STANDING ORDER NO. Crime/23/2022

MISSING PERSON SQUAD (MPS)

I. INTRODUCTION

A number of children are reported missing in Delhi from time to time. For the purpose of launching all possible efforts to trace a missing child, the procedures are spelt out in Standing Order No. 252/2019 read with addendums I & II.

The Missing Person Squad (MPS) of Delhi Police functions round the clock at PS New Kotwali under the control of DCP/CRO (Crime). The objective of MPS is to collate the information of Missing/Recoverd Person/Children, Unidentified dead bodies (UIDBs), Abandon and Unconscious persons uploaded from various Police Stations of Delhi & Outside in ZIPNET/CCTNS Application. Missing Person Squad also works as single window help to the victim's relatives, near & dears to ascertain the status of their lodged complaint/information at the concern Police Station.

2. DUTIES OF MISSING PERSON SQUAD STAFF

(a) To coordinate in exchange of information relating to Missing Child/ Person/UIDBs, Abandon and Unconscious persons.

(b) To cross check latest information regarding Missing Child/ Person/UIDBs, Abandon and Unconscious persons uploaded on ZIPNET/CCTNS application at the Police Station level and District Missing Person Unit (DMPU)

(c) To take out a list of all the probable matches of missing persons/UIDBs and forward it to the concerned Investigating Officer/Police Station for further enquiry/investigation.

(d) To maintain a separate register in missing person squad of information received related to missing persons/UIDBs belonging to the other States.

(e) After segregation of information received from other States in respect of Missing Person/Child, UIDBs, Abandon and Unconscious persons etc, the MPS staff shall make sincere efforts to short list probable matches with the available data/ records in the MPS. A list of such probable matches shall be forwarded to the concerned agencies/ States immediately.

(f) The MPS will keep record of missing persons/ UIDBs on an annual basis in the register as well as on floppies/CDs/pen drive for record.

(g) The MPS will coordinate with District Missing Person Unit (DMPU) on daily basis to ensure updation of records i.e. PHOTOGRAPHS, PHYSICAL DISCRIPTION, IDENTIFICATION etc. of Missing Person/Child, UIDBs, abandon and unconscious persons in **CCTNS/ZIPNET and 'Track The Missing Child' portal of** Ministry of women & child development (MWCD).

(h) To ensure the timely data entry of Missing Child in the **Track The Missing Child' portal** by the DMPU & the reference number of the same shall also be entered in ZIPNET for record and future references.

(i) The MPS shall give due attention and take care of the visitors visiting MPS for their respective queries relating to Missing Child/ Person/UIDBs, Abandon and Unconscious persons. The visitors shall also be shown the photographs of probable matches one by one from the **ZIPNET/CCTNS** and **Track the Missing Child' portal** on the LCD provided in the MPS visitors room.

(j) To monitor monthly pendency of incomplete enquiries by the IOs related to Missing person/Child, UIDBs, Abandon and Unconscious persons and get it completed within a time frame.

(k) Missing Person Squad Incharge will hold a fortnightly meeting by calling all Incharges of DMPU in MPS to ensure and cross check uploading of information relating to Missing person/Child, UIDBs, Abandon and Unconscious persons.

(l) Missing Person Squad will impart periodical training to all the Police Station Staff and District Missing Person Unit Staff for correct and timely uploading data of Missing person/Child, UIDBs, Abandon and Unconscious persons at District level.

(m) To ensure the matching of Missing person/Child, UIDBs, Abandon and Unconscious persons photographs with the available Face Recognition System (FRS) data at Police Station and District Missing Person Unit.

3. MAINTENANCE OF RECORD

The information about the missing, abandoned, unconscious persons/child. UIDBs and traced persons/traced dead bodies uploaded on CCTNS from the Police Stations or through the PCR maintained at the MPS. It will be mandatory for all the Police Station to provide the above information and to fill up the requisite forms as given in CCTNS respective Modules.

CCTNS PRINT OUTS

1. **Register No.1 Missing Persons Male (Adult) Register:-** This register will contain the details of all missing male adults (18 years & above) from Delhi for the current month of the year.

2. **Register No.2 Missing Persons Male (Minor) Register:-** This register will contain the details of all missing male minor (below 18 years) from Delhi for the current month of the year.

3. **Register No.3 Missing Persons Female (Adult) Register:-** This register will contain the details of all missing female adults (18 years & above) from Delhi for the current month of the year.

4. **Register No.4 Missing Persons Female (Minor) Register:-** This register will contains the details of all the missing female minor (below 18 years) from Delhi for the current month of the year.

5. **Register No. 5 Out Station Missing/UIDBs Register:-** This register will contain the details of all missing persons & UIDBs from other states. The particulars of missing persons/UIDBs from other states will be matched with the data already available in the computers of Missing Persons Squad & the result should be conveyed to the concerned SP/SSP.

OTHER REGISTERS TO MAINTAINED MANUALLY

6. **Register No.6 Found Unconscious/Abandoned Register**:-This register will contain the details of unconscious and abandoned persons which should be matched with the details of missing persons of Delhi & outside Delhi. This register relates to Registers No.s 1 to 5. A Goshwara shall be maintained after end of every month and year.

7. **Register No.7 Traced Persons Information Register**:- This register will contain details of all traced persons. A Goshwara shall be maintained after end of every month and year.

8. **Register No.8 Unidentified Dead Bodies (UIDBs) Register**:- This register will contain the particulars/details of all the dead bodies found in Delhi. The information regarding UIDBs should be matched with the available data of Missing Persons Squad and the result will be conveyed to the concerned SHO. A Goshwara shall be maintained after end of every month and year.

4. DESTRUCTION OF RECORD

(i) The data of the Missing person/Child, UIDBs, Abandon and Unconscious persons is being entered by Police Stations/DMPU staff in the CCTNS/ZIPNET Application. The Registers which shall be taken out in printout forms from the CCTNS application for day to day functioning.

(ii) Missing Persons Squad will keep the record of Missing Child/Person, Abandoned and Unconscious Persons/UIDBs in separate folders of printouts taken on monthly basis for a period of seven years, thereafter, the records may be destroyed as per the laid down procedure. However, month-wise and year-wise data of Missing persons/UIDBs etc. shall be kept on digital device for permanently in a safe and secure manner as per the SOP of maintenance of digital records.

(iii) The records of the traced persons may be destroyed within 2 years as per the laid down procedure.

5. SUPERSESSION CLAUSE

This Standing Order supersedes the previous Standing Order No.297/2003 issued vide No.52570-67/C&T(AC-I)PHQ dated 12.11.2003.

6. DISCLAIMER

It is made clear that this Standing Order is exclusively for internal smooth functioning of Police Department.

Rakesh Asthana

(RAKESH ASTHANA)
COMMISSIONER OF POLICE:
DELHI. 30.5.2022

No. 33101-33250 /Record Branch/PHQ dated Delhi, the 30/5/22

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to C.P., Delhi.
5. All Deputy Commissioners of Police, Districts/Units including PHQ, C.P. Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/HQ(IV)/PHQ with the direction to upload the Standing Order on Intra-DP.
7. LA to CP and FA to C.P., Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to C.P., Delhi.
10. HAR/PHQ.
11. Librarian/PHQ.