape
9. House Breaking/Theft involving property worth Rs. 2 Lakh and above
10. Administering drug/poison for hurt or robbery
11. Loss/theft of arm and ammunition
12. Case involving counterfeit currency notes
13. Case involving foreign national
14. Kidnapping/abduction with intent to murder/extract ransom
15. Case in which any Police official is involved as accused
16. Case under NDPS Act
17. Case u/s 498 A IPC
18. Case under Explosives Act, Explosive Substances Act and the case involving seizure and use of Fire arms.
19. Assault on public servant
20. Case relating to land grabbing.
21. Case under the SC/ST (Prevention of Atrocities) Act 1989
22. Case u/s 304 B IPC
23. The Unlawful Activities (Prevention) Act, 1967
24. Any other case in which Special Report may be called for by SSP/DGP

Crimes mentioned at Sl. No. 1 to 16 above shall be investigated only by the Circle Inspector of Police and Inspector of Police of CID Branch. Case in Sl. No. 21 shall be investigated by SP(PCR Cell) or any Superintendent of Police who looks after the work and the case in Sl. No. 22 will be investigated by Superintendent of Police of the Sub-Division/Unit concerned. Other cases can be investigated by the Sub-Inspector of Police. Under no circumstances, any Special Report case shall be investigated by an officer below the rank of Sub-Inspector of Police.

### **PROCEDURE OF REGISTRATION OF CASES**

When any of the case under the category of a Special Report Case is reported at a Police Station, the Station House Officer concerned shall immediately inform about it to the Circle Inspector who shall inform the senior officers by telephone or wireless about the brief facts of the incident such as the place and time of occurrence, the name of the complainant and accused persons, etc. Such complaint shall be immediately recorded in the FIR book and the original FIR will be sent to the jurisdictional court and copies despatched to the Director General of Police and Senior Superintendent of Police(L&O), the District Collector concerned. The SHO shall send wireless message to Superintendent of Police(CID) with copies to the Police photographer, Inspector (CRB) and the Director of Finger Print Bureau for sending the photographer/videographer, Dog Squad and Finger Print Experts to the scene for assisting the investigating officer by taking photographs, tracking the accused persons and materials and collecting finger print clues, etc. He shall also alert all the Police Stations in the region concerned and the neighbouring districts of the adjoining state.

### **VISIT OF THE SCENE OF CRIME**

On receipt of the information about the report of a special report case, the Circle Inspector and the Superintendent of Police shall immediately visit the scene of crime. The scene of crime will also be visited by SSP in grave cases. On reaching the scene, the Investigating Officer shall immediately take up investigation. The Superintendent of Police of the region/unit, during his visit to the scene of crime shall inspect the area, give specific instructions to the investigation officer and guide him in the process of investigation.

### **SUBMISSION OF CASE MONITORING FILE**

After conducting preliminary investigation, the Investigating Officer will prepare the Case Monitoring File and put up the same to the SSP concerned

within 72 hours of the registration of the case. The Case Monitoring File should be seen by the Senior Superintendent of Police at least once a month to review the progress of the investigation. After perusing the Case Monitoring File, SP/SSP concerned will issue necessary instructions to the Investigating Officer in writing and the IO in turn re-submit the case monitoring file after complying with the instructions. Further, the Case Monitoring File should be put up to the SSP concerned at the following stages of investigation of the case:

- 1) After arrest of accused persons
- 2) After forwarding exhibits to CFSL
- 3) Before filing of charge sheet/Supplementary charge sheet
- 4) On receipt of Court direction, if any.

### **INVESTIGATION**

All Special Report Cases shall be investigated with due seriousness and promptness under the close supervision of the Superintendent of Police. If the Investigating Officer requires assistance of a team of officers and men, the Superintendent of Police shall detail the same immediately and monitor the progress of investigation and the work carried out by the IO. All clues and leads coming up in the case will be followed up promptly and methodically. Every effort should be made to ensure that special report cases do not remain undetected.

### **CASE DIARIES OF INVESTIGATION**

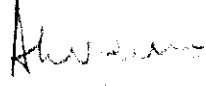
While going through the case diaries, the supervisory officers shall take note as to whether the compliance of the instructions given in the case monitoring file or similar instructions given in person by them are carried out satisfactorily by the Investigating Officer. The following stages of the investigation should be clearly recorded in the case monitoring file and put up to the SSP concerned for information.

1. Conclusion of post-mortem examination
2. Arrest of accused person(s)
3. Recovery of weapon of offence
4. Recovery of kidnapped/abducted person(s)
5. Judicial remand of accused person(s).
6. Release on bail of the accused person(s)
7. Despatch of exhibit to the laboratory
8. Receipt of report from the laboratory

Once a case is charge sheeted, a proper record of the same shall be made in the Crime Register maintained in the Office of Superintendent of Police and

Senior Superintendent of Police. They will follow up in crime meetings till the cases are solved, charge sheeted, tried and finally disposed by the court. In case of any observation against the Police, follow-up action will be initiated by the SSP/SP. A format of the Case Monitoring File is enclosed herewith for compliance.

ISRs and CSRs mentioned in the standing order cited above may be discontinued henceforth.



**(ALOK KUMAR VERMA, IPS)**  
DIRECTOR GENERAL OF POLICE  
PUDUCHERRY

To

- 1) The Deputy Inspector General of Police, Puducherry.
- 2) The Senior Superintendents of Police, KKL/C&I/L&O, Puducherry.
- 3) All SPs/Inspectors/SHOs/Incharge of OPs.