



POLICE DEPARTMENT KERALA

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Dated 17/05/2020

Circular No. 19/2020

**Sub:- Source Information, Source Information Report (SIR) -
Information from credible sources are crucial to fight crime -
Regarding.**

Ref: 1) PHQ Exe. Directive No. 16/2003 dtd 22/10/2003.
2) PHQ Circular No. 42/2010 dtd 23/10/2010.
3) PHQ Circular No. 15/2011 dtd 08/06/2011.

*JS - D
open a register as
directed by SPC -*

18/5

**AIG (PG & LA)
PHQ**

A systematic and structured system of generating **Source Information** should be brought in immediately in Kerala Police. Needless to mention, that investigating and supervisory officers are required to collect **quality information** regarding various crimes before being committed or during commission and even after being committed. It is their duty to ascertain whether any prima facie material is available to undertake an open enquiry i.e., (PE)/investigation taking into account such information.

02. Getting advance information relating to commission of a crime is a crucial task in Policing. For example, a criminal might be planning to forge a document to gain substantial amount of money and getting advance information will stop the crime. "Preparation" to commit a crime except dacoity and a terrorist act has not been criminalised in Indian Law. Therefore, we cannot register such cases of preparation to commit a crime. But, "attempt" to commit a crime has been criminalized.

03. There may be an attempt to kidnap a child. If such information is received and acted upon, the kidnapping can be stopped. Similarly, during a homicide investigation, some other matters relating to say, forgery or cheating may crop-up which may or may not be connected to homicide. Such information can be developed as Source Information and acted upon. Source Information can help in preventing a crime. Sometimes, Source Information also helps in detecting a crime. Moreover, Source Information is crucial in Economic Offences and corruption cases; the latter being handled by VACB/CBI, etc.

04. All Officers of and above Inspectors in Crime Branch including ADGP (CB) & Local Inspectors to ADGP (L&O) are free to develop such information through discreet means.

05. The Officer developing any such information must inform the immediate supervisory officer regarding the information developed by him/her and the immediate supervisory officer must inform the concerned ADGP (ADGP L & O/ADGP CB) by quickest means. The source information once developed must be submitted **in writing** with all available details with specific criminal conduct, omissions and commissions, **copies** of documents including electronic documents collected **discreetly**. This will be known as Source Information Report (SIR).

06. The internal vigilance enquiries and departmental enquiry reports should not normally be used as basis for submitting the source information. The competent officer (refer Para 10 and 12 of this Circular) concerned after satisfying himself that there is prima facie material meriting action by Police and further verification is likely to result in registration of a Crime Case, would order verification.

07. A Source Information Report (SIR) once submitted in a prescribed format will require **verification**. The format will be as below:

SOURCE INFORMATION REPORT (SIR)

1. Names of suspected persons, aliases, Parentage, residential addresses and organisation (if any) linked to
2. Details of previous crimes and conviction, if any of suspected persons.
3. Type of information
 - a) Source
 - b) Intelligence input
 - c) Interception
 - d) Interrogation Report
4. Credibility of the information (write a paragraph whether high/medium/low)
5. Details of information (Specifics to be mentioned)
6. Whether offences inferred and if so the legal provisions
7. Recommendations

08. The verification of SIRs (Source Information Reports) must begin only after the approval by the competent officer concerned as mentioned in Para 10 and 12. Only after registration, SIR number will be assigned to the SIR like No.01/KTM/SIR/2020 or No.03/CB KTM/SIR/2020.

09. A "Confidential" Register shall be maintained in each Unit/field office of Crime Branch/SDPO Office.

Sl. No	SIR No.	Name of Officer who submitted SIR with date	Name of persons(s)/ Organisation against whom SIR submitted	Information in brief	Officer to whom SIR marked for verification	Date of submission of verification report	Final Outcome	Remarks
1	2	3	4	5	6	7	8	9

10. If an Inspector SHO develops source information, he will immediately inform by the quickest means to the SDPO concerned and the SDPO shall inform the DPC. The Source Information Report has to be prepared by the SHO and sent it to the SDPO and the SDPO with his comments send it to the DPC who will issue an order relating to the Closure or Verification. In the Crime Branch, the Source Information developed by any SI/Inspector/Dy.SP should be informed to the SP concerned who in turn will inform the DIG/IGP concerned. The Source Information Report shall be prepared by the SP concerned with the help of the SI/Inspector/Dy.SP who has developed the information and submitted to the DIG/IGP. The DIG/IGP will order either Closure or Verification.

11. The Source Information Register shall be maintained by the SDPO which will be kept in his personal custody under lock and key. Similarly, the SIR Register shall be kept by the SP concerned in the Crime Branch.

12. There is no bar for the senior officers to develop Source Information. In fact, they should take the lead in developing Source Information. If the DPC develops the Source Information, he should inform the Range DIG. The Source Information Report shall be prepared by the DPC concerned and shall be sent to the IGP Zone who will order Closure or Verification. Similarly, DIG Range can develop Source Information and after

that he will inform the IGP Zone. The Source Information Report will be prepared by the DIG Range and will be approved for Closure or Verification by the ADGP Law & Order. The Zonal IGP and ADGP can also develop such information and in those cases the final authority to order Closure or Verification will be the ADGP Law & Order. In all such cases, depending on the jurisdiction, the Register to be maintained will be only at the SDPO's Office. Any Source Information developed by the officers of and above the rank of DPCs, that shall only be verified by a Dy.SP/ASP selected by the competent officer who orders Verification/Closure.

13. In case of Crime Branch, the Source Information developed by SP/DIG/IGP or even the ADGP will be only verified or closed by an order of ADGP or Director Crime Branch. The Source Information Register shall be maintained only at the SP's Office.

14. The SIR is classified as **secret** and files must be maintained by the **Unit Heads** in their personal custody. **After registration, verification must be entrusted to an officer other than who has submitted the SIR.** As far as possible, the requisition of records and documents should be avoided during the verification of SIR and if it is absolutely necessary to do so, the requisition must go to the concerned Head of Department of the office/Department concerned under the signature of the Unit Head concerned (who will obtain the permission of the ADGP concerned). It must be ensured that no record or document is requisitioned from Government Offices/Banks without the approval of the ADGP concerned.

15. In case, during the course of verification of information, involvement of another officer or officers of senior rank is revealed, orders of ADGP must be obtained to conduct enquiry against such other suspect officer(s).

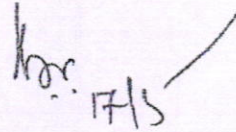
16. The verification of SIR must be completed within a period of **45 days**. In case of delay, the approval of ADGP concerned should be obtained to carry out further verification beyond the prescribed time limit of 45 days.

17. After verification, the verification officer shall submit a detailed report, wherein it should be specified whether the allegations of the SIR have been substantiated or not and the officer who had ordered verification (Para 10, 12, 13) will pass an order of closure/registration of a case/any other action.

18. The Verification Officer may also make specific recommendation whether the matter may be **closed, referred to another department** or to VACB for taking legal action. (In case the recommendation is for a registration of Vigilance Case(s), the name(s) against whom the case is to be registered along with the sections of law etc. must be mentioned).

19. All Officers of and above the rank of Inspectors of Police are authorized to develop SIRs. **Every such Officer is required to develop two SIRs in a year which will give quality crime cases for enquiry/investigation.**

20. It may so happen that the SIRs during or after verification gets closed which will show that SIR developed is not of good quality. However, development of good SIRs will entitle the officers who developed it, "rewards" and "appreciations" in addition to appropriate entries in their respective APARs.



Loknath Behera IPS
Director General of Police &
State Police Chief, Kerala

Distribution:

ADGP [CB] / ADGP [L&O]
Zonal IGPs / Range DIGs
DPCs / SDPOs / SHOs

Copy for info:

All Officers in List 'B' [including Spl Units]
All Officers in PHQ
Circular File / Stock File / D Space

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