# OFFICE OF THE COMMISSIONER OF POLICE, DELHI

**CIRCULAR NO. 12 /2024**

## PROVIDING OF COPY OF FIR TO THE INFORMANT/VICTIM

Instances have come to notice that the copy of the report regarding cognizable/non-cognizable offences recorded at police stations, are not supplied to the informant/complainants, although it is incumbent upon the officers in-charge of Police Station under section 173 (2) of BNSS that a copy of the information as recorded under section 173 (1) of BNSS shall be given forthwith, free of cost, to the informant or the victim.

Attention of all concerned is also drawn to the following provisions in the Punjab Police Rules, which are also relevant on the subject.

(i) "As per P.P.R. 24.3 when the information relates to a non-cognizable offence it shall be briefly but intelligibly recorded in the non-cognizable register and shall be signed, sealed or marked by the person making it on both foil and the counter-foil. A copy of the entry in this register made by the copying process and signed and sealed with the police station seal by the recording officer, shall be made over to the informant, who shall refer it to the Magistrate in accordance with section 174 of BNSS."

(ii) "P.P.R. 24.5 enjoins that one copy of the FIR shall be given to the complainant unless a written report in form 24.2(1) has been received in which case the check receipt described will be sent."

It is incumbent on the Duty Officer to ensure registration of FIR in a proper and correct form and content. FIRs whether entered by him/her personally or through the CCTNS Operator must invariably bear the signature of the Duty Officer. In cases where it is not possible for the complainant or the IO to be present at the Police Station to get the FIR registered in person, Duty Officer must ensure recording of the FIR on the basis of the "Rukka" verbatim and must sign the FIR himself/herself.

To ensure compliance of the above mentioned mandatory provisions, in future, the officer recording the FIR shall endorse a certificate on the police station copy of every FIR indicating that a copy of the FIR has been given to the informant or victims free of cost.

Signatures of the informant/complainant or victims in token of having received the copy shall also be taken. A copy of FIR shall be sent by post through UPC in case of non-availability of the complainant or victims and case is registered either on the written complaint received in the Police Station or on the basis of a "Rukka" sent by Emergency Officer. In this regard, FIR Despatch Register shall be maintained in the Police Station and should be kept in the Record Room.

Section 173 (2) BNSS stipulates that after registration, a copy of FIR as recorded under section 173 (1) BNSS shall be given forthwith, free of cost to the complainant or victims. One of the methods by which this can be ensured is to send a copy of the FIR to the complainant or victims by Speed Post. Henceforth, every officer in-charge of a Police Station shall ensure that a copy of the FIR is dispatched on the same day or the next working day to the address of the complainant or victims through Speed Post. This would be notwithstanding the fact that the complainant or victims may have been supplied with a copy of the FIR in person at the police station.

A separate register shall be maintained at all police stations in the following format:-

1. SL. NO.
2. FIR NO.
3. DATE OF DISPATCH
4. NAME, ADDRESS AND CONTACT NUMBER OF COMPLAINANT VICTIM/INFORMANT
5. POST OFFICE STAMP

DCsP of the districts/units shall ensure strict compliance and implementation of above guidelines by their concerned IO/SHOs/ ACsP, GOs including night GOs shall also check the register maintained for the purpose during their night casual visits to the police stations.

**SUPERSESSION CLAUSE**

This Circular substitute the previous Standing Order No. L&O/03/2022 issued vide No. 23951-24100/Record Branch/PHQ dated 23.05.2022, which stands vacated.

19/8/24

**(SANJAY ARORA)**
**COMMISSIONER OF POLICE:**
**DELHI**

No. 1951-2100 /Record Branch/PHQ, dated Delhi the 19/8/24

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/ New Delhi.

3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioner of Police, Districts/units including PHQ, FRRO and Director/ Delhi Police Academy, Delhi/ New Delhi.
6. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra DP.
7. LA to CP and FA to C.P., Delhi. DELHI.
8. All ACsP/ Inspr. /PHQ.
9. PS/Reader to C.P., Delhi.
10. HAR/ PHQ.
11. Inspr./Knowledge Center/PHQ.