

Sl. No.	Subject	PRB/P.O. No.	Description
			the existing buildings; (b) Inspection of the Land and Building Register; (c) Check on the Registration particulars; (d) Particulars of the repairs etc that have been carried out and if entry of the same has been made in the Register; (e) Repairs and other actions that are required on the Building. (f) Particulars of the rent paid and the dues of rent if any, where the accommodation is a hired one;
02.	Government Properties List (RI List and HC's List) (Appendix F-2)	Reg 1280 of PRB Vol I	A List of Government Properties must be maintained at each of the DD Units. The list should be authenticated by the OSD. Inspecting officers will ensure that: (a) The list have been authenticated; (b) Physical Inspection of the Property and where any item is found action for condemnation of the same; (c) Standard of maintenance of the items. (Particularly the Arms and ammunition that have been issued to the Police Station (reg 237 of PRB Vol I)
03.	Inspection Register (Appendix F-3)	1112	(a) An inspection register in B.P. Form No.207 shall be kept at each office (including Court and Circle

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			Inspector's office), police-station and outpost. (b) Inspection remarks of the DS/SS/DIG/IGP/ Addl. DGP shall be sent by the latter in duplicate to the office inspected. The original copy shall be placed in the Inspection Register and the duplicate copy returned to the Inspecting Officers' office showing action taken locally. © Any undue delay at any stage in the course of action on inspection remarks should be brought to the notice of the Special Superintendent. On all actions being taken, the files should be put up to the Special Superintendent for final orders. N.B:- The Special Superintendent of Police should lay down by an office order which particular clerk in his office shall delay with the inspection remarks and bring to the notice of the Special Superintendent any instance of undue delay at any stage in the course of action on inspection remarks. (g) All visit by inspecting officers, however short, shall be noted in the register. (h) All Inspecting Officers must: 1. If actions on the instructions issued on the previous inspection have been taken, If not, what has been the difficulty in doing so; 2. Instructions for actions on the pending actions;

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			<p>III. Review of the past inspection in terms of Reg 51(d) (f) and 52 to see that the Inspections have been carried out regularly and the observations are specific and not a comparative assessment of various data.</p> <p>IV. Review the Short Inspections and the Supervision Notes made in the Inspection Register by the DS/SS.*</p>
04.	Correspondence Register (Appendix F-4)	376	<p>Two registers shall be kept in Bengal Forms Nos. 16 and 19 in which shall be included all orders, legal processes, as well as other correspondence received and dispatched. The registers shall be written up by the Assistant Sub-Inspector, but this shall not relieve the DDI in charge of the responsibility of opening, dating and attending to the dak personally. It should be ensured that the following letters received are entered in the Receipt Register:</p> <ul style="list-style-type: none"> (i) Orders from courts and Magistrates. (ii) Departmental orders. (iii) Enquiry slips. (iv) Public Petitions (v) Miscellaneous. <p>“(B) The following separate Register will be maintained for letters received from the National or State Human Rights Commission and the second for complaints against the Police received from Public:</p> <ul style="list-style-type: none"> (i) Letters From Human Rights

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			<p>Commission</p> <p>(ii) Public Complaints against Police Pending List : Pending list of the papers pending with the DDI in which replies have not been sent should be drawn at the end of the month showing the papers that are pending with each of the personnel in DD Unit.”</p>
05.	Disposition List (Appendix F-5)	Regulation 373 of PRB Vol I	<p>There should be a List showing the particulars of persons posted to the DD unit. Extract from the PPMS about the personnel posted should be collected from Dist. HQs and compiled as a List for the DDI Unit; The List should also contain the names of those personnel who are on attachment with the DD Unit from any unit.</p>
06.	Warrant Register (Appendix F-6)	323(h)	<p>A register of Warrants of arrest shall be maintained at each DD Unit in B.P. Form No.56. The register will include particular of the warrants issued against persons in the following class of cases:</p> <ul style="list-style-type: none"> (a) Warrants issued against persons wanted in cases being investigated by the DDI Unit; (b) Warrants issued against persons in cases which are being investigated by other DD units but staying in the jurisdiction of the DDI Unit ; (c) Warrants against persons who are absconding in cases which were investigated by the DDI unit but are sub judice. <p>The DDI Unit will ensure that the</p>

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			<p>following particulars are entered against each of the above class of warrants:</p> <p>(a) Name of the PS where the warrant is pending;</p> <p>(b) Dates on which raids for the execution of the warrant has been organized by the DDI unit.</p> <p>“The DDI should ensure that the Register is updated by periodical visits to the Court concerned as well as the respective Police Stations.”</p>
07.	Absconding Register (Appendix F-7)	118	<p>(a) A register in B.P. Form No. 210 shall be maintained in the office of the DDI unit of absconding offenders whose homes are within the jurisdiction, that is, whose names find entry in part I of the police-station registers. Entries shall be made police-station by police-station.</p> <p>(b) The Register will contain the names of Absconders in cases being investigated by the CID or in cases investigated by the CID and are sub judice;</p> <p>(c) The DDI shall see that the names of absconding offenders are registered in his own register as registered in the police-station in which lies the home of the absconder or his relatives.</p> <p>(d) The Supdt. Of Police will pass orders for such registration on receipt of the final memorandum unless he has already done so, e.g., on the monthly</p>

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			<p>return of unexecuted warrants. In direct cases the names of absconders shall not be registered until action has been taken under sections 87 and 88, Code of Criminal Procedure.</p> <p>(d) The DDI will compare his office register with the police-station register and shall refer to the Supdt. Of Police of the case of any absconder whom he considers to be no longer wanted.</p> <p>(e) Court Officers and officers in charge of police-stations shall at once report to the Superintendent the arrest or surrender of any absconder.</p> <p>When any absconder is no longer wanted the officers concerned shall be informed and both the police-station and the Superintendent's office registers shall at once be corrected.</p> <p>The DDI Unit will ensure that the following particulars are entered against each of the absconder:</p> <p>(i) Name of the PS where the warrant is pending;</p> <p>(ii) Dates on which raids for the execution of the warrant has been organized by the DDI unit.</p>

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08.	Property Register (Appendix F-8)	379	<p>(a) All property recovered and all property and articles of which the DDI take charge, shall be entered in a register in B.P. Form No.68.</p> <p>(b) When any such property is taken to the police-station, it shall be kept in the station malkhana until it is disposed of according to the order of the Magistrate or court.. The term "stolen property" is defined in section 410, Indian Penal Code. The amount of property to be entered as stolen and recovered shall be the amount accepted by the Magistrate and shown in the final memo. of the case. When promissory notes, bonds and other similar property are recovered, only the intrinsic and not the nominal value of the article stolen shall be entered.</p> <p>(d) Suspicious property seized by the DDI shall be entered, and a report shall be made at once to the Magistrate under the provisions of section 523, Code of Criminal Procedure.</p> <p>(g) In the remarks column shall be entered the steps taken for disposal of the property and the abstract of the order of the authority of whom reports are sent.</p>

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			<p>(h) When the Judge or Magistrate orders the property recovered or found to be returned to its owner or to any other person, the receipt of the person to whom it is to be returned shall be obtained in column 10 of the register and the date of return shall be put under his signature. If the property is sent to the court for production before the court at the time of trial or for any other purpose, a note shall be made in column 10 to the effect, giving the name of the constable by whom, and date on which, it was sent. The entry shall be signed by the officer in charge of the police-station. At the beginning of every month the senior station officer will give a certificate that he has satisfied himself that the items disposed of in the previous month have been correctly so disposed, that the receipts for such disposal are in order and that no property is unnecessarily pending. At the end of the year all property not disposed of shall be brought forward in red ink. Inspecting Officers must:</p> <p>(a) Check the labeling and general condition of the property;</p> <p>(b) Review the long pending cases;</p> <p>(c) Check if the Zimbanamas have been approved by the Court;</p>

Sl. No.	Subject	PRB/P.O. No.	Description
09.	All Arrest Register (Appendix F-9)	323A	<p>(d) Physically check the valuable properties. It should be ascertained if certificate of the gold and other valuable property have been obtained;</p> <p>(e) Review the pending properties which are pending despite disposal of the connected case in the Court;</p> <p>(a) A register, in B.P. Form No. 56A, of all persons arrested by the DD Staff at each DD Office, in order to enable the CID officers and their superiors to see in a convenient form the action taking about the person arrested.</p> <p>(b) Columns 1 to 4 of the Form shall be filled up as soon as a person is brought to the DD Unit/police-station under arrest. If, however, any arrested person has to be forwarded to Court or released on bail, before being brought to the police-station, the officer concerned shall make a relevant entry in the Register on his return to the unit and columns 1 to 4 shall be filled up with the particulars of such a person also.</p> <p>(c) Columns 5 to 7 shall be filled up as and when the necessary informations are available.</p> <p>(d) The DD officers of the CID will ensure that the instruction contained in Memo No 5602(45)/ADM/C/ADM/C 506/97 dated 11/12/1997 containing Instructions pertaining to</p>

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			the arrest of accused as per orders contained in CRL No 539 of 1986 (DK Base vs State of West Bengal and CRL 1987 (Ashok Johri vs State of UP) are followed. (Copy of the order is enclosed).
10.	WORK REGISTER PART -I (Appendix F-10)	Rule 172(14) of CID Rules of Business	<p>This Register should contain all facts relating to cases investigated by officers of the DDI Unit. The Register should have different column to show relevant details about cases including names of persons arrested, convicted or suspected, their modus operandi, result of investigation, trial or appeals etc. Names of persons convicted or suspected in Property Offences, cases of extortion, Kidnapping etc, should be entered in the Active Criminal List and the S.No should be entered in the Register.. Cross reference of other cases in which accused of any case might be concerned should be noted at the end of the Register.</p> <p>The Format of the Register is given in Appendix F -10.</p> <p>Under the Col.II Case No, the date of occurrence, name of the complainant/ Place of occurrence must be given.</p> <p>The Facts of the case should be brief giving the nature of the Crime, the Modus Operandi, clues left behind by the Criminals, particulars of property taken away.</p> <p>The column should also contain the preliminary steps taken by the Police.</p>

Sl. No.	Subject	PRB/P.O. No.	Description
11	WORK REGISTER PART II (Appendix F-11)	Rule 172(15) of CID Rules of Business	The Register will contain information relating to assistance rendered by officers of the Detective Branch to the local Police in the shape of arrest, recovery of Properties etc in connection with various cases. The Format of the Work Register Part II is given at Appendix F11
12.	ACTIVE CRIMINAL REGISTER (Appendix F-12)	Rule 169 (iii) & (vi) of CID Rules of Business	(Appendix F-12) Rule 169 (iii) & (vi) of CID of Rules of Business. The Active criminal List shall be maintained in two parts : (A) Part A - This will contain the Active Criminals of each of the Police Stations under the jurisdiction of the DD Unit. The list should be collected from the Police Station. A check of the active Criminal List should be made with the Khatian to ascertain if the names of the following class of criminals have been entered in the list: (a) All criminals who have been charge-sheeted in DRBT cases during the last five years; (b) Names of receivers of stolen property; (c) Associates of the persons at (a) above; (d) Persons arrested in DRBT cases and who have been suspected in the cases as per Reg 275 of PRB Vol I (e) Name of any criminals whose names have transpired in statements of arrested accused persons.

Sl. No.	Subject	PRB/P.O. No.	Description
			<p>“The name of the identified Active Criminals is to be maintained in a Register. Each of the Active Criminal should be allotted 4 to 5 pages. Portion of the first page will contain the Bio data of the Criminals and Criminal details. The subsequent pages should contain the watch reports and other information that is received about the criminal from time to time “.....</p> <p>(B) The following separate Registers will be maintained for letters received from the National or State Human Rights Commissions and the second for complaints against the Police received from the Public.</p>
12	ACTIVE CRIMINAL REGISTER II (Appendix F-12a)		<p>PART II - It will not be possible for the DD to keep watch over all the Active Criminals of each of the Police Stations. Hence, the DD should concentrate surveillance over “ important and dangerous professional criminals” (Para 169(iii) of the Rules of Business of the CID). The DD should keep the names of:</p> <ol style="list-style-type: none"> 1. Dacoity/Robbery - including Railway, Highway dacoities/ robberies; 2. Murder cases involving professional/contract criminals; 3. 4 wheeler/2-wheeler thefts including hi-jacking of vehicles; 4. Professional cheating, fraud including Bank frauds and share script forgery;

Sl. No.	Subject	PRB/P.O. No.	Description
			5. Counterfeiting of currency; 6. Forgery of share scripts, passports, mark sheets, stamps etc; 7. Kidnapping, abduction, Extortion by gangs; 8. Human Trafficking involving women/children 9. Receiving stolen property; 10. Explosion / sabotage 11. Theft of antiques and other cultural artifacts 12. Arms/theft recovery with identified supply line; 13. Important seizure of narcotics. In case of Ganja, seizure of quantities exceeding 25 Kgs to be included; 14. Drugging; 15. Wire theft by organized gangs. The names of the Active Criminals is to be maintained in a Register. Each of the Active Criminal is to be allocated a few pages. The first page will contain the Bio-data & Criminal History of the Active Criminal. The subsequent pages will contain gist of the watch report & other information about the Active Criminal.
13	Photo Album	Rule 172(17) of CID Rules of Business	A Photo Album should be maintained at each of the Police Station, DD Unit containing the names of the following criminals: 1) Dacoity/Robbery - including Railway, Highway dacoities/ robberies;

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			2) Murder cases involving professional/contract criminals; 3) 4 wheeler/2-wheeler thefts including hi-jacking of vehicles; 4) Professional cheating, fraud including Bank frauds and share script forgery; 5) Counterfeiting of currency; 6) Foregery of share scripts, passports, mark sheets, stamps etc; 7) Kidnapping, abduction, Extortion by gangs; 8) Human Trafficking involving women/children 9) Receiving stolen property; 10) Explosion / sabotage 11) Theft of antiques and other cultural artifacts 12) Arms/theft recovery with identified supply line; 13) Important seizure of narcotics. In case of Ganja, seizure of quantities exceeding 25 Kgs to be included; 14) Drugging; 15) Wire theft by organized gangs. The Photographs can be pasted in a Register with the Personal Particulars of the Criminals as per the Proforma given in Appendix
14	Index Of Crime (Appendix F-13)	Reg 191, 194, 1115 PRB Vol I App. XI PRB Vol II	This Register will contain entries of cases of investigated by the DD. All the columns of the Index of crime should be filled up in Controlled Cases. The DS/SS must ensure: (a) Timely receipt of FIR's (b) Receipt of the CD's and the

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			<p>observations of the CI as IOB's;</p> <p>(c) Review of Long pending cases;</p> <p>(d) Review of un favourable remarks made by the Court (to be noted in Col X);</p> <p>(e) Instructions of the DDI on the actions to be taken against Active Criminals.</p>
15	<p>Non Controlled Special Report Cases (SR Register)</p> <p>(Appendix F-14)</p>	<p>Rule 172(17) of CID Rules of Business</p>	<p>Entries shall be made in the SR Register as per provisions of Reg 246© and 1116 of PRB Vol I and Appendix XV of PRB Vol II</p> <p>The Register will contain entries of the SR Cases in the jurisdiction of the DD Unit. A Copy of the FIR of the SR Cases is endorsed to DD Unit by the Police Station. All Columns of the Register should be filled up and the result of investigation should also be incorporated.</p>
16	<p>CRIME CONTROL REGISTER (Special Report Register)</p> <p>Appendix F -15</p>		<p>The DDI should collect the figures of the Important Crimes reported in the jurisdiction of the DD Unit from the DCRB of the District at least once every week. Based on the data collected he should make a review of the Crime in his jurisdiction. The DDI will make an analysis of the professional crime that have taken place in the jurisdiction and the developments in Dacoity/Robbery cases. The DDI should make a study of the undetected cases of Dacoity/Robbery/snatching etc and ascertain the criminal responsible for the crime.</p>

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17	<p>Organised Crime Information System</p> <p>(Appendix F 16 to 18)</p>	<p>CID Office Order 17/02</p>	<p>for building up data on criminals and gangs which could be shared by the State Police Force. For the present only the offences falling under the categories mentioned below will fall under the purview of OCIS (Organised Crime Information System):</p>

Sl. No.	Subject	PRB/P.O. No.	Description	
				MAJOR HEAD
				MINOR HEAD
1.	DACOITY/ROBBERY		1. Train	2. Highway
2.	Murder		1. By Professional Killers	2. By Tantrik/psychopaths
3.	Vehicle theft/Hijackin		1. Theft of two wheelers	2. Theft of four wheelers
4.	Professional cheating/frau		1. Bank related	2. NBSI Related
5.	Counterfeit of currency		1. Rs. 500 Notes	2. Others
6.	Forgery		1. Govt. stamps	2. Share scripts
7.	Kidnapping		1. For ransom	2. Others
8.	Human trafficking		1. For prostitution	2. Maid services/slavery
9.	Receiving stolen property		1. Ornaments	2. Electrical material
			3. cultural property	4. others
10.	Explosives		1. Explosion	2. Theft of explosive
			3. Sabotage	
11.	Theft of cultural properties		1. Antiques	2. Paintings
			3. Other cultural artefacts	
12.	Arms		1. Factory	2. Improvised
			3. Service	4. Thefts and recoveries
13.	Narcotics		1. Heroin including brown sugar	2. Ganja & others cannabis
			3. Others	

Sl. No.	Subject	PRB/P.O. No.	Description	
				MAJOR HEAD
				MINOR HEAD
14.	Drugging		1. Buses	2. Trains
15.	Theft of wire & other electric equipment		1. From transmission lines	2. From Godowns
16.	Crime against state		1. Attack/ambush of police personnel/places	2. Murder/attack of civilians
			3. Damage to property	
17.	Wild life		4.	
18.	Organised crime		1. Protection rackets	2. Contract killings
			3. Contract evictions/forcible occupation	4. Illicit liquor
			5. Matka, gambling, satta	
19.	Cyber Crime			
20.	Smuggling		1. Smuggling of narcotics/ drugs	2. Contraband items
			3. Sensitive material (Uranium etc.)	
21.	Video Piracy		1. Video piracy	2. Organised exhibition/ publication of obscene literature/video films
22.	Immigration offences		1. Illegal immigration/ emigration	2. Fake Passport/Visa racket
<p>4. CRIME FILE: Whenever a case falling under the above category is detected by CID or the local Police Station a Crime File will be opened by the DDI or Hq Cell. Whenever a criminal is arrested in connection with any of the category of</p>				

Sl. No.	Subject	PRB/P.O. No.	Description												
			<p>offences mentioned above and the case is detected the DDI or the concerned HQ unit officer will thoroughly interrogate the criminal and open the Crime File. It is immaterial whether the case will ultimately end up in a charge sheet or not. It should be enough that the case is in all probability detected and the arrest is genuine. Based on the interrogation of the arrested accused the particulars will be entered in the Crime File under the following heads:</p> <table border="1"> <thead> <tr> <th></th> <th>FORM</th> <th>Particulars</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Form I – Gang Profile Form</td> <td>This will contain the particulars of the gang which will include : a. T a r g e t (Category to be mentione)</td> <td>Particulars that are available should be incorporated in Form No. 1 where any information is not available the column to be kept blank</td> </tr> <tr> <td>2.</td> <td>Form II – Gang Criminal</td> <td>This from contains :a) Particulars of the victim - persons attacked/ killed/assaulted b) Property taken away by the gang (c) W e a p o n details with the gang at the time of commission of the crime; (d) Explosives used by the gang –attack with bombs/laying of mines)</td> <td></td> </tr> </tbody> </table>		FORM	Particulars	Remarks	1.	Form I – Gang Profile Form	This will contain the particulars of the gang which will include : a. T a r g e t (Category to be mentione)	Particulars that are available should be incorporated in Form No. 1 where any information is not available the column to be kept blank	2.	Form II – Gang Criminal	This from contains :a) Particulars of the victim - persons attacked/ killed/assaulted b) Property taken away by the gang (c) W e a p o n details with the gang at the time of commission of the crime; (d) Explosives used by the gang –attack with bombs/laying of mines)	
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Sl. No.	Subject	PRB/P.O. No.	Description		
			FORM	Particulars	Remarks
				(e) Particulars of the gang involved in the offence;	
			3. Form 3 - Member details	This form is the History sheet of the Individual Criminals who has been apprehended. The particulars are automatically transferred from the Interrogation Report.	<p>Photograph: The photograph of the criminal is to be taken with the Digital Camera provided to the DD Unit. Three copies of the Photograph will be taken which is to be sent as follows:</p> <p>(a) To be pasted in form 3</p> <p>(b) To be pasted in Active Criminal Register Part II</p> <p>(c) To be maintained in Crime File of the DD Unit.</p> <p>Column 38 of the Form No 3 provides for facilities of short notes that can be made by the DD Officer. Search facilities on the Text entered in this column is available in the Software.</p> <p>“The DDI should ensure that the</p>

Sl. No.	Subject	PRB/P.O. No.	Description		
			FORM	Particulars	Remarks
					criminals who come under the above mentioned category have relevant files. This can be done by periodical visits to the Police Station and collection of data from the DCRB" ..
18	Crime Map	PRB Reg 390 of Vol I	A crime Map showing the crime (Dacoity/ Robbery) should be maintained at each of the DD units.		
19	Register of Sub Judice Cases (Appendix F-19)		A Register containing details of the cases investigated by the DD Unit, which are sub judice, should be maintained. The Register should specifically mention the Court, where the case is sub judice and the reasons for delay in commencement of the trial of the case.		
20	GANG REGISTER (Appendix F-20)	PRB File No 388 & 1128 B.P. Form No 212 format enclosed).	<p>At each police station such extracts from the Superintendent's gang register as concern it shall be maintained.</p> <p>(a) A gang register file shall be maintained by the Superintendent for each gang of criminals, such as dacoits, swindlers, burglars, coiners or forgers, who systematically commit crime as a gang. Each such file shall contain _____</p>		

Sl. No.	Subject	PRB/P.O. No.	Description
			<p>(i) a history of the gang and of its leaders, showing how the gang came into being, its connections with other gangs, the places where its members are in the habit of meeting, the names of receivers and supporters and any relationships between its members; and</p> <p>(ii) a chart in B.P. Form No 212 in which, under the entry for each case, there shall be written against the name of any member implicated, the letter S.C.A. or D, to indicate that he has been suspected, convicted, acquitted or discharged. If a member has been registered under the Criminal Tribes Act, 1924 (VI of 1924), the letters C.T.A. shall be entered in red ink against his name in the second column of the chart. If any case in which the gang is concerned is a special report case, its district member shall be entered in the appropriate column of the chart.</p> <p>(iii) A copy of the chart shall be kept at each police station in which members of the gang reside. Each year the officer in charge shall make enquiries regarding every such member, and the chart shall make enquiries regarding every such member, and the chart shall be brought up to date by the</p>

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			<p>Superintendent, who shall also add a note to the history of the gang recording briefly its activities during the year.</p> <p>(iv) Gang register files shall be kept in two bundles, one of which shall contain the files of active and the other those of inactive gangs. The classification of these files shall be revised each year.</p> <p>(b) There shall be maintained in the Superintendents' office a consolidated alphabetical index of all names contained in the charts. Against each name a reference shall be given to the file number, the page of the history on which the name occurs and its serial number on the chart.</p> <p>© Gang Register files and the index should accompany the Superintendent on tour at the time of his inspection of police stations when his remarks should be recorded in his own hand writing. The annual remarks compiled from the reports of officers-in-charge should be typed annually in the register and again checked at the next inspection.</p>

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21	POCKET BOOKS		<p>“Pocket Books will be maintained by each of the Watercher Constables in the DD unit in which he will incorporate information collected about any criminal pertaining to the Movement, Associates, Involvement in any crime and suspicions of involvement in any crime of the criminal under watch. The DDI will arrange to transfer this information in the Active Criminal Register in the blank pages assigned to the concerned criminal.”</p>