

POLICE



DEPARTMENT

**No.C3-175027/2022/PHQ**

Police Headquarters,  
Thiruvananthapuram

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Dated. 15-11-2022

**Circular. 24/2022/PHQ**

Sub : Arrest Records-Maintenance of Bail Bond Register in Police Stations -Addendum to Circular No. 11/2019 Instructions issued -reg-

Ref : Circular No-11/2019 dtd 21/05/209 & 04/06/2019

Instructions were issued vide Circular 1st cited to standardise the records and registers inspected by the Superior Officers in the Police Stations. At present Bail Bond Book (K.P.F No.16) and a rough book to obtain the signature of the accused are maintained with regard to bail procedure at Police Stations. The signature of the accused is obtained as proof that the accused had appeared before the Investigating Officer and complied with one of the bail conditions. However it is noticed that details regarding other bail conditions such as accused shall not enter in the Station jurisdiction/district, the accused shall not be involved in any other crime etc. are not entered in any book/register maintained at Police Stations. No register relating to bail condition entries are maintained in the Police Stations as Arrest Records.

Hence, it is instructed that all Police Stations shall maintain a new register, namely Bail Order Register by entering the details in the anticipatory bail order, regular bail order etc. for monitoring the violations of bail conditions committed by the accused. The details of the bail conditions, details of other crime cases involved by the accused etc. can be entered in the following standard format.

SI No	Name and address of the Accused	Name of Court & Date of Order	Crime No & Date	Bail Order Conditions	Details of other crime cases involved by the accused and bail details of such cases	Details of Action Taken to cancel bail order in case of breach of bail condition by the accused.
1	2	3	4	5	6	7

This register will be useful to find out the bail condition violation of any accused and necessary action can be taken for cancellation of bail order through court concerned. This will also help to detect the anti-socials, repeated offenders, habitual offenders etc in the Police Station limit and can be used as a supportive tool to control anti social activities.

All senior officers conducting Police Station inspection / visit should ensure that the Bail Order Register is maintained properly by the SHO.

All DPCs are directed to circulate the same to all SHOs in their respective jurisdiction and report compliance.

Circular No.11/2019 stands modified accordingly.

Anil Kant IPS  
State Police Chief



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To : All Officers in List D

Copy To : 1.All Officers in PHQ/CA to SPC

2.H Section PHQ for information and necessary action to include the format in the KPF

3.Stock file



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