

P. R. B., 1943, VOL-I

The dealing assistant in Org. Branch shall examine them in their proper order and specially note the delays in disposing of proceedings and long delays in other Districts. Thereafter he will put up to AIG (O) who shall put up with orders to DIG, HQ and then finally to Addl. I.G.P. for issue of such orders, as are

S.C. CHAUDHURI
Inspector-General of Police
West Bengal.

3.J

Police Order No. 5 of 1979

Maintenance of "Missing Persons Register" at Police Stations and at the District Headquarters and guidelines for dealing with missing information—At present, Police Stations do not maintain systematic records of information about missing persons. When a person is reported as missing, an entry in the General Diary constitutes the sole record and this makes the task of keeping continuous track of the information, cancelling the entries against return or recovery of the missing subject or linking the information to any subsequent developments like discovery of a hidden corpse extremely difficult and complicated.

In view of this it is ordered that a register, to be called the "Missing Persons Register" shall be maintained at every Police Station in the following proforma, with effect from 1.1.80.

| Sl. No. | Name & address of informant | Name, father's name & address of missing person | Personal description & copy of photo received or not | G.D. Entry No. | Action taken | Remarks. |
|---------|-----------------------------|---|--|----------------|--------------|----------|
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Superior Officers during their periodic visits to the Police Stations and annual inspections should check this register and record their comments on the efforts made by the officer-in-charge to trace out the missing persons.

AMENDMENTS, P. O., G. O., ETC.

for maintenance of this Register. All information about missing persons received either directly from the members of the public or from officer-in-charge of Police Stations shall be entered Police Station-wise in this Register and regular scrutiny of the Register will enable the District Officer-in-charge of Missing Persons Squad to ascertain if adequate efforts are being made to trace out the missing persons.

The following guidelines are issued for dealing with missing information :

1. The informant should invariably be asked to report to the Police Station as soon as missing person returns.
2. The informant should be asked to furnish a photograph of the missing person, if it is at all available.
3. All missing information should be referred to DIG, C.I.D. with photographs and physical description for wide circulation through the newspaper, All India Radio and the Criminal Intelligence Gazette.
4. A copy of the missing information should also be sent to the local D.D unit.
5. Superintendents of Police should send all proposals for newspaper publication of missing information to DIG, CID instead of sending them direct to the Director of Information and cultural Affair.
6. Officer-in-Charge of Police Stations should ask, whenever any of the officers or constables under him go out to certain areas to take note of all the pending missing information relating to that area for enquiry and verification.

S.C. Chaudhuri
Insp. Genl. of Police, West Bengal.

[K]

Relevant to Chapter XIX, P.R.B, 1943, Vol - I
(Uniform & clothing)

1.K

Police Order No. 1 of 1963

Uniform of Driver Constables and Driver Head Constables—In partial modification of Police Order No. 11 of 1958, the Inspector-General has ordered that Driver Constables and Driver Head Constables of the Unarmed Branch also should be issued with khaki Beret Caps with immediate effect instead of scarlet beret caps.

By Order
B.C. MUKHARJI, Special Officer
W.B. Police Directorate