

Chapter IX
Format of the forms used by DD units

Appendix I

MONTHLY RESUME TO BE SENT BY THE DD UNIT
(Vide Rule 93(d) of the rules of Business of CID)

1. Name of the DD Unit:
2. District
3. Resume for the month of
4. **CRIME REVIEW** (Details of important Crime Reported in the jurisdiction of the DD Unit along with progress of investigation and developments in the important cases)

	Type of Crime	No of cases reported during month under review	No of cases reported during the previous month	Remarks
1	House Dacoity			
2	Bank Dacoity			
3	Highway Dacoity			
4	Petrol bunker Dacoity			
5	Robbery			
6	Murder			
7	Crime against women			
8	Drug cases			
9	Railway Crime (Dacoity/Robbery/Murder)			

5. **Developments of important Cases** (As entered in Work Register Part I and II)

	Case No (PS/Case No/Sec etc)	Place of occurence	Modus operandi	Developments in the case (Detection of the gang/arrest/seizure etc)

6. **Cases taken over by the CID during the month:**

	Case reference	Name of the Investigation officer	Developments in the case including dates of supervision by DS/SS etc

7. **Recommendations of the DDI about taking over of a case by the CID:**

	Case reference	Brief description of the case and reasons for recommendations for taking over of the case by CID

8. **Cases in which CID assisting the local Police Station:**

	Case reference	Brief description of assistance provided

9. **Review of the pending cases:**

	Case reference	Name of the IO	Arrests	Present position	Reasons why case is pending

10. **Position of Trial of Important Cases:**

(The position of trial of important cases investigated by the CID)

	Case reference	GR No and Name of Court	No of witnesses examined	Present Position and next date of the case.

11. **Statement of Sub Judice Cases**

S.No	Case ref	GR No and Name of court where pending	If any accd. Is absconding	Present position of the case.

12. Organised Crime Information System Data

	Name of Criminal	Case ref	OCIS File No	Date of dispatch to CID HQs

13. Pending warrants of Cases investigated by the CID:

	Case ref	Name of the warrantee	Name of PS where warrant is pending	Actions taken for apprehension

14. Tours of DD Staff in terms of Rule 93(o) of the Rules of Business of the CID

	Name of the Inspector/SI	Date of visits to Court/Meeting with PP and APP's	Particulars of Police Stations visited

15. Particulars of the Good work done by the DD unit

	Case reference	Particulars of good work	Recommendations of the DDI for reward

16. Particulars of Training courses attended by the DD Staff:

	Name of the staff who attended course	Name of the Course and location where attended	Dates of the course

17. Inquiries pending with the DDI unit:

	Nature of inquiry	Inquiry pending with	Reasons for report being held up

18. Meetings attended by the DDI Staff:

	Particulars of meetings	Meeting convened by and date of meeting	Name of DD Staff who attended the meeting

19. Administrative Matters:

<u>1</u>	Have the Menial Staff received wages? If No particulars of pending wages	
<u>2</u>	Has the rent for the hired premises been paid? If No - provide details of pending bills:	
<u>3</u>	Up to which month has the TA Bill been cleared? Provide details of pending bills	
<u>4</u>	Has the telephone Bill been paid? If No provide details	
<u>5</u>	Has the electricity Bill been paid? If No provide details of pending bills	
<u>6</u>	Any other matter that you would like to bring to the notice of the SS(I)/DIG	

20.

20. Comments/Observations of the DDI(I)

Signature of the DDI(I)

21. OBSERVATIONS AT CID HEADQUARTERS

(a)	Observations of the DS	1	Dates of visit to the DD Units	
		2	Particulars of cases supervised locally	
		3	Annual inspection or Short Inspection of	

			the DD Unit	
		4	Observations of the pending cases	
		5	Observations on the general functioning of the DD unit in matters pertaining to crime preventions/detection of gangs/assistance provided to District Police on criminal intelligence	
		6	General observations (if any)	
		7	Matters which require the attention of the CID HQs	
(b)	Observations of the Special Supdt. Of Police	1	Dates of visit to the DD Units	
		2	Particulars of cases supervised locally	
		3	Annual inspection or Short Inspection of the DD Unit	
		4	Observations on the pending cases	
		5	Observations on the general functioning of the DD unit in matters pertaining to crime preventions/detection of gangs/assistance provided to District Police on criminal intelligence	
		6	General observations (if any)	
		7	Matters which require the attention of the DIG/IGP/Addl. DGP	
©	Observations of the DIG			
(d)	Observations of the IGP			
(e)	Observations of the Addl. DGP			

Appendix P-2

CRIMINAL INVESTIGATION REPORT
PRELIMINARY REPORT

[The reports are to be submitted by the DDI in respect of cases that are supervised by the DDI)

1	Name of Police Station	
2	FIR No/date and sections	
3	Name of the IO	
4	Brief facts of the FIR	
5	Modus Operandi/Motive	
6	FIR named accused	
7	Persons /Gang suspected for the crime	
8	Brief report on the developments of the case	
9	Details of arrests	
10	Particulars of Recoveries etc.	
10	Observations of the DDI	

Appendix P-3

CRIMINAL INVESTIGATION REPORT
DETAILED REPORT

Name of Police Station	1				
FIR No/date and sections	2				
Gist of the FIR	3				
Modus Operandi/Motive	4				
Steps taken for Investigation	5				
Facts revealed during investigation	6				
Details of arrests	7		Name,fathers name and address	Date of arrest	Category (FIR named /161/164)
Developments in the case	8				
Criminals/gang responsible for the crime	9				
Aspects that need attention	10				
Criminal antecedents of the accused persons	11				
Observations of the DDI	12				

(Appendix P-4)

MEMO OF EVIDENCE

1	Name of Police Station					
2	FIR No/date and sections					
3	Name of the IO					
4	Date of assumption of charge					
5	Steps taken for Investigation					
6	Facts revealed during investigation					
7	Details of arrests		Name, fathers name and address	Date of arrest	Category (FIR named /161/164)	Present wherabouts (Bail/JC)
8	Test Identification Parade		Date of TI Parade	Suspects placed	Result	
9	Reason for not recording confessional statement on the first and subsequent dates;					

10	Evidence point by point against each accused with CD reference		Name of accd	Evidence (FIR/161/TI Par/164 /27 IE Act/Prop.Recovered etc)	
11	Demerits of the Case				
12	Criminal antecedents of the accused persons				
13	Recommendations of the Controlling Inspector				
14	Recommendations of the DS				

Appendix V

INTERROGATION DETAILS

1. DISTRICT
2. POLICE STATION
3. FIR NUMBER
 - a. ACT
 - b. SECTION
4. INTERROGATED BY
 - a. NAME
 - b. RANK
 - c. CONTACT NO.
5. PLACE OF INTERROGATION

PERSONAL DETAILS

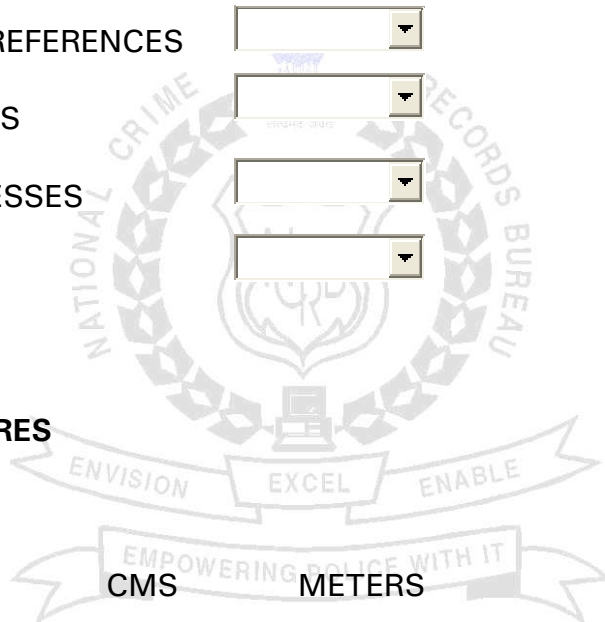
6. NAME OF THE ACCUSED
7. ALIAS, IF ANY
8. AGE YEARS: YEAR OF BIRTH
9. ADDRESS & CONTACT DETAILS
10. PASSPORT DETAILS
 - a. PASSPORT NO.
 - b. ISSUED BY
 - c. VALID UPTO
11. RELIGION



- 12. CASTE
- 13. EDUCATIONAL QUALIFICATIONS
- 14. MARITAL STATUS
- 15. OCCUPATION
- 16. LANGUAGES KNOWN
 - a.
 - b.
 - c.
- 17. DRESS HABITS
- 18. FOOD PREFERENCES
- 19. DISEASES
- 20. WEAKNESSES
- 21. HOBBY

PHYSICAL FEATURES

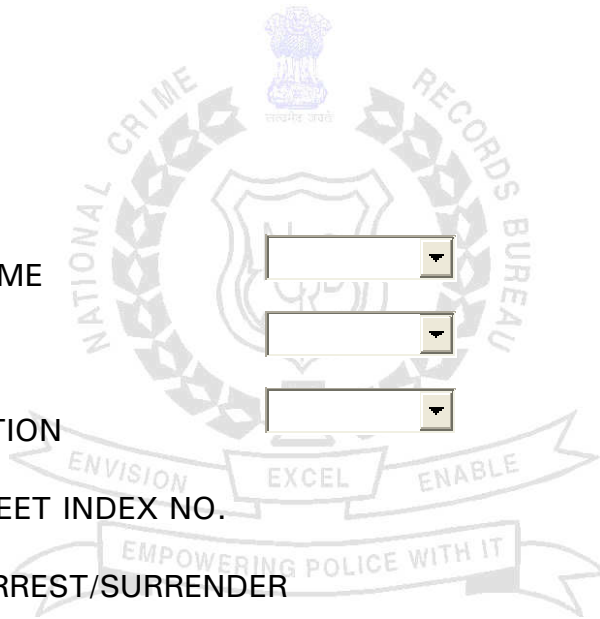
- 22. HEIGHT CMS METERS
- 23. WOUND MARKS
- 24. BUILT
- 25. EYES
- 26. COMPLEXION
- 27. SHAPE OF FACE
- 28. HAIR
-



- 29. BEARD
- 30. MOUSTACHE
- 31. IDENTIFICATION MARK
- 32. NOSE
- 33. LIPS
- 34. TEETH
- 35. MOUTH
- 36. CHIN
- 37. SPEECH
- 38. WALKING STYLE
- 39. DEFORMITY/DISABILITY

ARREST DETAILS

- 40. TYPE OF CRIME
- 41. DISTRICT
- 42. POLICE STATION
- 43. HISTORY SHEET INDEX NO.
- 44. PLACE OF ARREST/SURRENDER
- 45. DATE OF ARREST
- 46. BY WHOM ARRESTED
- 47. DATE & PERIOD OF REMAND
- 48. SEIZURE DETAILS



49. PERSONAL PROPERTIES

a. PROPERTY TYPE

FAMILY DETAILS

1. NATIVE PLACE

a. VILLAGE/TOWN/CITY NAME

b. DISTRICT

c. STATE

2. PLACE OF BIRTH

a. VILLAGE/TOWN/CITY NAME

b. DISTRICT

c. STATE

3. ACCUSED ADDRESS DETAILS

a. PRESENT ADDRESS

i. HOUSE NO.

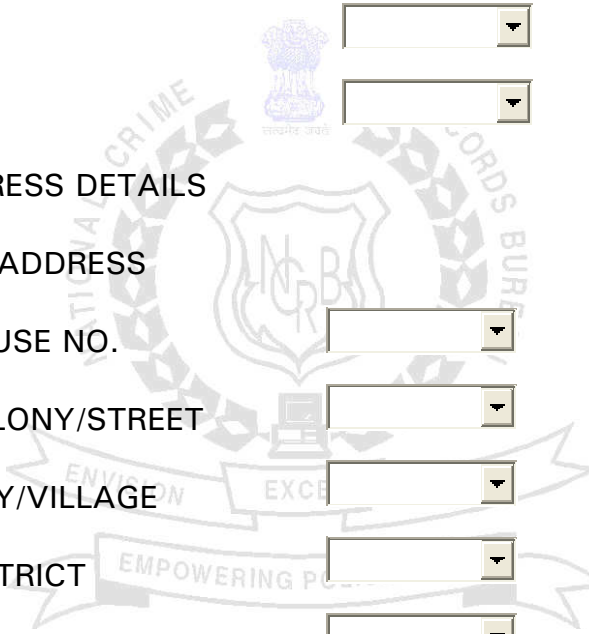
ii. COLONY/STREET

iii. CITY/VILLAGE

iv. DISTRICT

v. STATE

b. PRESENT ADDRESS



- i. HOUSE NO.
- ii. COLONY/STREET
- iii. CITY/VILLAGE
- iv. DISTRICT
- v. STATE

4. FATHER'S NAME

5. FATHER'S OCCUPATION

6. IS FATHER ALIVE YES/NO

7. IF YES, DETAILS OF HIS RESIDENCE

- i. HOUSE NO.
- ii. COLONY/STREET
- iii. CITY/VILLAGE
- iv. DISTRICT
- v. STATE

8. MOTHER'S NAME

9. MOTHER'S OCCUPATION

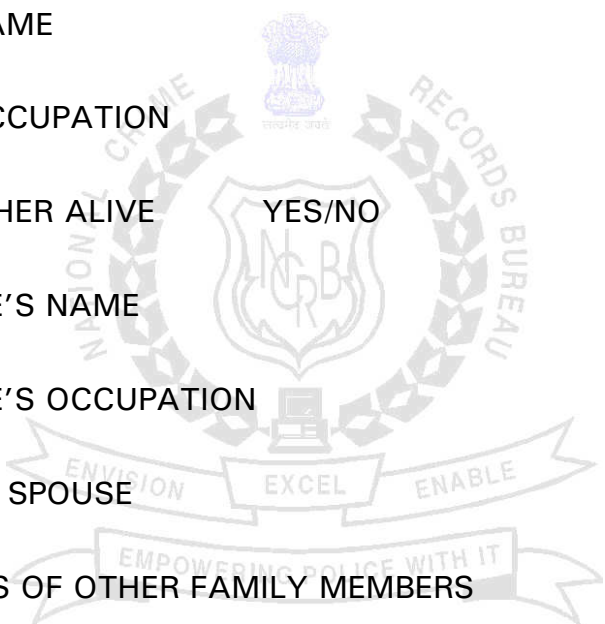
10. IS MOTHER ALIVE YES/NO

11. SPOUSE'S NAME

12. SPOUSE'S OCCUPATION

13. AGE OF SPOUSE

14. DETAILS OF OTHER FAMILY MEMBERS



SI.NO.	NAME	RELATIONSHIP	ADDRESS

ASSOCIATE/HARBOURERS DETAILS

S.NO.	NAME	ADDRESS	TYPE OF ASSOCIATION

GANG DETAILS

1. IF MEMBER OF GANG, THEN GANG DETAILS

a. NAME OF THE GANG

b. DATE OF JOINING

c. NAME OF THE LEADER

d. TOTAL OF KNOWN MEMBERS

e. AREA OF OPERATION

f. TYPE OF ACTIVITY

g. TYPE OF ARMS AND EXPLOSIVES USED

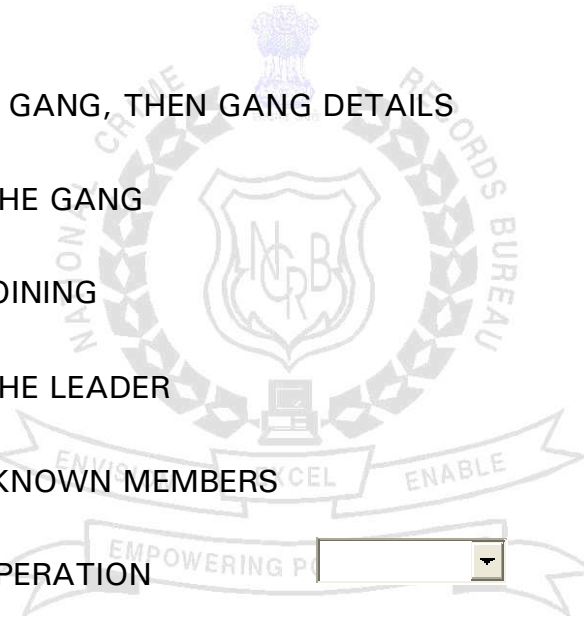
h. LINKAGES WITH ANY OTHER GANG

i. TRAINING, IF ANY

i. EXPLOSIVE YES/NO

1. IF YES, TYPE OF EXPLOSIVES

ii. ARMS YES/NO



1. IF YES, TYPE OF ARMS

j. M.O. DETAILS

PAST CRIME DETAILS

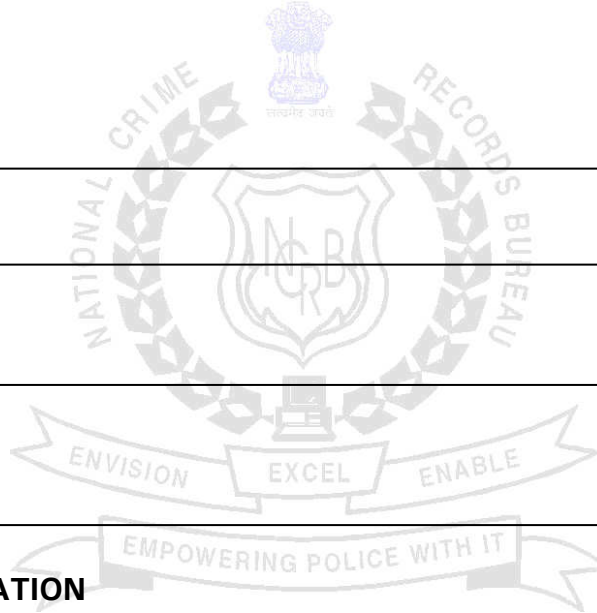
1. CRIMES COMMITTED

2. ARREST / SURRENDER DETAILS

OTHER DETAILS

FUTURE PLAN

GIST OF INTERROGATION



(Appendix P-6)

PROGRESS REPORT (II) OF S.R.CASES.

Detailed instructions regarding the Special report Cases are contained in Reg 246©, 1116 of PRB Vol I Appendix XV of PRB Vol II as well as in Police Order 1 of 1952.

2. Regulation 54 of the PRB Vol II states that while supervising a Case an officer must satisfy himself on the following:

- (a) The investigation is being pushed through without any delay;
- (b) The investigation is thorough, i.e., that clues are not overlooked or important lines of inquiry neglected;
- (c) The Investigation officers do not work mainly for confessions or rely too much on any that are made, and that they use no sort of pressure and offer no inducement to obtain confessions;
- (d) The Investigating officers are working honestly;
- (e) The prescribed procedure is being followed.

3. The Progress report II contains the details of the criminal case, the developments in the case. The line of investigation to be followed as well as the Instructions to the Investigating officer. The Progress Report II should contain the following information:

- (a) The Gist of the First Information Report;
- (b) Description of the Place of occurrence;
- (c) Preliminary steps taken by the Police in the case (preservation of the scene of crime, information to neighbouring Police Stations, etc)
- (d) Steps taken by the Investigating officer on arrival at the Place of occurrence;
- (e) Modus Operandi of the Crime;
- (f) Details of the Property stolen;
- (g) Motive of the Crime;
- (h) Seizures of exhibits by the Police and actions taken on them;
- (i) Gist of the Inquest and Post Mortem report (in murder cases)
- (j) Arrests of accused in the case;
- (k) Recovery of Property;
- (l) Details of the gang/criminals involved in the Criminal case;
- (m) Particulars of TI Parade and results;
- (n) Confessions made by the accused and details of 164 Statements recorded, if any.
- (o) Instructions for the Investigating Officer.

3. Very often, the DDI Unit may take over a case consequent to the submission of the PR II by the CI/SDPO. In all such cases, the DDI must incorporate all the points mentioned above including the actions taken by the District Police prior to the taking over of the case by the CID.

CFSL KOLKATA

Ref. Memo No.:

Date:

AUTHORISATION CERTIFICATE

Certified that the **Director Forensic Science Laboratory, DFS, M.H.A., Government of India, 30, Goracand Road, Park Circus, Kolkata-700 014, West Bengal** has authority to examine the exhibits of **Case**

No.....dated.....P.S.....

U/Sand also to take portions the of
or

take them to pieces for the purpose of examination.

Signature, Seal and Designation
of the Forwarding

Authority.

N.B.:-

1. Requisition for Forensic examination should be forwarded by Police Officer not below the rank of DCP/SP.
2. Sample seal(s) (in wax) should be legible, intact covered with cello tape.
3. All the exhibits forwarded should be clearly & properly packed. Sealed and labeled. A Specimen Seal. Used on parcel should be affixed in Submission form.
4. All the necessary papers/copies of FIR/Post Mortem Report/Medico Legal Certificate etc. Should be attested by the Forwarding Authority/Gazetted Officer.
5. Submission Form of CFSL, Kolkata should be used in forwarding the case(s).
6. Specimen seal used by the Medical Officer in medico-legal cases should be provided invariably.

7. All control blood (biological) samples for DNA Profiling test should be as FTA card or in EDTA coated tubes and carried in ice container.
8. Duty filled Biological Specimen Card (BSC) in duplicate ********* each donor should be attached with samples.
9. Case submitted with incomplete information /documents will not be accepted.
10. Exhibit(s) to be submitted to laboratory by **Messenger Only**.
11. In case the space of the column(s) of the submission form is inadequate separate sheet(s) may be attached.

West Bengal Form No. 5203

Appendix P-7

**WEST BENGAL POLICE
CALCUTTA POLICE**

Case No. -----

Police Station -----

Section of Law -----

District -----

Date ----- 20-----

In all cases where the examination of any materials is required at the Laboratory, a copy of this form duly filled in should accompany the exhibit.

I. Nature of Crime

(This should includes nature of charge, brief history and any relevant details)

(2)

II. LIST OF EXHIBITS SENT FOR EXAMINATION.

Serial No.	Description of the articles	How and whom found and by whom	Ownership of the exhibits	Remarks

III. NATURE OF EXAMINATION REQUIRED

(Including any information which will assist the examination)

(3)

IV. PARTICULARS OF PERSONS IN CUSTODY

Full Name	Occupation	Age	Sex	Date & time of arrest	Whether on bail of in custody	Court

Signature and Rank of the
Investigation Officer

Memo. No. -----

Dated, the ----- 20

Forwarded to the Director – cum – Senior Chemical Examiner,
Forensic Science Laboratory,
Medical College, Calcutta – 12.

SDO/Magistrate/ Dy. Commissioner of Police,
----- District/Calcutta.

Note : The ‘Nature of Crime’ and Nature of Examination’ care should be taken to ensure the all necessary information regarding individual samples submitted is included. In the packing of material for Expert Examination it is important that the specimen or sample should be well protected against contamination from outside sources. The specimen when received at the Laboratory must be a true unadulterated sample of the material found at the scene of the crime.

The exhibit should be wrapped in either clean white glazed paper or in cellophane and should be clearly and distinctly marked. Small exhibits such as hair fibres, dusts etc. should be packed in glass tubes if possible or in cellophane card envelopes. Liquid should be packed in scrupulously clean glass-stoppered bottles and sealed. Each specimen must be in a separate package and have a separate label with a distinguishing mark.

Whenever exhibits are required to be returned, a note to this effect may be made in the 'Remarks' column at Page 2 under the Head II or else they would be destroyed as usual.

(4)

Certified that the Director –cum-senior Chemical Examiner to the Government of West Bengal has the authority to examine the exhibits sent to him in connection with the case of State versus ----- under section ----- and if necessary to take them to pieces or remove portions for the purpose of the said examination.

Date -----

Signature

Place -----

S.D.O. / Magistrate / D.C

Certificate to be signed by a SDO/Magistrate/ Dy. Commissioner of Police----- District / Calcutta and forwarded to the Director – cum – Senior Chemical examiner, Forensic Science Laboratory, Medical College, Calcutta – 12 with exhibits.

Appendix P-8

SUBMISSION OF EXHIBITS FOR FORENSIC ANALYSIS TO CENTRAL FORENSIC SCIENCE LABORATORY

DIRECTORATE OF FORENSIC SCIENCE
MINISTRY OF HOME AFFAIRS.GOV'T OF INDIA
30,GORACHAND ROAD, KOLKATA – 700 014
PH : 033 2284,FAX : 033 2284 9442

(This form to be completed in duplicate)

CFSL No. :

Name of I.O.:

Police Station:

District:

Phone No.

Name of Forwarding Authority:

Rank:

Phone No:

Fax No:

STD Code

Case No.....Dated.....P.S.....

District:State:.....U/S:.....

Custody Ref. No./Police station Name:

Offence (s):

Date and time of offence:

Place of Offence:

Circumstance:

1. Name of Victim (if applicable)
(including sex & Age {approx.})
2. Person(s) charged or suspect
(including Sex & Age)
3. Charge sheet to be filed on

I. HISTORY OF THE CASE:

* To be filled by CFSL (K) Customer Service Branch

CFSL KOKLATA

II. LIST OF EXHIBITS SENT FOR EXAMINATION:

SI No	Description of exhibits	No. of Parcel	How ,When and by whom found	Source of Exhibits	Remarks

Name of packing & Dispatching Officer :

Rank :

III. NATURE OF FORENSIC EXAMINATION REQUIRED :

(If more them 2 kind of tests mention order of impotence)

Specimen seal impression
(Covered with cello-tape) →



Authorizing officer Signature

Name

Rank.....

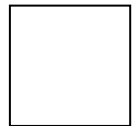
BLOOD DONOR CARD

DNA TYPING UNIT
Central Forensic Science Laboratory

A. Particular of donor / source

- i) Name (in block letters
- ii) Fathers/guardian's name
- iii) Sex iv) Date of birth
- v) Address
- vi) Medical History :
Normal: Genetic Disorder: Chronic Disease
Blood Transfusion in Past three month:
Organ Transplantation, if any:

_____ Affix passport size signed photo –
graph of the donor attested by
Medical Officer in presence of
Investigation Officer or a Gaze-
ted Officer, along with an extra
copy



B. Purpose of conducting test:

C. Case Details:

- i) Case No: Date: Court: P.S.:
- ii) Blood sample of :

D. Declaration of the blood donor:

I,..... hereby certificate that the biological sample has been collected with my consent and acknowledge the above information to be true.



Signature:

Name:

Date:

Left Thumb Impression

Right Thumb Impression

E. Blood Collection : Preferably 5ml blood should be collect in sterilized capped tubes using EDTA as anticoagulant. The tube should duly preserved in an ice container for transport.

- i) Volume and date of collection of blood:
- ii) Blood collected by:
(with Designation & signature)

Collection of Blood should be in preferably in presence of two witnesses (I.O / Solicitor as one)

F. Details of Investigation Officer/ Solicitor and witness :

Investigating officer / Solicitor:

Witness:

Signature:
Name:
Designation:
Address:
Date:

Signature:
Name:
Address

Date:

For office use:

Case No: CFSL/ EE/

Date of receipt:

Exhibit No:

Name of examiner:

Date of report:

BLOOD COLLECTION CARD

A. Particulars of donor

- i) Name (in block letters)
- ii) Father/guardian's name
- iii) Sex
- iv) Date of birth
- v) Address
- vi) Medical History :

- Normal
- Genetic Disorder
- Chronic Disease
- Blood Transfusion in past three months
- Organ Transplantation, if any
- Any other

- vii) State
- viii) District

- 3 -

- ix) Caste-Major group
Minor group

B. Blood Collection : Preferably 5 mL blood should be collected in sterilised capped bottle using EDTA anticoagulant.

- i) Date of collection : Place : Volume :
- ii) Blood collected by :
Name : Signature :
Disignation : Date :

C. Declaration of the blood donor :

I,hereby certify that the blood has been collected with my consent and I did not receive blood transfusion in the last three months/organ transplantation.

Signature

Name :

Date :

For office use :

DNA Repository No :

Isolated by :

Dated :

Quantity :

Signature :

Appendix P-9

**INSTRUCTION FOR SENDING CASES FOR THE SANCTION OF THE
GOVERNMENT**

Sanction of State/Central Government is required for (i) initiation, (ii) investigation and (iii) submission of Charge Sheet for prosecution in certain category of cases.

Joint Secretary(IS), Ministry of Home Affairs, Government of India and officials of Home (Police) Deptt., Government of West Bengal, have observed that the cases for approval of competent authority are at times received very late. This leaves hardly any time for the Ministry to examine the documents, seek opinion of the Law Ministry before submission of cases for approval of the competent authority, it is also noticed that prescribed documents are not furnished invariably thereby leading to back references and resultant delay in according approval. Moreover, in such cases, if the approval of the competent authority is not obtained within 90(ninety) days from the date of arrest of the accused, the Courts are liable to grant bail to the accused.

Hence, in order to deal with the situation quite effectively, following guidelines must be followed:-

1. It is reiterated that Coordinated action should be taken at all levels on time-bound basis to ensure that after completion of investigation and collection of all relevant documents and information, cases for approval of the competent authority are furnished by giving at least 10(ten) clear working days to the concerned Ministry. The matter should be routed through the Office of the D.G & I.G.P, West Bengal.
2. Following documents must invariably be enclosed with the prayer for sanction :-

A copy of

- i. F.I.R.
- ii. Arrest Memo. if any
- iii. Seizure List, if any
- iv. Statement(s) of witness(s)
- v. Opinion of competent legal authority/Public Prosecutor
- vi. Specific Comments, opinion and recommendation of the concerned Superintendent of Police/higher authority.

- vii. If any seized material has to be examined by any expert (i.e. documents, explosives, arms, ammunition etc.), then opinion of the expert.
 - viii. Any other relevant document.
3. In case of cases under Official Secrets Act, 1923, opinion of any superior officer of the department/Organisation from which the information was leaked, should be afurnished.

The opinion must clearly mentioned in reference to each document under reference is :-

- i. Whether it is a classified document?
 - ii. Whether the document comes under the purview of the Official Secrets Act, 1923?
4. Adequate steps must be taken to ensure security of the communication/information as exchanged in the process of examining the cases for approval of competent Authority. Any leakage, negligence etc. on this account must be dealt with strictly.
5. A list of such cases/ending at different stages (investigation, sanction, prosecution, appeal etc.) must be furnished with monthly resume.