OFFICE OF THE SPECIAL COMMISSIONER OF POLICE:CRIME;DELHI

CIRCULAR

No. 67 /2012, Record Branch, PHQ

Subject: - Investigation of Missing Persons Cases.

....

In pursuance of the directions from Hon'ble High Court in WP (Crl.) 249/2009 (Court on its own motion Vs State), the Commissioner of Police issued a Standing Order No. Ops.- 47 (Previous Standing Order No. 252/2010) vide No. 11301-11550/Record Branch/PHQ dated, Delhi the 25-10-2010 and various orders issued by PHQ regarding missing persons.

In accordance with the orders of the Commissioner of Police, Delhi, the following instructions are once again reiterated so that proper follow up is made in cases of investigation of missing persons.

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 missing.

2. Police station staff should promptly attend to the complaints/complainants of missing persons and they should not 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.

3. It is mandatory to register cases in instances of all missing children up to 16 years and upto **18 years in case of girls**. A lady officer should preferably be entrusted with the investigation of a case related to a minor girl.

4. 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.

5. The details of missing persons such as description, age, height, clothes worn and identification mark etc. alongwith photograph shall be uploaded on ZIPNET on the very same day.

6. All necessary publicity should be given in news papers/electronic media. Publicity should also be given through local cable TV Network.

7. In appropriate cases, a declaration of reward for furnishing clues about the missing person should be announced within a month of her/his disappearance.

8. The Investigating Officer of the complaint should periodically keep in touch with the complainant to update him on the efforts made, ascertain further clues, if any, and also to find out if the missing person has since returned on his/her own.

9. SHO and Inspector/Investigation of the police station will ensure that the computerized record of missing persons is maintained up-to-date and available for scrutiny by supervisory officers as and when felt necessary.

10. ACP/AHTU will study the pattern of disappearance of children, particularly girls in the district. If any aspect points towards an organized operation in the disappearance of children, he will immediately alert all officers of the concerned area and launch operations to collect intelligence & apprehend the persons involved.

11. Anti-Kidnapping Section of Crime Branch will analyse patterns, gather intelligence which have all-Delhi ramifications, ascertain angles of trafficking and organized crime and maintain liaison with other central agencies dealing with the matter.

12. The guidelines issued vide Standing Order No. Ops.-47 (Previous Standing Order No. 252/2010) regarding duties of police regarding missing person 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 19-5-2011, Record Branch/PHQ should be followed meticulously.

1/10/12

(RANJIT NARAYAN)
SPL. COMMISSIONER OF POLICE
CRIME, PHQ, DELHI

No. 8973-9083 /Record Branch/PHQ, dated Delhi the 05/10/2012

Copy forwarded for information and necessary action to :-

1. All Spl. CsP, Delhi
2. All Jt. CsP & Addl. CsP, Delhi/New Delhi.
3. All District/Unit Addl. CsP/DCsP including P/PTC, IGIA & FRRO, Delhi.
4. SO to CP Delhi.
5. All ACsP/PHQ & LA to CP, Delhi.
6. All Inspector & Accountant, PHQ
7. HAR/PHQ (with 10 spare copies).