CIRCULAR

CIRCULAR NO. 34/2013

As per Standing Order No. 411/12 issued vide this Headquarter No. 2874-2924/RB/PHQ dated, 05/09/12, a mechanism "Aap Ka Update" was set up at Police Station level to make complainants abreast of the developments of the enquiry/investigation underway subsequent to their complaints/cases registered at police stations.

It has been observed that the procedure in maintaining the "Aap Ka Update" register is not being followed meticulously. The pattern and maintenance of the same was called from each district and after scrutiny it was found that no uniform pattern is being followed by the police stations to inform the complainant about the progress of the cases/complaints. In view of above and for the sake of uniformity, the Register for "Aap Ka Update" has been designed in two parts viz. Part-I shall consist of copies of the consent form and Part-II shall consist of a resister which shall have two sub parts one for update with regard to the case being investigated by the police station and other for the complaint being inquired by the police station. One page shall be dedicated for each case/complaint which must be regularly updated.

It must be ensured that the complainant is to be kept informed about progress atleast once in 15 days. The same must be followed in both letter and spirit. The register must be checked by the ACP/SHO/Inspr. (Investigation) concerned on regular basis.

Addl. DCsP-I & II will also check the register during their visit to police stations.

The standard proforma for preparing the register of "Aap Ka Update" are enclosed for meticulous compliance by all concerned.

(DEEPAK MISHRA)
SPECIAL COMMISSIONER OF POLICE,
LAW AND ORDER: DELHI

No. 6620-6655 /Record Branch/PHQ dated, Delhi the 28-6-2013

Copy to:-

1. All Jt. CsP/Ranges
2. All Addl. CsP/DCsP/Addl. DCsP/ Districts Delhi
3. SO to CP, Delhi
4. SO to Spl. CP/Law & Order.
5. Record Branch, PHQ.

PROFORMA OF "AAP KA UPDATE" FOR COMPLAINTS

FIR NO.	:	
DATE	:	
U/S	:	
NAME OF THE COMPLAINANT	:	
MOBILE NO./E-MAIL ID OF THE COMPLAINANT	:	
MODE OF INFORMATION CONSENTED	:	
NAME OF I.O.	:	

S.No.	DD No. & Date (Information given to the complainant)	Mode of information- By Phone (Telephone No. be Mentioned) -By SMS -Personal Visit -E-Mail -By Dak (By Post)	Gist of Information	Remarks of ACP/Sub-Division/SHO
1				
2				
3				

PROFORMA OF "AAP KA UPDATE" FOR CASES

FIR NO.	:	
DATE	:	
U/S	:	
NAME OF THE COMPLAINANT	:	
MOBILE NO./E-MAIL ID OF THE COMPLAINANT	:	
MODE OF INFORMATION CONSENTED	:	
NAME OF I.O.	:	

S.No.	DD No. & Date (Information given to the complainant)	Mode of information- By Phone (Telephone No. be Mentioned) -By SMS -Personal Visit -E-Mail -By Dak (By Post)	Gist of Information	Remarks of ACP/Sub-Division/SHO
1				
2				
3				