OFFICE OF THE COMMISSIONER OF POLICE : DELHI.

CIRCULAR NO. 11 /2020

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

It is imperative on the part of police to take all necessary steps to establish the identity of deceased in case of recovered Unidentified Dead Bodies (UIDBs). Investigating Officers (IOs) 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.

Additionally, in compliance of the directives of the Hon'ble High Court of Delhi in WP (C) No.3239/2019 in the matter of Surender Sah Vs State & Anr., the following procedure shall only be adopted for smooth & timely publication of details of missing children/persons, UIDBs, Proclamation Offenders etc. including other classified advertisements: -

a) Apart from UIDBs, immediate wide publicity is also required in respect of missing children within 72 hours of receipt of information by the local police including publishing an advertisement in the newspaper.

b) Further, regarding publication of details of proclaimed offenders, the directions of the Hon'ble Courts as per section 82 (2) (ii) of CrPC must be strictly complied with before the publication of advertisement.

c) The details relating to Un-Identified Dead Bodies (UIDBs), Missing Children / Persons, Proclaimed Offenders etc. shall be got published by the concerned Districts / Units DCsP at their own end instead of forwarding them to PRO, Delhi Police through the Advertising Agencies & Newspapers on the panel of Delhi Police as well as DAVP strictly on DAVP approved rates. The publication process should be fair & transparent. The Advertising Agencies and Newspapers should be rotated for publication of such advertisements.

d) The Districts / Units shall maintain a proper record of the above-mentioned advertisements.

After completion of publication process, the following procedure shall be adopted for process of making payment to the Advertising Agencies: -

i) The Districts / Units concerned shall receive and scrutinize the Bills submitted by the Agencies on monthly basis. They will verify & certify the DAVP Rates for each publication and ensure that there is no duplicacy in the claim in r/o any classified advertisement.

ii) The bills on monthly basis shall be forwarded to PRO, Delhi Police, PHQ, Delhi for making payment with forwarding letter and statement of bills. Each and every bill must bear certificate (verification stamp) i.e. "The

Bill claimed is as per DAVP Rate & no such bill was claimed earlier. Entry exists at Sl. No. ____ & Page ____ of Bill Register" duly signed by Gazetted Officer.

iii) The PRO Branch, PHQ will process the bills further and route through FA to CP, Delhi for obtaining the sanction of the competent authority before making payment to the Advertising Agencies.

iv) The PRO Branch, PHQ will also monitor the budget under head of account "Advertising & Publicity" and ensure adherence of guidelines issued by MOF/MHA in this regard.

All District / Unit Addl. CsP/DCsP shall direct concerned ACsP, SHOs and IOs for strict compliance and proper implementation of above guidelines. Non compliance of these guidelines shall be viewed seriously.

This supersede earlier Circular No. 24/2014 issued vide No.4213-4338/Record Branch/PHQ dated 30.06.2014 and Amendment issued vide No.151-300/Record Branch/PHQ dated 13.02.2020.

(Nuzhat Hassan)
Special Commissioner of Police,
General Administration, Delhi

No. 1801–1950 /Record Branch/PHQ dated, Delhi the 05/10/2020.

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 & Addl. PRO, Delhi Police.
5. LA to CP, Delhi.
6. FA to CP, Delhi
7. SO, PS & Readers to C.P., Delhi.
8. All ACsP in PHQ.
9. All Inspectors / Head Assistants in PHQ.
10. I/C Record Branch/PHQ to incorporate the above amendment in Standing Order No. 48.
11. I/C Library/PHQ.