OFFICE OF THE JOINT COMMISSIONER OF POLICE: CRIME: PHQ

CIRCULAR

No. 56 /2012, Record Branch, PHQ

Sub :- Guidelines/instructions in handling of complaints/ complainants in cases of missing children.

In view of the Meeting held by the undersigned on 06.08.2012 at 3 pm at Delhi Legal Services Authority, the following guidelines/instructions were decided to be complied with meticulously while handling of complaints regarding missing children:-

1. Police station staff should properly attend to the complaints/complainants of missing children and they should not invariably advise them to first make search at their own as it causes considerable delay in initiating action. The staff should be sensitized to be more polite and initiate action promptly.

2. The staff should be sensitized to take immediate follow-up action after registration of FIRs and IOs should be pro-active in questioning the concerned persons and conducting search effectively.

3. Issues relating to the investigation like how the missing child reached the place of recovery and the circumstances in which the missing child met the family/person from where the missing child was recovered are to be given importance.

4. SHOs should not send the replies directly to DLSA on the references being sent by DLSA to the Nodal Officer i.e. Joint CP/Crime seeking comments/clarifications. Addl.CsP/DCsP concerned should send the replies to the Nodal Officer i.e. Joint CP/Crime through respective Joint CP/Range for onward transmission to the DLSA.

5. There should not be any delay in transferring the cases of missing children between 3 to 8 years to AHTUs of the Districts after 4 months, if the child remains 'untraced'.

6. Whenever a missing child is traced or he/she comes back on his/her own, the Investigating Officer will examine all relevant angles such as involvement of organized gangs, application of provisions of Bonded Labour Act and such other relevant Acts.

7. Whenever, the involvement of any organized gang is found, it shall be the responsibility of the Investigating Officer to refer the matter to the Crime Branch of Delhi Police.

8. Addl. CsP/DCsP of the Districts should ensure that all the 'traced' children are produced before the DLSA (on all Tuesdays or Thursdays) or Family Counseling Centres.

9. Addl. CsP/DCsP of the Districts should ensure that all the information of missing/traced children is timely updated on ZIPNET.

10. Addl.CsP/DCsP of the Districts should review each and every case of missing children in their weekly Crime Review meetings.

11. The guidelines issued vide Standing Order No. Ops.–47 (Previous Standing Order No.252/2010) regarding duties of Police regarding Missing persons and unidentified dead-bodies issued vide No.11301-11550/Record Branch/PHQ, dated 25.10.2010 and Standard Operating Procedure (SOP) for dealing with cases of Missing/Found children issued vide No. 6438-80/SO/DCP/C&R, dated 19.05.2011, Record Branch/PHQ, should be followed meticulously.

SBKsingh 14/8/2012

(S.B.K. SINGH)
JOINT COMMISSIONER OF POLICE
CRIME, DELHI

No. 7361-7360/Record Branch/PHQ, dated Delhi the 14/08/2012

Copy forwarded for information and necessary action to :-

1. SO to CP for information.
2. All Spl.CsP/Jt.CsP & Addl. CsP, Delhi/New Delhi.
3. All Districts/Unit Addl. CsP/DCsP including P/PTC & FRRO, Delhi.
4. All ACsP/PHQ & LA to CP, Delhi.
5. All Inspector Crime Branch & MPS.
6. HAR/PHQ (with 10 spare copies)