

580

1) "Missing Children Tracking Portal" ("MCTP") (Web-site address - www.trackthemissingchild.gov.in), as developed by National Informatics Centre, Ministry of Communication & Information Technology, Government of India, is now operational at P.S. level of Kolkata Police as well as at Missing Persons Squad, Detective Department, Lalbazar, Kolkata. The portal has the facility of uploading and preserving as much information as possible about "Missing" and "Recovered" persons of all ages whether alive or dead at the end of most of the stake holders. Here "Missing" includes "missing", "kidnapped" and "abducted" persons besides absconders from hospitals, nursing homes etc. and "Recovered" includes "recovered", "traced", "returned", "rescued", "found", "admitted", "deposited" and "dead persons" etc. This portal can be used for uploading and preserving information about all the "Missing" and "Recovered" persons under the jurisdiction of Kolkata Police. All Police Stations of Kolkata Police as well as Missing Persons Squad, Detective Department, Lalbazar, Kolkata have their own user accounts in the said portal which may be used by them for dealing with "Missing" & "Recovered" persons as mentioned above including un-identified dead, un-identified admitted, un-identified deposited persons and similar persons who have no full details.

2) Success of "MCTP" depends on timely and proper data entry at all levels, adequate supervisory mechanism and sensitization of police personnel & other stake holders towards the problem of "Missing" persons particularly of women and children.

As such, the following orders are issued for strict compliance: -

- a) These orders shall be effected immediately but the data in respect of the above mentioned persons from the date 1st January, 2011 shall be uploaded transmitted, etc.
- b) As soon as information of "Missing" or "Recovered" person is received at the Police Station, it shall forthwith be recorded in the General Diary Book of the Police Station by the Duty Officer / A.S.I. and Form "M" or "R" should be filled up properly. Thereafter, the data shall be uploaded in the portal immediately.
- c) "M" or "R" Form, as the case may be, shall be promptly
 - i) filled up with photograph (if available), for maintenance at the Police Station as well as in the "MCTP",
 - ii) up-loaded with photograph in the "MCTP" for display of the same to all. It is to be mentioned here that "Missing Persons Squad", Lalbazar, Kolkata shall use the data as uploaded by Police Stations for wide circulation of the same amongst the members of public in India. Attempts shall be made to fill-up all the columns in "M" or "R" form. But in case of circulation of photograph of a female "Missing" subject, guidelines of Hon'ble Supreme Court of India vide Order No. 524 in the K.P.G. dated 12.03.2003, shall be strictly followed. In this regard, written consent of either of the parents / husband / near relative of the "Missing" subject shall be obtained before circulation of photograph.
- d) The fact that "M" or "R" form has been used shall be mentioned in the margin of the relevant G.D. Entry.
- e) Date wise two separate registers ("Missing" & "Recovered") shall be prepared at the P.S. level after using the filled in "M" and "R" forms. Blank "M" and "R" forms can be printed from the "MCTP".
- f) Two / three separate G.D. Entries shall be made if 2/3 persons (e.g. mother & son/s) go missing together. There shall be cross references in the G.D. Entries.
- g) A separate G.D. Entry shall be made in respect of every "Recovered" person (with cross reference to "Missing" G.D. Entry if the same exists in the same Police Station.
- h) "R" form in respect of the person who is unable to disclose his / her full details e.g. name, parentage, native place,

etc., shall also be up-loaded in the "MCTP" along with his / her photograph so that matching work can be done with the data of "Missing" persons available in the "MCTP".

- i) O.C.s of P.S.s shall ensure immediate transmission of the details of the "Missing" or "Recovered" subject including his / her photograph to all concerned in West-Bengal through internet as per given formats for wide circulation of the same.
 - j) The relative cum complainant / informant of the "Missing" person shall be made aware at the P.S. level after registration of "Missing" diary that they may meet O.C., M.P.S., D.D., Lalbazar with required photographs of the "Missing" subject for wide circulation of information and photograph of the "Missing" subject in the public media free of cost.
 - k) O.C.s shall ensure that the portal is being used regularly by the officials / staff of the P.S. for matching against "Missing" with the recovered persons at the P.S. But the matching work should be done cautiously and diligently.
 - l) O.C.s shall further ensure that his officials / staff regularly update the "Action Taken" status in the portal so that Senior Officials can view various steps taken at the P.S. level towards recovery of the "Missing" subjects.
 - m) O.C.s shall endorse all the "Missing" & "Recovered" cases to his officers for their inquiry and "Missing" inquiry shall continue for more than 7 (seven) years.
 - n) Statistical reports regarding "Missing" as well as "Recovered" persons shall be prepared at the P.S. level and forwarded to the O.C., M.P.S., D.D. by the first week of every month. In turn, O.C., M.P.S., D.D. will produce monthly report before Jt. C. P. (Crime).
 - o) The Divisional D.C.s shall nominate an officer of the rank of A.C. to function as Nodal Officer of the Division in the matter of "Missing" & "Recovered" persons.
 - p) One officer of the rank of Sub-Inspector shall be designated as "Nodal Officer" at the P.S. level in matters relating to "Missing" & "Recovered" persons.
 - q) The D.C.s and Nodal A.C.s of the Divisions shall review the cases of "Missing" and "Recovered" persons police station-wise during the monthly Crime Conference.
 - r) M.P.S., D.D. shall be the Nodal Agency to supervise functioning of the "MCTP" centrally.
 - s) Jt. C. P., H.Q. will please direct A.C., P.T.S. to include a topic over "MCTP" in the basic training and refresher courses of the Constables, Assistant Sub-Inspectors and Sub-Inspectors.
 - t) A.C. (Adm.), D.D. will please arrange to publish these orders in the K.P.G. from time to time for strict compliance by the Kolkata Police staff.
 - u) P.R.O., Lalbazar will please arrange to publish the utilities of the "MCTP" in few daily news papers from time to time so that the members of public start using the "MCTP".
- It should be borne in mind that inquiry in respect of "Missing" persons cannot be concluded before locating the subject concerned (whether living or dead) or before continuation of inquiry for more than 7 (seven) years from the date of missing vide Section 108, Indian Evidence Act. Investigation in respect of a particular "Missing" subject may be concluded within 1/2 year/s but missing inquiry in respect of the same person shall not be concluded before expiry of more than 7 (seven) years' inquiry. Indian Police cannot issue 'Death Certificate' in respect of a "Missing" subject. But "Interim or Final Non-Traceability (Police Inquiry) Report" may be issued by Police staff to the near relative of the missing subject against written application. In Kolkata Police area, Jt. C.P., Crime, Kolkata or D.C. II, D.D., Kolkata now issues such reports after obtaining inquiry reports from the concerned P.S. and O.C., M.P.S., D.D.

(C. O. No. 93 dated 25-3-2011)