AMENDMENT

Please refer to PHQ's Circular No. 24/2014 issued vide No. 4213-4338/Record Branch, PHQ dated 30.06.2014 followed by Addendum issued vide No.1951-2100/Record Branch/PHQ dated 25.11.2019 regarding "Publication of classified advertisements in respect of UIDBs/Missing Children/Persons/Proclaimed Offenders etc." In compliance of directive of Hon'ble High Court of Delhi in WP (Crl.) No.2593/2019 in the matter of Agya Ram Mishra Vs State on the suggestions of Delhi Police, following amendments / substitutions are hereby made in Point Nos. i) and iii) of the existing Circular No. 24 / 2014: -

a) Henceforth, the details relating to Un-Identified Dead Bodies, Missing Children / Persons, Proclaimed Offenders etc. for publication in the newspapers strictly on DAVP approved rates shall be forwarded to the Advertising Agencies empanelled with Delhi Police as well as DAVP on the existing Performa by the Districts / Units DCsP at their own instead of forwarding them to PRO, Delhi Police.
b) After completion of publication, the Districts / Units concerned shall scrutinize the Bills and submit the same on 'Single File System' through DCP/Districts/Units, FA to CP, Delhi for obtaining the sanction of Special CP/General Administration.
c) The Districts / Units shall maintain proper record of the publication of above mentioned classified advertisements.

All District / Unit Addl. CsP/DCsP shall direct concerned ACP, SHOs and IOs for strict compliance and proper implementation of above guidelines. Any laxity will be viewed seriously.

(S.K. Gautam) IPS
Special Commissioner of Police,
General Administration, Delhi

No. 151-300 /Record Branch/PHQ dated, Delhi the 13/2/2020.

Copy forwarded for information and necessary action to the: -

1. All Special CsP in Delhi Police including MD/D.P.H.C.
2. All Joint CsP/Addl. CsP including P/PTC Jharoda Kalan, Delhi/New Delhi.
3. All Districts/Units DCsP including PHQ and FRRO, Delhi/New Delhi.
4. PRO, Delhi Police.
5. SO, PS & Reader to C.P., Delhi.
6. Addl. PRO, Delhi Police.
7. All ACsP in PHQ.
8. LA to CP, Delhi.
9. FA to CP, Delhi to segregate the funds under the head "Advertisement & Publicity" for Classified Advertisements from PRO, Delhi Police and allocate the same to Districts / Units for utilization at their own. PRO, Delhi Police will facilitate the estimated average annual expenditure on the subject per Districts / Units.
10. All Inspectors / Head Assistants in PHQ.
11. I/C Record Branch/PHQ to incorporate the above amendment in Standing Order No. 48 also after approval of the competent authority.
12. In-charge / Library/PHQ.

OFFICE OF THE COMMISSIONER OF POLICE, DELHI.

CIRCULAR

NO. 24 /2014

Subject:- Regarding publication of classified advertisements in respect of UIDBs/Missing Children/Persons/Proclaimed Offenders etc.

It is imperative on the part of the police to take all necessary steps to establish the identity of deceased in case of recovered Unidentified Dead Bodies (UIDBs). The investigating officers shall get the UIDB preserved for at least 72 hours in the mortuary. Immediate wide publicity including publishing advertisement is one of the important steps to establish the identity of the deceased.

In order to streamline & expedite the process of publication of advertisements, the following instructions and time schedule for publication is prescribed:-

i) Addl. CsP/DCsP of concerned district/unit shall ensure supply of information relating to UIDB for publication in newspaper to PRO on the enclosed proforma within 12 hours from the receipt of such information.

ii) The photograph should be a close up of face taken from the front so that the body could be identified easily.

iii) PRO Branch shall complete the processing work of assigning task to advertising agency for its publication within six working hours i.e. by 3.30 PM everyday so that it can be got published in next day's morning newspaper or latest by following day's morning newspaper.

Contd. P/2

iv) ACP/Sub-Division shall personally ensure all necessary steps required to be taken for the identification of UIDB including publication of information in newspaper before the disposal of UIDB, are taken by the staff concerned.

v) Similar guidelines shall be followed while publishing the advertisements for missing children/person/proclaimed offenders etc. in newspaper.

All District/Unit Addl. CsP/DCsP shall direct ACsP, SHOs and IOs for strict compliance and implementation of these guidelines. Any laxity will be viewed seriously.

(S.K. GAUTAM) IPS
Joint Commissioner of Police
General Administration, Delhi.

No. 4213-4338/Record Branch/PHQ dated, Delhi the 30/06/2014.

Copy forwarded for information and necessary action to the:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi.
3. All Addl. Commissioners of Police, Delhi.
4. SO to Commissioner of Police, Delhi.
5. All Districts/Units Addl. CsP/DCsP including P/PTC, FRRO & IGIA, Delhi/New Delhi.
6. PRO/PHQ, Delhi.
7. FA to CP/Delhi.
8. All ACsP/PHQ, LA to CP, FA to CP, Delhi.
9. All Insprs./PHQ.
10. SO to DCP/Hdqrs., Delhi.
11. HAR/PHQ with 10 spare copies.

PROFORMA

Sub: **Request for publication of UIDB details in newspapers.**

1. FIR/DD No. _____
2. Time of recovery of UIDB_____
3. Date/Year _____
4. Police Station _____
5. Sex _____ Height _____
6. Age _____ Complexion _____
7. Place of recovery _____
8. Details of injury marks, if any_____

   _____
9. Any other information like ID mark, tattoo etc. _____

   _____
10. Description of cloths worn and other ornaments or articles on the body

    _____
11. Newspapers recommended _____

    _____
12. Dispatch No., date & time of information to PRO Branch _____

    _____

Photo

Addl. CP/DCP

District _____

OFFICE OF THE COMMISSIONER OF POLICE : DELHI
POLICE HEADQUARTERS, MSO BUILDING, I.P. ESTATE, NEW DELHI 110002.
Telephone No. 011-23762616 Extn. 30105.

ADDENDUM

Please refer to PHQ's Circular No. 24/2014, issued vide No. 4213-4338/Record Branch, PHQ, dated 30.06.2014 on the subject "Regarding publication of classified advertisements in respect of UIDBs/Missing Children/Persons/Proclaimed Offenders". Henceforth, the request for publication of details of UIDB/Missing Children/Person/Proclaimed Offenders etc. in Newspapers shall be forwarded to PRO Branch with additional information on the revised proforma enclosed with this Addendum.

(RAJESH DEO),
DCP/LLEGAL CELL,PHQ.
FOR COMMISSIONER OF POLICE: DELHI.

No. 1951-2100/Record Br./PHQ(AC-), dated Delhi 25/11/2019.

Copy forwarded for information and necessary action to the:-

1. All Spl.CsP in Delhi Police including MD/D.P.H.C.
2. All Joint CsP/Addl.CsP including P/PTC, Jharoda Kalan, Delhi/ New Delhi.
3. All Distts./Units DCsP including PHQ and FRRO, Delhi/New Delhi.
4. SO, PS & Reader to C.P., Delhi.
5. All ACsP in PHQ.
6. LA & FA to CP/Delhi.
7. PRO/Delhi Police.
8. All Insprs./Head Asstts. in PHQ.
9. Incharge/Library/PHQ.

PROFORMA

Sub: Request for publication of UIDB details in newspapers

1. FIR/DD No._____
2. Time of recovery of UIDB_____
3. Date/Year_____
4. Sex_____ Height_____
5. Age_____ Complexion_____
6. Details of Injury marks, if any_____
   _____

Photo

7. Any other information like ID mark, tattoo etc._____
   _____
8. Details of clothes worn and other ornaments or articles on the body
   _____
9. Place of recovery_____
10. Name of Police Station_____ PIN Code_____
    Telephone Nos. _____ Email ID _____
11. Newspapers recommended_____
12. Dispatch No., date & time of information sent to PRO Branch_____
    _____

Addl. CP/DCP

District_____