

No. 84/CIG/MOB/2003

Office of the
Director General of Police,
Chennai-4.

Dated: 13.08.2003.

MEMORANDUM

Sub: Missing Persons – proper machinery for tracing young missing persons – directions of Madras High Court – Implementation – Orders issued.

Ref: 1. Chief Office Memorandum Rc.No.2110/128992/Cr. II(1)/2003, dated 27.6.2003,

2. Order of High Court of Madras, HCP No.658 of 2003 dated 5.8.2003.

In several recent cases, the Hon'ble High Court of Madras has observed that the Investigations conducted by the Investigating Officers, particularly in cases relating to missing of Children and minor girls, have been casual and perfunctory. It has, therefore, become necessary to streamline the investigations relating to missing persons, particularly children and minor girls. It is also equally important to set up an effective supervising mechanism to ensure proper investigations for cases falling under this category.

2. In order to streamline the process of monitoring and supervision of such cases, the following Special Cells are hereby ordered to be formed: -

RANGE HQRS:-

i) In each Range, there shall be a "Range Special Cell for missing persons" to monitor cases of missing persons. The Cell will be constituted as follows:-

Chairman :- DIG Range in the mofussil and Joint Commissioners of Police in Chennai City. In other cities, Commissioners will head the Cell.

Members:- District Superintendents of Police of the Range "In mofussil"
Deputy Commissioner of Police in Cities.

The functions of the Range Special Cell are as follows:-

- i) Conducting a monthly review of the progress of the cases of missing persons pending in the district and issue of instructions regarding further action to be taken, with special emphasis on missing Children and minor girls.
- ii) Taking steps for co-ordination of efforts within the range.
- iii) Ensuring that all information has been disseminated to the concerned quarters and all formalities required for investigation have been fulfilled.

Monthly Review proceeding shall be drawn up and sent to the concerned Zonal Inspector General of Police / Commissioner of Police, Chennai, by the Deputy Inspectors General of Police / Joint Commissioners of Police, Chennai.

DISTRICT HQRs:-

ii) In each District, there shall be a "District Special Cell for missing Persons" for supervision of cases relating to missing persons. The Constitution of the Cell will be as follows:-

Chairman:- District Superintendent of Police / Deputy Commissioner of Police (in cities)

Members:- (i) Addl. Superintendent of Police, Crime in mofussil

(ii) One Dy. Superintendent of Police in District / One Assistant Commissioner of Police in Chennai City, preferably women officers.

The functions of the "District Special Cell for missing Persons" will be as follows:-

- i) Fortnightly Review of pending cases of missing persons, with special emphasis on missing children and minor girls.

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- i) The Cell will ensure that all investigative formalities are completed at the initial stage of investigation itself.
 - ii) Supervision of progress of the investigations to be closely done and in undetected cases, special efforts be taken to trace the missing person.
 - iii) The Cell will ensure that in all cases, relevant information has been disseminated to the concerned quarters without delay.
 - iv) The Cell will send their fortnightly review report to the concerned Deputy General of Police / Joint Commissioner of Police (Chennai City) and Commissioners of Police (other Commissionerates).

3. The Zonal Inspector Generals of Police will review the progress of cases of the above category at their monthly Crime Review Meetings.

4. A Comprehensive, standardized Proforma has been designed to be used in all cases of missing persons. The proforma is enclosed. This proforma will be used henceforth for all cases relating to missing persons. Details of all existing pending cases should also be filled in this proforma.

i) Part - I of the proforma is a questionnaire in which information is to be elicited from the complainant at the time of lodging the FIR. This includes exhaustive details of missing persons, with photographs. In several incidences, photographs may not be available. In such cases, the parents / relatives/ friends should be summoned and with their help, Portrait - Building should be done. The Portrait building system is available at all the district headquarters. Publicity should be done using the portrait in the absence of photograph.

ii) Part - II of the proforma contains detailed particulars regarding steps to be taken by the Investigating officer immediately after registration of the case.

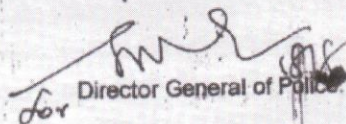
iii) Part - III. As and when the case is detected, necessary authorities should be given intimation to discontinue publicity and close the relevant file.

5. In certain cases, children may be recovered or found or entrusted to the care of a Children Home, Non - Governmental Organizations etc., In such cases, no effort is taken by the Investigating officers at present to ascertain

whether any complaint of missing of children is already pending in any police station. The Investigating Officer, in all cases of Children / minor girls found / restored should send intimation to the Modus Operandi Bureau, CB CID immediately. The Modus Operandi Bureau will maintain a consolidated database of missing children and minor girls. In all cases where the Children / minor girls are recovered, a verification should be done to ascertain whether a missing person complaint is pending.

6. This system will be followed with immediate effect. A compliance report containing details of the formation of such Range/ City Range level Special Cells and District / City Police District Level Special Cells, with the names of Officers constituting such Special Cells should be sent to the Chief Office, with a copy marked to the Additional Director General of Police, Crime Branch CID, Chennai-2, on or before 25.08.2003, without fail.

6. The receipt of this Memorandum should be acknowledged.


for Director General of Police.

To
Commissioner of Police, Chennai City.
All Zonal Inspector Generals of Police,
All Unit Officers.

Information:

ADGP, CBCID, Chennai.

ADGP, L&O, Chennai.

Inspector General of Police, Crime & Director SCRB.

All Range DIGs.