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Police Headquarters,
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CIRCULAR No. 56/2009

Sub:- CB CID – Investigative Supervisory Procedures – Instructions -
Regarding

It is seen that supervisory procedures within the CB CID have slowed down the decision making and action on investigation related matters. Speedy investigation and prompt issue of sanction orders, etc. have to co-exist with the need for thorough examination and foolproof methodology in investigation. It is found that there is delay of several months between the close of effective investigation and the date of charge-sheeting of any case. In some cases, the delay between the close of effective investigation and date of charge-sheeting gets prolonged into several years. This means that, without adding to the quality of investigation, investigative supervisory procedures simply delay the charge-sheeting for a considerable length of time. Therefore, the following procedure is prescribed to streamline internal investigative supervisory procedures within the CB CID.

- (1) The Supdt of Police of the Unit is responsible for the day-to-day supervision over the investigation. He should be in continuous communication with the investigating officers and must keep himself abreast of and aware of every development in each and every case. This should be ensured by telephonic talk with the Investigating Officer, frequent visits to Units and perusal of the copies of Case Diaries.
- (2) Just as the SDPO in a Sub-division gets copies of Case Diaries of cases under investigation in a Police Station, ADGP Crimes may order a system by which copies of Case Diaries of every case reach and are filed in the office of the Supdt of Police. This will ensure that the Supdt of Police will be continuously aware of the developments in each and every case under him and that he will have ready records in his own office to verify and to guide investigation.

- (3) DIG/IGP in charge of the Unit will visit the office of the SP every three months and check up whether the Case Diary copies are kept upto date in the office of the SP CB CID.
- (4) Whenever a new case is entrusted with the CB CID, the Investigating Officer shall immediately take all urgent steps which are required to be done, prima-facie, for the successful continuation of the investigation. He shall discuss the case with the DySP and SP carry on the investigation. On the 7th day, he may draft an Action Plan in such format as may be prescribed by the ADGP Crimes and send the same to the Supdt of Police.
- (5) The SP shall, with such modifications as he may deem necessary, approve the Action Plan and return a copy to the Investigating Officer. He shall forward another copy of the same to the IGP/DIG in-charge of the Unit who in turn will transmit the same to the ADGP Crimes. The IGP/DIG or the ADGP Crimes may give further directions on the Action Plan as may be deemed appropriate by them.
- (6) After 30 days from the start of the investigation, the Investigating Officer shall give a detailed Interim Report in such format as may be decided by ADGP Crimes. The SP shall forward it to the IGP/DIG and ADGP Crimes through proper channel.
- (7) Thereafter, on the first of every month, Investigating Officer will send progress reports to the SP on the progress of the investigation citing only the Crime No., Section of Law as well as the cross reference to the Interim Report. In the body of the progress report, the Investigating Officer need not repeat any fact which is already contained in the Interim Report. But the Investigating Officer shall clearly indicate the steps of action taken during the month in the case as well as the steps of action proposed to be taken. This way, the progress reports will not unnecessarily repeat matters like name of complainant, name of accused, place of occurrence, date of occurrence, date of report, brief of case, etc. which are simply and mechanically repeated in the present format of the progress reports. The Investigating Officer should concentrate on the steps taken during the month as well as the steps proposed to be taken next. This will make progress

reports purposive, brief and readable. The SP shall forward copies of the Progress Report to the DIG/IGP and ADGP Crimes.

- (8) On the basis of Interim Report and the Progress Reports, the SP/DIG, IGP/ADGP may continuously give such instructions as may be appropriate.
- (9) At the conclusion of the investigation, the Investigating Officer may discuss the case personally with the SP and ascertain the opinion of the SP as to whether further investigation is necessary. If adequate investigation has been done to warrant charge-sheeting of the Case, the Investigating Officer will write a brief Factual Report, in such form as may be prescribed by ADGP Crimes, summing up the evidence and prepare a draft charge-sheet. If the case is to be referred, then he will write a detailed Case Diary why the charges cannot be established and prepare a draft Final Report. He will then submit the full Case Diary to the SP for sanction to charge-sheet the case or to refer the case, as may be appropriate.
- (10) In case, the SP desires that further investigation is necessary, he shall direct the Investigating Officer to continue the investigation indicating the steps of investigation that are necessary and return the Case Diary and papers back to the Investigation Officer.
- 11) The SP, on receiving the draft charge-sheet or the draft final report, shall peruse the Case Diary. In case evidence is adequate and the case is fit for charge-sheeting, the recommendation of the SP for charge-sheeting the case with a detailed analysis on adequacy of evidence in such form as may be prescribed by the ADGP Crimes shall be sent to the DIG/IGP in charge of the Unit who may issue sanction for charge-sheeting the case to the Investigating Officer with the original Case Diary file. A copy of such sanction order along with the Factual Report and Analysis Report will be forwarded by the IGP to the ADGP who may give appropriate directions. If the ADGP does not give any direction either to delay charge-sheeting or to continue further investigation, the Investigating Officer shall submit the charge-sheet before the Court on the 45th day from the date of the sanction order issued by the IGP/DIG.

- 12) In case, the SP decides that the case can be referred, SP shall send the Case Diary file in original to the IGP and ADGP and await the orders of the ADGP Crimes with regard to referring the case. The Investigating Officer should comply with the directions issued by ADGP Crimes in this regard, as and when they are issued.
- 13) Where charge-sheeting of a case implies getting sanction for prosecution from any agency, then the Factual Report and the Analysis of Evidence may be sent by IGP/DIG through ADGP Crimes to the sanctioning authority. This may be done by the IGP along with the sanction to charge sheet the case.
- 14) Nothing in this Circular shall prohibit the ADGP from giving a direction that, in any particular case, the sanction for charge-sheeting will be given only after ADGP so decides. Nor shall this Circular restrict the right of any Superior Officer to call for any Special Report from the Investigating Officer in any particular case.
- 15) ADGP Crimes may also progressively digitize the procedure for submission of various reports and may evolve appropriate systems for Computerising investigative and related supervisory procedures.

These instructions will come into effect from the 1st of March 2010.

Sd/-

Director General of Police