

U6-167036/2016/PHQ

Police Headquarters, Kerala

Thiruvananthapuram-695010

Dated. 08-11-2016.

CIRCULAR No. 25/2016

Sub:-Regarding registering of GD, FIR, Crime Details, Arrest, Property seizure, Final Form, Court Disposal, Result of Appeal and use of all modules through CCTNS platform.

Crime and Criminal Tracking Network & Systems (CCTNS) is being implemented in all police stations across the country as part of National e-Governance plan by the Govt. of India. CCTNS aims at creating a comprehensive and integrated system for enhancing the efficiency and effectiveness of policing through adopting of principle of e-Governance and creation of a nationwide networking infrastructure for evolution of IT-enabled-state-of-the-art tracking system around 'Investigation of crime and detection of criminals'.

Through CCTNS application police would be able to record GD, register FIRs, Crime Details, Arrest, Property seizure, Final Form, Court Disposal, Result of Appeal and others with respect to crime management and it also has a facility for citizens to register complaints as well as utilise services required from the Police Department through the Citizen Portal.

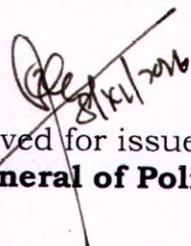
In all police stations where CCTNS application has been made Live and implemented, all officers concerned mainly SHOs/IOs/Enquiry officers/Duty Officers and their supervisory officers should strictly comply the following-

1. All GD entries shall be made through CCTNS application only. SHO and other officers shall strictly ensure the same.
2. SHO should ensure that all FIRs are registered through CCTNS application and the printout generated for FIR through CCTNS is only submitted to the respective court. The supervisory Officers viz., CIs/DySP/DPCs shall ensure that the SHOs under their jurisdiction are complying the same.
3. It shall also be ensured that GD and FIRs are registered through CCTNS only and in no case it shall be entered manually or in CIPA (Common Integrated Police Application) as this CIPA application is now not in use.
4. Under any circumstance where CCTNS application is not available either in online/offline mode due to hardware problems, software issues, network issues then, the FIR can be registered manually. However, this information has to be conveyed officially to Supervisory Officers and a written permission from DySP (DCRB) (*Nodal Officer CCTNS implementation at districts*) shall be sought for registering the FIR manually.
5. In the above circumstance, as mentioned in Sl. No.4, the issue of non working of CCTNS needs to be entered in the manual GD kept at the Police Station and the issue has to be reported to the CAS Helpdesk No: 9497970300 without any delay and ensured that the issue is rectified immediately. As soon as the CCTNS application defect is rectified, the above information also has to

be recorded in the manual GD maintained at Police station and the manual GD and manual FIR are to be stopped and all the pending GD & FIRs should be entered in the chronological order into the CCTNS system within no time.

6. If there is any delay of more than 72 hours in getting the defect rectified, this matter should be brought to the notice of Nodal officer CCTNS/Director, SCRB
7. If a written complaint is received on the basis of which an FIR is to be registered, then that complaint which shall be considered as the FIS should be scanned (.JPG or .DOC or .TXT format) and attached along with the FIR registration in CCTNS.
8. Along with GD and FIR, the other details of Investigation like Crime Details, Arrest, Property seizure, Final Report/Charge Sheet, Court Disposal, Result of Appeal covered under IIF II to IIF VII also have to be recorded in CCTNS in the respective modules by SHO/IO concerned and the printouts generated from this should be submitted to the respective Court as per the requirement.
9. SHOs/CIs/DySPs/DPCs should ensure that all personnel/officers in police stations and other higher offices are trained in CCTNS application. It shall be ensured that at least 10 personnel/officers in each police station/higher offices are well conversant in using CCTNS within 3 months and the remaining shall be made conversant within next 6 months.
10. DPCs/SPs, DySPs, CIs, SHOs shall become proficient in making entries/reports in CCTNS within 2 months. This would be cross-checked and verified strictly by SPC/ADGPs/IGPs during their inspections.
11. The CCTNS CORE TEAM at SCRB shall also conduct frequent Inspection/Verifications at police stations and other higher offices with respect to assessing the competence of officers in using CCTNS applications and report any deficiency to SPC/Nodal Officer/ Director SCRB for further action.
12. All infrastructures (*hardware/software*) supplied for CCTNS should be entered correctly in CCTNS Property Register and History Sheet of Hardware maintained in the respective offices. Any repair/maintenance/movement of any of these infrastructure has to be recorded in this property register.

S/d (08/11/2016)
DGP & State Police Chief


Approved for issue
Inspector General of Police (HQ)

Distribution: All Officers in List B for necessary action

- Copy to: 1. Director SCRB for publishing the circular in the Official Website of Kerala Police.
2. All staff officers of PHQ.
3. Circular Book.