Circular

No. 36 /2012

Subject: - Instructions regarding handling of cases of Missing Persons and Unidentified Dead Bodies

Recently, an incident has been noticed in which a dead body of a young boy was found whose missing report was lodged in its neighboring police station and could not be linked despite detailed instructions regarding duties of police regarding missing persons and Unidentified Dead Bodies issued by PHQ vide Standing Order No. **252/09 (revised)**. Among other instructions, the most important is to upload and update the records of missing person/UIDB on ZIPNET immediately.

The following instructions are once again strongly reiterated so that proper follow up is made in cases of missing persons and unidentified dead bodies for their linking/tracing at the earliest.

1. A missing report should be lodged at once in the daily diary clearly mentioning the date and probable time when he/she was noticed to be missing.

2. It is mandatory to register an FIR on the complaint regarding a missing person, in case of missing children of the age upto 16 years.

3. The detail of missing person such as description, age, height, clothes worn and identification mark etc. alongwith photograph shall be uploaded on ZIPNET on the very same day. Similar details of UIDB shall be uploaded immediately on ZIPNET.

4. The information regarding missing person/UIDB etc. shall be uploaded by the local police station as they are fully equipped to upload the profile on ZIPNET. In case of ay problem, Distt. Missing Person Unit (DMPU) is also having facility to upload it on ZIPNET.

5. In case of UIDB, the digital photograph of the body shall be taken. Further, close up photograph of the face should be taken in a prominent manner so that it could be recognized. Care should be taken to ensure that the face & identifying marks are captured clearly in the photographs. Photographs must be of high quality taken on a superior quality digital camera. The photographs should be lucid and clear when transmitted by computer etc. A good quality digital photo shall be taken for uploading. Invariably the IO should be present and should guide the photographer so that photographs prove useful.

6. The District Missing Person Unit (DMPU) shall reconcile the data of missing person/UIDB viz-a-wiz status of their uploading on the ZIPNET including the quality of data and photograph. A report in this regard shall be put up to Distt. Addl. CP/DCP on daily basis through ACP/Ops, who is nodal officer at district level.

7. Inspr. Investigation is responsible to ensure that immediate actions are initiated as per SO on receipt of any complaint and complete records are maintained of efforts made by them and IO to trace the missing Person.

8. A separate Register of Missing Person is being maintained at each Police Station. There should be adequate space left under the column 'Action Taken' for detailed entries to be made in this regard. Date and time of uploading the information on ZIPNET shall be mentioned in it. ACP/Sub-Division and SHO should sensitize this register on daily basis.

9. All the efforts made to trace the missing person should be recorded and copies of all related documents such as print out of ZIPNET, Hue & Cry Notice, wireless message etc. will be kept for record in the 'Missing Person File' SHO and Inspr. Investigation of police station will ensure that this file is maintained upto date.

10. There is another module in the ZIPNET for viewing the progress of investigation in each report of missing persons. This is available on the computer maintained at each police station and the progress can be reviewed by senior officers such as SHO/ACP/DCP as authorized users for their respective jurisdiction.

11. ACP Operations shall monitor uploading of information on ZIPNET.

The above instructions/points may be brought to the notice of all concerned for strict compliance. Non compliance of the instructions will be viewed seriously.

(RANJIT NARAYAN)
SPECIAL COMMISSIONER OF POLICE
(CRIME): DELHI

No. [illegible]/Record Rly/PHQ dated New Delhi, the 18-05 /2012

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