

**Circular No. 03/2010**

**Sub:** Register of Persons Under Temporary Care of Police – Maintenance at Police Stations - Instructions - Reg.

1. While Police personnel perform their duties, they come across various types of persons whom they question to find out their activities and antecedents. When such persons are either found or suspected to be involved in crimes, the criminal law is usually set into motion. Then records appropriate to the offence are created and maintained in the normal course for future reference. In such instances persons are formally arrested.
2. Apart from such criminals or suspected criminals, police personnel on duty come across the following types of persons also:-
  - a) Mentally ill persons of various types.
  - b) Physically ill persons who are not cared for or protected by any one.
  - c) Children or women who have either been lost or who have run away from homes or who are not under proper guardianship or who are rescued from danger or abduction.
  - d) Vagrants and wandering type of persons.
  - e) Persons who have run away from normal residence or who are lost due to some reason.
3. In respect of such persons where provisions exist in law with regard to the procedure to be followed by police, all officers should follow such procedures correctly.
4. However, in such instances, it is experienced that usually there is no readily accessible permanent consolidated record or reference available in the Police Station to trace or understand the identity of such persons on a later occasion, if a general or specific need arises subsequently. A wandering boy may have been taken care of by the Police and sent by the Magistrate to an appropriate institution. But later the

particular Police Station may not be in a position to give any prompt assistance by cross checking in a consolidated record to some parent, who makes a general query in different Police Stations as to whether they had come across his son who had been missing for some time.

5. To remedy this situation, it is hereby directed that every Police Station shall maintain the **“Register of Persons Under Temporary Care of Police” (RPUTCP)**. Separate Sheets may be used for each person:-

- a. Name of Person, with sex and age.
- b. Aliases if any.
- c. Address.
- d. Result of Address Verification.
- e. Details of Family (as ascertained).
- f. Photograph (Digital).  
(Digital image to be stored in the Police Station computer and paper printout pasted in Register)
- g. Cr. No, if any.
- h. Action Taken by Police.
- i. Circumstances under which the person came to the notice of Police.
- j. Identification marks.
- k. Persons who can identify the person.
- l. Any other relevant material facilitating identification or future reference.

6. The Register will be maintained for all instances reported on or after 1.1.2010.

7. A scanned copy of the Register along with the original of the photograph will be kept in the Police Station computer memory in a separate common folder.

8. The Register shall be a confidential document and contents thereof shall be used only for bonafide official purposes.

**Director General of Police  
Kerala**