

CIRCULAR NO. 27/2009

Sub: - Processes – Effective service - Recording Address Details during Investigation - Reg:
Ref: - PHQ Circular No.37/84

01. Police officers have to ensure the correctness of the addresses of witnesses and accused persons in Case Diaries and chargesheets prepared by Police. This is to ensure effective service of Summons and prompt execution of Warrants. This has been clearly ordered in Circular No.37/84 as follows:

“Instruction had earlier been issued regarding timely production of prosecution witnesses. It was also pointed out that Summons were issued to the witnesses on the address available with the Court as furnished by the Police and that the Court will not be in a position to know the latest address of a witness unless the same was brought to its notice by the Police”.

“It is once again reiterated that it is the responsibility of the Investigating Officer/SHO to promptly arrange for the service of Summons on prosecution witnesses and to ensure their attendance in Court. While filing the charge sheet the officer signing the charge sheet should ensure that the addresses of the witnesses mentioned in the charge sheet are the latest addresses as on the date of signing the charge sheet. Thereafter the IO/SHO should inform the Court any change of address of the prosecution witnesses as and when a change takes place. Even after this if the summons are issued at an old address the Police should ascertain and serve the summons at the new address and return the summons along with a note regarding change of address”.

02. In spite of this it is seen that address particulars recorded are often incomplete or inappropriate with revenue related aspects such as "amsom, desom, muri and kara" being mentioned and actual locational details omitted.

03. Under these circumstances the following instructions are hereby issued for strict compliance by all concerned to ensure more accurate and effective process service:-

- (i) The detailed postal address of the witnesses and accused with Flat/House No., Street Name, Residential Association Number, Post Office concerned and any other additional particular locational features which may be helpful in locating the house such as landmarks or other identifiable buildings, offices nearby should be elicited and clearly noted in the witness statements as well as in the relevant portions of the Case Diary page and Charge Sheet.
- (ii) The telephone numbers and mobile numbers if available should also be collected and incorporated in the Case Diary and statements as above.
- (iii) If a witness or an accused is a temporary resident of a locality, then his permanent address should be ascertained and incorporated in the Case Diary statement.


DIRECTOR GENERAL OF POLICE