STANDING ORDER NO. L&O/50/2022

PROCEDURE FOR ESTABLISHING THE IDENTITY OF A PERSON BROUGHT TO A HOSPITAL IN AN UNCONSCIOUS CONDITION

Establishing the identity of a person brought to a hospital in an unconscious condition either due to involvement in an accident or otherwise is extremely important. The process can be facilitated through proper coordination and a systematic approach by the staff of concerned Police Station, District Missing Person Unit (DMPU), Missing Persons Squad (MPS), Police Control Room, Police staff posted at the hospitals and the State Crime Records Bureau, Delhi.

Whenever an unidentified/unconscious person (hereinafter referred as UIPF) is brought to the Casualty of a Hospital, the following action is required to be taken immediately:-

A. ACTION BY THE DUTY CONSTABLE AT THE HOSPITAL

1. He will inform the concerned Police Station about the admission of a UIPF after eliciting detailed information from the person who brought him to the hospital or from doctor/hospital records. He must also ascertain the exact place from where the said person was brought to the hospital from the person / PCR Van/ CAT Ambulance and get it recorded on the MLC.

2. Take possession of the personal belongings immediately from the hospital staff to see if there is any identity proof like visiting card or any other documents/ articles being carried by the person to establish his identity. If the identity is established through documents such as ID proof like Driving License, Identity Card, PAN card or Phone Number, the family members should be informed telephonically at the earliest.

3. Make an inventory in the presence of the hospital staff of all the recovered articles and hand-over the same to the inquiry Officer under a proper receipt.

4. Concerned Duty Constable shall ensure physical inspection of the body of the UIPF and record identification marks including tattoo or visible identification marks and description of clothes worn by him in a pro-forma to assist in his/her identification.

5. Make a D.D. entry and inform the Duty Officer of the jurisdictional Police Station.

6. A list of all such persons may be maintained in each hospital Police Post and the same may be displayed in public view so that any person can see the information. A notice board displaying information on accessing ZIPNET to know about missing person/ UIDBs/UIPF by general public may also be put up at appropriate place in the police post/hospital.

B. ACTION BY THE LOCAL POLICE

1. The SHO/Duty Officer shall lodge a report in the Daily Diary at once. A Copy of said DD entry shall be handed over to the Emergency Officer (EO) immediately.

2. The EO shall reach the hospital and try to ascertain the identity of the unconscious person from the information collected by duty constable as mentioned in para-A above. In addition, he should cross-check with the information on CCTNS/ZIPNET and Daily Police Bulletin, which gives information about missing persons in Delhi.

3. Obtain additional particulars viz. age, sex, description, religion, tattoo marks and clothes worn by the person.

4. He shall also share detailed information to the PCR for informing the Missing Persons Squad and District Missing Persons Unit.

5. If the UIPF was using a vehicle, the EO should try to find out the ownership details of the vehicle through Vahan App or E-Beat Book or the Transport Authority, GNCT. The engine/chassis No. should also be mentioned at the time of query on 24 hours enquiry facility of Computer Section, Delhi Traffic Police, Todapur on Phone Nos. 011-25845601 & 25845602.

6. Make arrangements to get the individual photographed. Clarity and quality of the photograph should be ensured. The photograph of UIPF shall be displayed on the Notice Board of the Police Station as practiced in case of UIDB, along with the gist of information that may lead to his identification.

7. EO shall also upload all the details in CCTNS/ZIPNET Portal including photograph of the UIPF. He should also send a detailed report with the photograph to the DMPU and CRO for updating the CCTNS/ ZIPNET and publication in the daily police bulletin and Gazette respectively.

8. A Hue and Cry notice be also issued, if required.

9. Issue a W.T. Message to all SHOs in Delhi and all DCsP/SsP in India.

10. When a UIPF is identified/regains consciousness, the EO shall send details regarding his identity to PCR, DMPU & MPS. Further, the EO should also mention his condition. When the identified person regains consciousness his statement should be recorded. The details of the identified person should also be uploaded on the CCTNS/ZIPNET.

11. If the doctor is of the opinion that the UIPF may not survive, the EO should record his statement at the earliest after taking the doctor's opinion about fitness of the injured to give statement. He should also contact the area SDM to get the injured/dying declaration recorded.

12. If the unidentified person dies before being identified, all the legal and procedural requirements shall be completed as prescribed in the case of recovered unidentified dead bodies.(SO No252/19).

13. The Police Station should maintain a separate year-wise register for UIPsF as per **Annexure-A.**

14. If a PCR Call was made about the incident or about the injuries on unconscious person, ascertain maximum possible details from the calling number.

15. Duty officer shall also maintain a list of UIPsF until they are identified and same may be displayed in public view near DO Room.

16. IO may utilize FRS System in E- Beat Book or any other available platform to establish the identity of UIPF.

17. IO shall also prepare search slips and send it to CRO/SCRB for identification.

18. IO shall visit the place where the said UIPF was found, to check and collect the CCTV footage and enquire about the circumstances in which he/she was found there.

19. Use of Social media and available technology like Google Image search etc. may also be made for identification of the UIPF.

20. IO shall inform PRO/Social Media Cell of the district so that a press release can be given for wide publicity.

C. ACTION BY THE DISTRICT MISSING PERSONS UNIT AND MISSING PERSONS SQUAD

1. Information received by the DMPU from the PCR or the local police or otherwise should be properly recorded in the daily diary and thereafter, in the relevant register. The Photographs and description of the UIPF shall be uploaded on CCTNS/ZIPNET. The DMPU shall further:-

   I. Check the database of Missing Persons and in case the descriptive roll tallies with any of those reported missing, the concerned police station shall be informed at once.

   II. Photographs and details of unidentified persons shall be shown to the public visiting the DMPU for making enquiries about their missing relatives.

   III. As and when the identity of the UIPF is established, DMPU will update the CCTNS/ ZIPNET.

2. The Missing persons Squad (MPS) shall monitor the uploading of data regarding UIPsF on the ZIPNET and will attempt to match the details of UIPF to persons reported missing. MPS shall also maintain close links with DPMU and ensure that uploading of data and matching of Un-identified Persons found/Un-identified Dead Body with persons reported missing is carried out effectively. The MPS shall also prepare a database regarding Un-identified Person found relating to Delhi and share it with other agencies like CBI, NCRB, etc. Records of Un-identified Person found/Un-identified Dead Body who are subsequently identified should be removed from the active database and archived separately.

D. ACTION BY THE CENTRAL AND DISTRICT CONTROL ROOMS

1. The information received from the local police or the hospital regarding admission of an unidentified/unconscious person in

the hospital shall be broadcast to all Districts giving maximum details of such persons.

2. The DMPU and MPS should be informed accordingly.
3. In case information regarding any other missing person of a similar description is received from any quarter, it shall be conveyed to the concerned Police Station immediately.
4. In case the identity is fixed, all concerned will be informed for updating of record.

E. ACTION BY THE SCRB, DELHI

The information and photograph received from the local police in this regard shall be published in the Delhi Police Bulletin for circulation amongst the Police Stations in Delhi.

F. ACTION BY THE PRO

Whenever information regarding admission of an unidentified/unconscious person in a hospital is received from the local police, the PRO district should ensure prompt and wide publicity through press release.

G. SUPERSESSION CLAUSE

This Standing Order supersedes the previous Standing Order No.260/2009 issued vide No.23101-350/Record Branch/PHQ dated 16.12.2009.

H. 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.

27.04.22

No. 17351-17500 /Record Branch/PHQ dated Delhi, the 27-04-2022

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.

Ne Delhi

N.C.R.B./एनए सीए आरए बीए
I.I.F.-IX/एकीकृत जॉच फार्म–IX

1. (a) **State** (राज्य): (b) **District** (जिला):
   (c) **P.S.** (थाना): (d) **Year** (वर्ष) :
   (e) **Date/Time** (दिनांक/समय):

2. (a) **Registration No.** (पंजीकरण सं.):
   (b) **G.D. No.** (रोजनामचा सं.):
   (c) **G.D. Date & Time** (रोजनामचा दिनांक और समय):
   (d) **Date and Time of information** (दिनांक और समय सूचना):
   (e) **Source of information** (सूचना का स्त्रोत):
   (f) **Details of information** (सूचना का विवरण):

   (g) **Mode of information** (सूचना का माध्यम):

3. **Reasons for not being identified** (पहचान न कर पाने का कारण):

4. **Unidentified Person Details** (अज्ञात व्यक्ति का विवरण):
   (a) **Gender** (लिंग):
   (b) **Age Range** (आयु सीमा): **from** (से): **to** (तक):
   (c) **Found Date & Time** (मिलने का दिनॉक और समय):
   (d) **Place where found** (जगह जहॉ मिला):
   (e) **Condition in which found** (स्थिति जिसमें मिला):
   (f) **Religious attire and symbols found? (Yes/No)**
   (धार्मिक पहनावा तथा प्राप्त चिन्ह (हॉ/नहीं))

(g) Whether apparel/other articles found including Jewellery etc.? (Yes/No) (यदि पहनावा /अन्य वस्तु जेवरात जो शरीर पर मिले हो आदि ;हॉ/नहीं)

Provide relevant details (if available) (यदि हॉ तो विवरण दें):

(h) Whether Finger Print taken? (Yes/No) (यदि अंगुलि चिन्ह लिये हो (हॉ/नहीं):

Provide relevant details (if Available):

5. Physical features, deformities and other Details of the Unidentified Person

(अज्ञात शरीर की शारीरिक बनावट, विकृतियॉ व अन्य जानकारिय):

Complexion (रंग)	Build (बनावट)	Height Range (कद सीमा)		Face Type (चेहरे का प्रकार)	Type of Eyes (ऑखों का प्रकार)	Colour of Eyes (ऑखों का रंग)
		From (से)	To (तक)			
1	2	3	4	5	6	7

Nose (नाक)	Moustache (मुंछ)	Beard Type (दाड़ी का प्रकार)	Languages (भाषा/बोली)	Type of Hair (बालों का प्रकार)	Colour of hair (बालों का रंग)	Teeth (दॉत)
8	9	10	11	12	13	14

Deformities: **Place:**

	Burn mark (जलने का निषानु)	Leucoderma (लुकोदेर्मा (सफेद धब्बे)	Mole (तिल)	Scar (दाग)	Tattoo (गुदना)	Type of Tattoo (गुदना का प्रकार)
15	16	17	18	19	20	21

Dress upper (ऊपरी कपड़े)	Dress upper Colour (ऊपरी कपड़े का रंग)	Dress Lower (नीचे के कपड़े)	Dress Lower colour (नीचे के कपडे का रंड़)	Other identification Marks (अन्य पहचान चिन्ह)	Other identification Marks at (अन्य पहचान चिन्ह जहॉ है)	Blood group (रक्त समूह)
22	23	24	25	26	27	28

6. **Informant Details** (सूचनाकर्ता का विवरण):

(a) Name (नाम):

(b)Father's name (पिता का नाम):

(c) Address of the informant (सूचनाकर्ता का पता):

S.No. (क्र.सं.)	Address Type(पता का प्रकार)	Address (पता)
1.		
2.		

(d) Mobile Number (मोबाईल सं.):

(e) Landline Number (लैंडलाईन सं.):

(f) Email Id (ई–मेल आई डी):

(g) Nationality (राष्ट्रीयता):

(h) Id details (Ration Card, Voter ID card, Passport, UID No., Driving License)

(पहचान पत्र का विवरण (राषन कार्ड, मतदाता परिचय पत्र, पारपत्र, आधार कार्ड सं., ड्रायविगं लायसेंस)रू

S.No. (क्र.सं.)	Id Type (पहचान पत्र का प्रकार)	Id Number (पहचान संख्या)
1.		
2.		

7. **Other Information/Remarks:**

8. **Name of EO/IO** (नाम जांचकर्ता/विवेचक):

Rank (पद): **Belt No.** (से):

Signature/Thumb Impression of the informant
(सूचनाकर्ता के हस्ता/अंगूठे के निषान):

Signature of Officer In-charge, Police Station
(पुलिस थाना के प्रभारी अधिकारी के हस्ताक्षर)
Name (नाम):
Rank (पद):
PIS No. (से):