

No. C4/56836/09

Police Headquarters, Kerala

Thiruvananthapuram 695010

Dated: 30/10/2009

CIRCULAR No. 45/2009

SUB: Proper accounting of ui cases and new Performa for the list of UI cases to be hung in Police Stations – REG.

The discrepancy between the number of UI cases as per station records and court records is increasing day by day in the entire state. The main reason for this difference is that the Police Stations delete the cases from the list of UI cases once they submit final reports (i.e. charge sheet/refer charge sheet) to the Courts even before the final reports are actually accepted (i.e. taken on the records by the Courts) and CC/RC numbers are issued by the Courts. On the other hand the Courts continue to show the cases in their list of UI cases until they have accepted the final reports submitted by Police Stations and assigned CC/RC numbers in the court records. A number of final reports are sent back by the Courts with observations to be complied with by the police stations. The final reports in transit between Police Stations and Courts and back with observations from Courts also do not find place in the UI list maintained by the Police Stations. They remain unaccounted in Police Station records.

2. It is therefore necessary to account all such cases in which final reports have been submitted by the Police Stations but not actually accepted by the court. The following instructions are issued in this regard.

- i. The Police Station will show such cases in which final reports (i.e. charge sheet/refer charge sheet) have been sent to the Courts but not actually accepted by the court (CC/RC number not issued by Court) as **Part A** in the UI list maintained in the Police Stations.
- ii. The cases in which the final reports (i.e. charge sheet / refer charge sheet) has been received back in the Police Stations with observation of the Courts for the compliance will be shown as, **Part B** in the UI list maintained in the Police Stations.

- iii. The cases will be removed from the UI list of Police Stations only after the Courts in their records have accepted the final reports and issued the CC/RC numbers as an acknowledgement of the acceptance of final reports. In other words cases will remain in UI list until Courts have accepted the final reports and issued CC/ RC numbers to the cases.
 - iv. The UI list maintained in the police station will therefore have entries in four Parts. **First Part A** indicating those UI cases in which investigation is completed and final reports are submitted but Courts have not issued CC / RC numbers. **Secondly Part B** will indicate those UI cases in which final reports were submitted but returned by the Courts with observation(s) for compliance by the police. **Thirdly Part C** will indicate those UI cases belonging to the previous months. **Fourthly Part D** will indicate the UI cases reported in the current month.
 - v. The order of entry in the UI list maintained in the stations will be Part A, Part B, Part C and Part D from top to bottom. The scheme is being introduced to distinguish the specific status of all UI cases.
 - vi. The UI list can also be maintained with computer printed statement in above-mentioned scheme, as it will avoid repetition of monthly scriptory work. The monthly UI list will be created and stored in the computer for every month. The computer printing will also help keeping the monthly UI list in its memory for any reference in future. Instead of deleting or modifying earlier lists, new list will be made by copying the old lists and modifying them as the new list.
3. The columns of list of UI cases presently displayed in the Police Stations do not provide required details necessary to get complete skeletal picture of the UI cases. The main purpose of displaying the list of UI cases is to provide complete details about the UI cases in a skeletal form. A new format is therefore devised in Annexure to this circular. All the Police Stations in the State will hereinafter maintain the list of UI cases in the format prescribed in the Annexure to this Circular.

4. The Range IsGP and SPs/CPs should read and explain this Circular in the forthcoming Crime Conferences to be held in the month of November 2009.
5. The copy of this Circular should be distributed among all Police Officers working in DPO, Special units, SDPOs, CIs and SHOs of Police Stations in your district under written acknowledgement.
6. This Circular will come into force w.e.f 01.11.2009. All the Police Stations will maintain the list of UI cases in accordance with the instructions issued in the Circular w.e.f 01.11.2009. The Superintendents/Commissioners of Police will submit compliance report latest by 15.11.2009.
7. The Range Inspector Generals of Police and Superintendents / Commissioners of Police will check the compliance of this Circular during their inspections / visits to the Police Stations.

Director General of Police

ANNEXURE

PROFORMA OF LIST OF UI CASES TO BE DISPLAYED IN THE POLICE STATIONS

SL No	Crime Number	Section of Law	Date of Occurrence	Date of Report	Place of occurrence	Name and Rank of the officer who registered the case	Name and Rank of the investigating Officer	Whether grave Crime or Not	Name of the court Having jurisdiction	Reason for pendency	Date of filling of final report in the court	CC/RC Number received from the court	Remarks
PART A													
PART B													
PART C													
PART D													