

12 Dec of 1. 51. (C.I.D.)
Japan, 19th Sept 1957

STANDING ORDER NO. 12

Subject: 17.0.3.

There was no systematic method of tracing the accused in a case and we had to depend upon the information and the memory of the Police officer as regard to the criminals' method of committing the crime. Instances can be quoted where Police officers in the past could say after the inspection of the spot as to by what class of criminal the offence was committed. This the officer could do with the experience and knowledge at his credit which he gained during the course of investigation by studying the method of crime committed by different criminals at different times. The information and memory both can ^{be} ~~be~~ ^{derive} but the information if recorded on paper on some systematic basis will not ~~be~~ ^{be} ~~lead~~ ^{lead} ~~stray~~ ^{stray} an investigating officer. To bring the standard of investigation on modern and scientific lines, the record of the criminals and the crimes is to be maintained keeping in view as to what method a particular criminal adopts in the commission of the crime on the basis of ^{his} ~~his~~ ^{peculiarities} ~~peculiarities~~ ^{idiosyncrasies} ~~idiosyncrasies~~, particular habits, using a particular instrument or transport etc. by the criminal. It has been observed ^{though} ~~though~~ by experience that the criminal is accustomed to the commission of some specific and particular acts at the time of committing crime and this habit mostly continues ~~on~~ ^{with} him in all the crimes committed by him. It has also been observed that certain criminals always commit same type of crime viz. a cheat will not ordinarily take to dacoity.

2 (a) The records maintained on basis of this peculiarities, ^{peculiarities} ~~peculiarities ^{idiosyncrasies} ~~idiosyncrasies of the criminals would facilitate the investigating officer ⁱⁿ ~~in~~ ^{to} ~~to trace the criminals ~~some times may make~~ keeping in view the similarity of ~~of~~ ^{of} methods. The criminals ~~some times~~ may make a departure from specific methods or peculiarities but the investigating officer will ~~find~~ ^{find} if he does so~~~~~~

with only some slight modification and this should not lead him astray. On the above ^{basis} ~~sabie~~ the commission of the crime by the criminal is to be judged on 10 points mentioned in appendix 'A' which lays the very foundation of the record of the crime and the criminals.

2 (b) Many Police officer in Rajasthan have been given training in M.C.B. at Jaipur and now it is time that this method ^{is} made applicable to each and every district. The foregoing instructions are issued for the guidance.

NOTES :-

1) It should always be borne in mind that no wrong information is passed on in any circumstances.

If for some reason accurate information and descriptions ^{are} ~~may not be~~ available it is better to have the records blank than to rely on memory or guess work.

2) ~~There is no need of the photograph~~ Superfluous cards which unnecessarily increase the number should not be prepared; only the index cards which are really of practical use should be prepared.

3) Three copies of the photograph one of the front, second of the right inclined and third of the left side of the face, all in size 2 1/2" x 3" of the head and shoulder should be got prepared and they should be replaced at intervals or when there may be a marked change in the appearance of the individual.

This order ^{will} come into force ^{throughout} ~~though not~~ the State except for the City Jaipur or such other cities which may be regulated under C.I.D. standing order No.65 of 1955 in future.

3) The State M.C.B. will function at P.H.Qs. Jaipur under the Dy.I.G. C.I.D. At the H.Qs. of each district there will be M.C.B. headed by a Sub-Inspector under Dy.I.G. C.I.D. and will be called District Medus Operandi Bureau.

4) The State M.C.B. will deal with the record of all the Inter-State and Inter-District criminals and of the following :-

- (a) Professional Poisoners.
- (b) Professional cheats.
- (c) Professional Counterfeiters.
- (d) Persons engaged in the smuggling of arms.
- (e) International and Inter-State Crooks engaged in the traffic of women and children.

5) The crime record of the criminals habituated to commit the following offences will be maintained at Police Stations, District M.C.Bs. and the State M.C.B.

- (a) Cheating (b) Criminal breach of trust
 - (1) By Coolies.
 - (2) By labour cart drivers.
 - (3) In respect of bicycles.

(c) Counterfeiting, uttering or possession of counterfeit currency (paper or metal)

- (d) Dacoity.
- (e) Robbery.
- (f) House Breaking.
- (g) Receiving or disposing of stolen property.
- (h) Theft.

6) At present the following crime record is maintained at the Police Station as regards the crime and criminals:

- (i) Crime Register.
- (ii) Village crime note book part I & II.
- (iii) Village crime note book part III which contains the names of suspected and convicted persons.
- (iv) Surveillance register.
- (v) Absconders register.
- (vi) History sheets.
- (vii) Enquiry slips regarding verification of movements of surveillance.
- (viii) Stolen property register and stray Cattle register.

7) FUNCTIONS OF POLICE STATION :-

Crime record of the offences mentioned above in para 5 shall be maintained in M.C.B. The starting point for the preparation of record of crime and criminals would be the Police Station.

8) (i) At each Police Station record of criminals will be maintained on Crime Record Card (form No. RPM 4) (specimen enclosed). The crime record card will have photograph of the criminal wherever available and

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with where it may not be available the space for the purpose would be left blank to be ^{filled} completed later on.

(ii) All particulars regarding the criminal will be filled in columns provided in the Crime Record Card.

(iii) Under head M.C. in the Crime Record Card details on all the 10 points mentioned in appendix 'A' regarding each of the offence committed by the criminal should be correctly noted.

(iv) Under head 'brief facts' in the Crime Record Card full details of the criminal as to how he became an offender and information regarding his activities and movement should be written along with brief facts of each of the offences committed.

9) From the conviction register (Village Crime Note Book Part III) the S.H.C. will prepare Crime Record Card for each and every criminal residing in his jurisdiction who has two or more convictions in the offences mentioned in para 5.

10) Information regarding 10 Modus Operandi points mentioned in Appendix 'A' offences committed will be gathered from the old record wherever available. In cases the criminal has also been convicted in other Police Stations, the S.H.C. will obtain the required information from the P.Ss. concerned.

11) In future as soon as a criminal is convicted in any ~~one~~ of the offences mentioned in para 5 his Crime Record Card will be prepared, if not already in existence. Fresh entries will be made where the card is already in existence.

12) Each card prepared in accordance with the instructions contained in paras 10 and 11 will be serially numbered as they are prepared and will be maintained in that order. For this purpose each district is being allotted the alphabet given in appendix B. The Distt. Superintendents of Police will further allot an additional alphabet to each of the Police Station under him and will send a copy of this to the State M.C.B. immediately.

3)

The alphabet with serial numbers on each Crime Record Card will indicate the district and the Police Station, for example, Alwar district bears the alphabet A and the Police Station Kotwali Alwar is allotted A the first crime record Card will indicate AA1 and second AA2, third as AA3 and so on. The Districts having more than 26 Police Stations should allot ZA for 27th Police Station, ZB for 28, ZC for 29th and so on. The State M.C.B. will publish the alphabets allotted to each district, and P.S. in the Criminal Intelligence Gazette.

13) A copy of each of the Crime Record Card of the criminals prepared at the Police Station will be sent to I/C Distt. M.C.B. by the S.H.C. of the P.S. concerned who in turn will forward a copy to State M.C.B. in respect of only those criminals as have been specified in para 4. In case no new card is prepared but additional entries ^{are} made, full details of the entries made would be communicated by the S.H.C. to the I/C D.M.C.B. and by the S.I. I/C D.M.C.B. to State M.C.B. so that record at each place ^{will} be ~~kept~~ up to date. It ^{will} ~~would~~ be the duty of the I/C D.M.C.B. to see that the entries in the Crime Record Card are correctly filled in.

14) As soon as a criminal whose crime record card has been prepared dies or becomes invalid, the S.H.C. will send the Crime Record Card to the Distt. M.C.B. where the same will be destroyed along with its copy of the Distt. M.C.B. under intimation to State M.C.B. in case a record is maintained there also. In cases of cards of invalid persons, they ^{shd} ~~would~~ be destroyed with the permission of Supdt. of Police.

15) (a) If any criminal with a Crime Record Card changes his residence to some other Police Station, the S.H.C. concerned under the orders of Supdt. of Police will ^{the} transfer Crime Record Card to the P.S. of his new residence.

(b) In case of temporary change of residence, the serial No. of the Crime Record Card will not be changed.

but in case of permanent change the next serial No.

of the new Police Station will be allotted.

(c) Information regarding change of residence will be communicated to Distt. M.C.B. from where it will be further sent to State M.C.B. wherever required.

(d) The serial No. once allotted at a P.S. to a criminal will not be altered or reallocated.

16) The criminals who are under surveillance need to be watched more often and hence besides Crime Record Card their Name Index Cards should also be maintained in form R.P.M. 1 at the P.S. concerned.

17) (a) Persons subjected to order u/s 565 and 401 Cr.P.C. or those who have been pardoned as approvers many times are required to be watched. In some cases persons addicted to crime having been suspected many times but having no conviction required surveillance. Crime Record Cards as well as Name Index Cards of persons under surveillance falling under these heads should also be prepared at the P.Ss. but in all such cases permission of the Distt. Supdt. of Police should be obtained.

(b) ^{write} The Senior officers ~~note down~~ routine remarks on history sheets such as 'needs to be watched' 'still active,' 'No complaint' etc. No such remarks shall be entered on the crime record cards.

(c) The actual system of surveillance ⁱⁿ ~~as is~~ vogue in the State has got no legal authority behind it and is more on paper than in practice. The classification of criminals as surveiltee is ^{for} ~~to~~ ^{ing} mark out the more active criminals. Their classification should be as under. The classification of each surveiltee should be indicated in the crime record card:

- A- Important and dangerous.
- B- Medium importance.
- C- Little importance.
- D- Dormant.
- E- Foreigner.
- HC- Habitual Offender.

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- R- Residentials.
- W- Wanderers.
- HIS- History Sheeter.
- CWD- Close watch by day.
- CWN- Close watch by night.
- CWD- Ordinary watch by day.
- OWND- Ordinary watch by night and day.

18) The S.H.C. of the Police Station or the Investigating Officer will prepare cards of those property which is identifiable in card. "Identifiable stolen property Index" (RPM 6) and will send a copy of the same to Distt. M.C.B. from where a copy will sent to State M.C.B.

EXPLANATION:-

Only those articles which are readily identifiable bear distinguishing feature such as marks, inscriptions, numbers, colour, shape etc. are to be indexed according to details given in Appendix D.

Property of which the description is vague and of more or less general applicability to articles of the same type will not be card indexed. All the P.S.Is in districts will send a monthly statement of the persons convicted during the month to the I/C D.M.C.B. in the proforma attached.

UNDETECTED CASES:-

19) (a) Whenever a case of the type referred in para 5 is registered the S.H.C. will send the First Crime Report in form R.P.M.10 with a copy of the F.I.R. to I/C Distt. M.C.B. within a week after he has inspected the scene of occurrence. When the case is closed final report should be sent on R.P.M.11. Similar procedure should be followed when a closed case is reopened viz. all further information obtained since after the close of the case should be furnished in form RPM 11 (specimen attached).

(b) In cases where an accused have been arrested, the S.H.C. or the investigating officer will send the details regarding the accused as well as the

in form of Arrest Memo (Form No. RPM 13) to the I/C Distt. M.C.B. The investigating officer will also prepare as many copies of the Finger prints as may be required for sending to the Finger Prints Bureau, and one copy of the same shall be attached with the arrest memo to be sent I/C Distt. M.C.B. for record.

(c) It will be the duty of the S.H.C. of the P.S. to intimate the I/C of the Distt. M.C.B. the result of the search slip received back from F.print Bureau.

20) Specific attention should be paid to the following points at the time of submitting the reports under para 19 so that full information regarding them is incorporated in the report.

1) Method adopted by each accused in the commission of crime separately.

2) Method adopted by each accused in disposing of stolen property.

3) The information on which each accused, associate or receiver was arrested and stolen property recovered.

4) The disposal of every person arrested. If a such person is dealt with /u/s 109 or 110 Cr.P.C. or is concerned in any other cases that should be mentioned.

EXPLANATION:-

(a) If any individual charged with a certain offence e.g. house breaking and theft is convicted for different offence e.g. receiving stolen property or acquitted or discharged for want of evidence but the officer incharge of a Police Station has reason to believe that the individual did commit the offence referred to in the original charge this should be mentioned in the report.

(b) Details of information required to be given in the first crime report have been given in the appendix A.

(c) When a transfer case of the types referred to in para 5 above is registered by any P.S., Police Station actually having jurisdiction, where the crime was committed should send the first crime report together with a copy of the F.I.R. to 2/c Distt. M.C.B.

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21) ABSCONDERS:-

(a) The S.H.C. of P.S. will also maintain "wanted person index card", on R.P.M.7 of only those who are wanted by name.

(b) Intimation regarding the arrest of wanted persons should be communicated to all concerned and the card will be destroyed.

22) FINGER PRINTS:-

The classification of Finger Prints should be noted on the Crime Record Card and a copy of the Finger Prints wherever available should be attached to with the personal file of the criminal in the Distt. M.C.B.

23) In cases where the Finger Prints of convicted persons have not been sent to Finger Print Bureau, fresh Finger Prints should be taken as far as possible and sent to Finger Print Bureau by S.H.C. concerned through District M.C.B.

24) The I/C Distt. M.C.B. would inform the State Finger Print Bureau, Ajmer the serial M.C.B. No. allotted to the criminal whose crime record is kept in Distt. M.C.B.

25) It will be the duty of the State Finger Print Bureau to note down the Serial M.C.B. No. on the Finger Print Record sheets as soon as an information to that effect is received from Distt. M.C.B. He wk shall also intimate to the I/C of Distt. M.C.B. change made in the sentence, on the record slip or elimination of record slip.

26) On receipt of S. Slip of any person registered in M.C.B. it will be the duty of the I/C Finger Print Bureau to intimate the Distt. M.C.B. regarding this arrest giving details as to the offence and the place of his arrest.

FUNCTIONS OF THE DISTRICT M.C.B.:-

27) As soon as a Crime Record Card is received from a P.S. it will be the duty of I/C Distt. M.C.B. to scrutinise it with the help of the arrest memo or the

record of the Police Station. He ^{should} be careful that no wrong information is given nor any valuable information is left out in the crime record card. He will then in cases mentioned in para 4 will send a copy of the Crime Record Card to the State M.C.B.

28) It will be the duty of I/C Distt. M.C.B. to prepare a personal file of the person whose Crime Record Card is received from the P.S. concerned i.e. when a person is registered in M.C.B. Each registered person will have a separate personal file and will bear the same M.C.B. Serial No. as allotted by the Police Stations concerned.

29) Record in the Distt. M.C.B. will be maintained Police Station-wise.

30) The following Index Cards in addition to the Crime Record Card will be maintained in Distt. M.C.B.:

- (1) Name index (RPM 1)
- (2) Modus operandi card (RPM 3)
- (3) Physical peculiarity index (RPM 5)
- (4) Style index (RPM 8)
- (5) Trade mark index (RPM 9)
- (6) Wanted persons index (RPM 7)
- (7) Identifiable stolen property index (RPM 6).

31) With the help of the Crime Record Card the Arrest Memo and the First Crime Report the I/C M.C.B. (Distt.) in addition to the Crime Record Card will prepare as many of the index cards mentioned in para 30 as may be required in each particular case.

32) On receipt of the First Crime Report it will be the duty of the I/C Distt. M.C.B. to prepare as many Index Cards of wanted persons can be prepared:-

- (a) By name
- (b) By M.C.
- (c) By physical peculiarity.
- (d) By trade mark.
- (e) By style.
- (f) By transport.

EXAMPLE: -

(1) It is not necessary that a man should be a wanted person by name only. In many cases it would be observed nothing is known about the criminal but in the First Crime Report it is reported that one eyed electrician committed a theft. In such cases the following two cards of wanted persons will be prepared.

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- (1) Physical peculiarity index (one eyed)
- (2) Style index (electrician).

(ii) If the above accused used a bicycle, ~~the~~ third card of transport index (bicycle) will also be prepared.

(iii) In future if any one eyed man or an electrician or a person using a bicycle is arrested for committing theft the above wanted persons cards will help in tracing the other undetected cases committed by him.

33) On receipt of the arrest memo, it will be the duty of the I/C Distt. M.C.B. after carefully studying the M.C. to look into the wanted persons index cards as have been prepared from the undetected cases as explained in para 32 above and to trace from the Distt. M.C.B. record if the man is also responsible for other undetected cases.

34) Copy of the wanted person's index card prepared by the I/C Distt. M.C.B. on the basis of names known i.e. on RPM.7 should also be sent to the State M.C.B.

35) (a) Copies of wanted persons index cards prepared from undetected cases on any basis as mentioned in para 32 (b) to (f) should also be sent by I/C Distt. M.C.B. to State M.C.B. only in cases mentioned in para 4.

35) (b) As soon as a case is detected all the index cards prepared on any basis under head "wanted persons index" will be destroyed.

36) On receipt of the first crime report it will also be the duty of I/C Distt. M.C.B. to find out from M.C. style, trade mark, transport index cards of the known criminals in his record if any of them can be reasonably suspected to have committed the offence due to similarity of the M.C., style etc. In such suspected cases he should inform the S.H.C. concerned with the probable names and addresses of the criminals, for necessary investigation.

37) These index cards will be kept according to

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the classification given in appendix C on district basis. The name cards should be arranged in alphabetical order.

38) In addition to the above the following record shall also be maintained in the Distt. M.C.B. :-

1. Jail release register RPM-16.
2. Undetected cases register RPM-18.
3. Photograph albums RPM-17.
4. M.C.B. register RPM-19.

39) JAIL RELEASE REGISTER:-

This register should be maintained on RPM form No. 16. The information regarding probable duty of release of criminal register in M.C.B. should be obtained from Jail authorities concerned and communicated to the S.H.C. P.Ss. concerned.

40) UNDETECTED CASES REGISTER:-

The undetected cases register should have different sections according to the offences included in the crime index groups separately for theft, robbery, dacoity, etc. given in A/ for example the register of undetected theft cases will be divided into as many sections as there are classifications of M.C. under theft.

41) PHOTOALBUMS:

The photographic collection of Rogue's gallery should be formed in the Distt. M.C.B. from the duplicated of photographs attached to the Crime Record Card and pasted in an album by the classification of offences and Modus operandi. This will facilitate reference and identification by Police Officers and witnesses.

42) M.C.B. REGISTER:-

The M.C.B. register should be in form RPM-19. This register should be maintained Police Station wise and as soon as the crime record card is received an entry to that effect should be made in it. Name index cards should also be prepared and checked at the time of fresh entry so that duplicate crime record can not be prepared.

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GUPTA/27/8/57.