

R/NO-808/16P(1)EW
Dt-23/08/2010

**WEST BENGAL POLICE DIRECTORATE
WRITERS' BUILDINGS : KOLKATA**

Police Order No. 9 of 2010

A Missing Children Tracking Portal (MCTP) is operational at the Missing Persons Bureau (MPB) in CID, West Bengal. The portal has the facility of capturing as much information as possible about missing as well as recovered persons. This portal is being used for capturing information about all missing persons in the State including women and children. Comprehensive data entry software has also been provided at the police station and DCRB level.

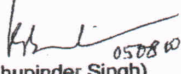
2. Success of MCTP depends on timely and proper data entry at all levels, adequate supervisory mechanism and sensitization of police personnel towards the problem of missing persons particularly women and children. As such, the following orders are issued:

- i. As soon as information is received at the police station about missing of a person it shall forthwith be recorded in the General Diary of the police station.
- ii. 'M' Form shall be promptly filled up and uploaded/transmitted to DCRB along with photograph of the missing person. Attempts shall be made to fill up all the columns in 'M' Form.
- iii. The fact that 'M' Form has been issued shall be mentioned in the margin of the relevant General Diary Entry.
- iv. 'R' Form shall be filled up promptly and uploaded/transmitted to DCRB as soon as a missing person returns home or is recovered.
- v. A separate General Diary Entry shall be made in respect every recovered person with cross reference to missing General Diary Entry. It shall also mention about issuance of 'R' Form.
- vi. 'R' Form in respect of recovered/found persons including women and children who are unable to disclose their identity, parentage, native place, etc. shall also be uploaded in the portal along with their photographs so that a matching can be done with the data of missing persons available in MCTP.
- vii. In case any information is lodged at an Investigation Centre or Outpost or Beat House where network has not yet been provided it shall be the duty of the Unit Incharge to fill up 'M' Form or 'R' Form, as the case may be, and to forward it to the police station under whose jurisdiction the unit is located. The Officer in Charge of the police station shall thereafter ensure that the form is uploaded/transmitted immediately.

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- viii. Statistical reports regarding missing as well as recovered/found persons including women and children shall be prepared by DCRB and put to the Superintendent of Police in the first week of every month.
- ix. The Superintendents of Police in the districts and GRPs shall nominate one officer of the rank of Dy. SP to function as nodal officer of the district in the matter of missing/recovered persons including women and children.
- x. One officer of the rank of Sub Inspector shall be designated as nodal officer at the police station level in the matters relating to missing persons including women and children.
- xi. The Superintendents of Police in the districts including GRPs shall review the cases of missing persons, police station wise, during their monthly crime conferences.
- xii. CID, West Bengal shall be the nodal agency to supervise functioning of MCTP at district level.
- xiii. CID, West Bengal shall organize training programmes on MCTP for nodal officers and police personnel engaged in data entry operation.
- xiv. Addl. Director General of Police (Training) shall include a topic on MCTP in the basic training of Dy. SP, SI and Constable and pre-promotional training of ASI.
3. This order will come into force with immediate effect.

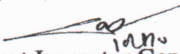

(Bhupinder Singh)
Director General and Inspector General of Police
West Bengal

Memo. No. 4436(107) Adm/C
Adm/C - 226/2007

Date: 10/08/2010

Copy forwarded for kind information and necessary action to :-


- (1) All Addl. Director General & Inspectors General of Police, West Bengal.
- ✓(2) All Inspectors General of Police, West Bengal.
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- (3) All Spl. Inspector General & Dy. Inspectors General of Police, West Bengal.
- (4) All Deputy Inspectors General of Police, West Bengal.
- (5) All Superintendents of Police, West Bengal.


Assistant Inspector General of Police(S)
West Bengal.

Memo. No. 4436/1 Adm/C
Adm/C - 226/2007

Date: 10/08/2010

Copy forwarded to the Registrar-I, West Bengal Police Directorate (in duplicate) for publication in West Bengal Police Gazette.


Assistant Inspector General of Police(S)
West Bengal.