

JAFUR: 27th December, 1955.

C.I.D. STANDING ORDER No. 65 of 1955.

Types of offences:

1. The Madus Special Branch will deal with the following types of offences:-
- (a) Cheating.
  - (b) Criminal breach of trust:-
    - (i) by coolies.
    - (ii) by labour and servants.
    - (iii) in respect of bicycles.
  - (c) Counterfeiting, uttering or possession of counterfeiting currency (paper or metal).
  - (d) Forgery.
  - (e) Robbery.
  - (f) House breaking.
  - (g) Receiving or disposing of stolen property.
  - (h) Theft.

Reports of cases registered to be reported to M.C.B.

2. Whenever a case of the types referred to in the above list is registered, a first crime report in form S.P. 10 with a copy of the First Information should be sent to the Inspector, C.I.D., through relay by the Investigating Officer as soon as possible after the inspection of the scene of the offence. The first crime report should contain the fullest possible information in respect of various particulars in the form. When the case is fully closed, a Final Report in form S.P. 11 should be sent to the Inspector, C.I.D., together with a further particular obtained since sending the copy of the First Crime Report. Similar procedure should be followed when a closed case is reported, viz. all further information obtained since the close of the investigation should be furnished in form S.P. 11.

Special attention should be paid to the following points at the time of submitting the report, so that correct information regarding them is incorporated in the report:-

- (1) Goods lost or stolen caused in the commission of crime.
- (2) Method adopted by each accused in disposing of stolen property.
- (3) The information on which each accused, associate, or receiver was arrested and stolen property recovered.
- (4) The disposal of every person arrested. If any such person is convicted under s. 489 or 490 Cr.P.C. or is sentenced in any other case, details should be furnished.

Definition:

(a) If any individual, belonging to a certain type of offence, e.g. house-breaker, is convicted for the offence, e.g. receiving stolen property, or is convicted or discharged for any other offence, but the police non-charge of the Police Station is not to believe

believe that the individual did commit the offence referred to in the original charge, this should be mentioned in the report.

(b) Details of information required to be given in the first crime report have been given in the Appendix 'A' being issued with this order.

(c) When a "transfer" case of the types referred to in para 1 above is registered by any Police Station, Police Station actually having jurisdiction, where the crime was committed should send the first crime report together with a copy of the first information report.

3. (a) Whenever a person is arrested in any of the offences referred to in para '1' above or u/s 109 or 110 Cr.P.C., he should be sent to the Manager, M.O.B. within 36 hours of his arrest with a report in form R.P.F. 17 together with another report in form R.P.F. 13 and R.P.F. 13A giving therein his description and brief facts of the case in which he is concerned. If it is Holiday in between he should be sent on the following working day in office. Once an accused has been sent to M.O.B., he is not required to be sent again but the information of his arrest should at once be communicated to the Manager, M.O.B.

(b) An Officer arresting the accused will take his finger prints in duplicate, one copy of which he will send to the Incharge, Finger Print Bureau and the other to the M.O.B. for record.

Explanation:

If in any case Finger Prints are also required to be sent to Bureau other than Rajasthan, such additional number of copies of Finger Prints to be taken as necessary besides these two.

(c) The officer arresting the accused will send a verification roll to the P.S. of the residence of the accused and will also ascertain his previous convictions, if any, from the Police Station concerned.

(d) The officer arresting an accused on receipt of information in respect of his previous convictions either from a Police Station or from the Finger Print Bureau, should intimate the result thereof to the Manager M.O.B.

(4) (a) As soon as an accused person sent under para 3 above comes to the Manager, M.O.B. and he is found either having once conviction in any of the offences referred to in para one or two or more in any offences, he will be registered in register R.P.F. 19 and be allotted a serial M.O.B. No. The information of this allotted number will be sent by the Manager, M.O.B. in form R.P.F. 14 to the Incharge, F.P. Bureau. This number will be noted in the Finger Print Bureau in the record slip of the accused and the Finger Print Classification number will be initiated by the Manager, M.O.B. If that accused is again arrested or convicted in future, this information should be communicated by the F.P. Bureau to the Manager, M.O.B. giving reference of the M.O.B. number. The Incharge, F.P. Bureau will further intimate to the Manager, M.O.B., any change made in the sentences on the record slip or the termination of any etc.

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(b) The Manager, M.O.B. will prepare the crime record and Modus Operandi cards of the accused in forms R.P.M. 4 and R.P.M. 3 respectively.

(5) The Manager, M.O.B. will send the accused to the Incharge, Photographic Section with a letter on form R.P.M. 15 who will prepare 3 photographs, one of the front, second of the right profile and third of the left side of the face, all in size 2 1/2" x 3 1/2" and of the head and shoulders only. If there are any tattoo marks on the body of the accused, they will also be included in one of the 3 photographs. He would prepare 4 copies of each of the photographs and would send them to the Manager, M.O.B.

Explanation:- (a) The Manager, M.O.B. while sending the accused to the Photographic Section, will enter him in the register, which would be given annual serial number and the serial number would be entered in the photograph of that accused.

(b) The Incharge of photographic section will enter the names of the accused persons received by him in the register and would give them annual serial number to each of them. The annual serial numbers in the office of the Manager, M.O.B. and the Incharge, Photographic Section would be the same.

(c) The annual serial number of the Photo would be written by the Incharge, Photographic Section on the back of the photo.

(d) The Incharge, Photographic Section while taking the photograph of the front view of the accused would hang a plate in size 2 1/2" x 3 1/2" on the chest of the accused and the Manager, M.O.B. would enter in this space of plate on the photograph, the registered number of the accused.

(e) Persons sent to M.O.B. for registration or for being photographed should, as far as possible, be sent in the same dress and appearance as they were found in, at the time of the commission of the offence. This fact should, particularly, be borne in mind by the Officer arresting the accused, while sending the latter to the M.O.B.

(6) Whenever a person on the M.O.B. register is arrested and subsequently released on bail, a report would be sent to the M.O.B. on the date of his release on bail. If he is again arrested, a further report should be sent immediately.

7. If a person is not a previous convict, but it is believed that he is addicted to committing crime referred to para 1 above, he would be registered in M.O.B. as an unregistered person with the prior permission of the Supdt. of Police, incharge of the M.O.B.

8. In the Office of the Manager, M.O.B., the following registers in respect of persons and cases registered would be maintained. Officers incharge of Police Stations posted in City Police Stations, Jaipur, should utilize the information whenever required and should communicate to the Bureau any information regarding the registered criminals useful for inspection in their respective

1. Name and alias card (R.P.M. 1 and 2).
2. M.O. Card (R.P.M. 3).

3. Physical peculiarity card (R.P.M.5)  
(scars, moles, gait, speech, etc. etc.).
4. Style, trade mark card (R.P.M.8 and 9).
5. Histories (card of record of crime (R.P.M.6).
6. Jail release date Register (R.P.M.16).
7. Photo Albums (R.P.M. 17).
8. Undetected cases Pay Book according to I.C. containing description, physical peculiarity style, etc. of persons wanted (R.P.M. 18).
9. Wanted persons index, according to name, physical peculiarities, style, etc. (R.P.M.7)
10. Identifiable stolen property card (R.P.M.6)  
This card will contain details of property which is readily identifiable by reason of some definite distinguishing feature such as marks (including numbers and inscriptions), shape, colour etc.

Property of which the description is vague of more or less general applicability to articles of the same type will not be included this card.

11. K.C.B. register (R.P.M. 19).

9. This order for the present would come into force in the City of Jaipur w.e.f. 1st January, 1956.

Sd/- ( V. G. KANETKAR )  
Inspector General of Police,  
Rajasthan, Jaipur.

N.HAR/20.

action.

Copy to all concerned for favour of necessary

*(Signature)*

(D. (Sargodha) I.P.S.,  
Superintendent of Police on Special  
Duty (Forensic Laboratory) C.I.D. Rajasthan  
JAIPUR.

'Perth'

The classification of each occurrence in the C.R. depends upon the points given in the First Crime Report. It is, therefore, absolutely necessary that in compiling this information, the Officer in charge of the case should understand what points are required and in making his entry should satisfy himself by exhaustive means that no possible detail is omitted.

The following notes are given in the hope that they may be of help in filling in the First Crime Report of the C.R.

Class. of person or property attacked.

1. For certain crimes which ordinarily affect only particular types of persons or properties and these types should be given in detail. General types would be sufficient. For instance, 'hit on a female person', 'house' or 'shop' does not convey what kind of person, house or shop was attacked but a 'house, woman', 'A sath house, London', 'Goldsmith's shop' do make evident a fair idea of identity. In the case of a receiver, the class of property attacked will be gold, silver, ornaments, precious stones, motor or vehicle, etc. In the case of counterfeiters the class of property attacked will be bank notes, or altered bank notes, two shilling coin, four or eight shilling coins, etc.

Entry.

2. In the case of attacks on buildings the actual point of entry into the property, e.g. concealment in the 'haunt' of the house, from adjoining vacant premises, door (front, rear, side, etc.) fan light, roof, window, etc. In case of attacks on persons the place where the offence was committed, e.g. secluded spot in public garden, ticket office, restaurant, hotel, fairs, playgrounds, railway train, etc. In the case of receivers, receiving on road or in private, etc. and in the case of counterfeiters and alterers, location of place where uttered etc.

Means.

3. How property was approached: (e.g. pipe climbing, climbing, slipping the latch of the window through space in ventral or shutter, bar bending, by lifting the door, by making use of the front door, by lifting the door, by making hole in the wall or roof, etc.)

How the person was approached: Accessed with a request for match box, followed or attacked from behind, enticement by bogus message, etc.

Nature of violence or force used: Description of weapon used also to be given (e.g. bamboo 1 1/2' long, 2" thick, and one having a blade 4" x 3" x 1/8" and a handle of 2 1/2' long, grasping throat, tripping and pick pocketing, pushing, snatching from hand, etc.)

How the victim was induced to part with the property: (bogus employment, forged cheque). In the case of receivers, name of receiver and from whom received etc. In the case of counterfeiters, dies, moulds, alterations, process, transfer etc.

While giving information regarding No. 2 and 3 above, the Crime report in detail should be submitted

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...ing in view the following points:-

(a) By making hole into the wall.

- (i) Whether the hole was under the door, the window or above them e.g. actual position of the hole should be given.
- (ii) Whether the hole was round, rectangular, triangular or of any other shape.
- (iii) Whether the hole was regular or irregular.
- (iv) The inner and outer length, breadth and height be noted.
- (v) The breadth of the wall showing the thickness of the hole.
- (vi) Whether the wall was built of clay or bricks or of stones.
- (vii) The height of the hole from the floor of the house, inner and outer dimension.
- (viii) To ascertain the fact whether the cut was a right or left hander, it may be mentioned that while making hole, the earth was thrown towards the left side or right side.
- (ix) The marks of implements used if found on the wall be noted giving details regarding their shape, length and breadth.

(b) By making hole in the roof.

(In this case, give details as to how the cut reached the roof).

- (i) The actual place, where the hole was made on the roof.
- (ii) Whether the hole was into any wall just under the roof.
- (iii) All details regarding the hole as mentioned in para (a) above.

(c) By breaking open the lock.

- (i) If the lock was broken, which implement was used.
- (ii) Whether the lock was opened with the original key of the lock.
- (iii) By cutting the chain of Kanda of the door.
- (iv) Whether the lock was opened with the nail or some other implement.

(d) Miscellaneous.

- (i) Whether the window or door or any part of it was removed.
- (ii) Whether any part (glass etc.) of the door or window was broken.
- (iii) Whether the ventilator or the ventilator on the roof or any part of it was broken.
- (iv) Whether any hole was made for opening a door or window.
- (v) Whether iron bars of the window or the ventilator were bent or removed.
- (vi) Whether the entry was made by scaling over the wall.
- (vii) Whether the scaling over the wall was done with the help of rope, staircase, pole or any other thing.
- (viii) Whether the entry was made by 'Mili'.

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(77) Whether the season was summer, winter, rainy, etc.

Style.

It is either the actual or pretended occupation of the criminal at the time or immediately prior to the commission of the offence, and does not refer to the mode of committing the crime. It must not be confused with the trade or calling adopted by the criminal before or after the crime. The occupation of a person before the crime in the crime is corroboratory but just before the commission of the offence, he pretended to be a hawker, entered a house and committed theft. The occupation in the offence is the occupation of the criminal and the attempt is the 'Style'.

Sometimes, the style and actual occupation are identical, such as labour cart driver absconding with property entrusted with him, some times, a criminal, who is accused by a third person, or who is disposing off stolen property to a dealer, pawn-broker or casual acquaintance will state his alleged particular trade or profession (which is mostly incorrect) in order to inspire confidence and a lay suspicion. This is always to be regarded as style, even though he was not seen at the time the crime was committed, as is in the case of house-breaking etc. To quote an example :- A person in order to commit a theft enters a house and while doing so, he confronts and enters of the house and on questioning him, he tells himself to be an electrician, who had come to remove some defects in the installation. Afterwards, he escapes ransacking property, though the inmate of the house did not see him committing theft. This calling himself as an electrician is the 'style' of the criminal and if he is also actually an electrician, then the style and profession are identical.

In the cases of theft and offences against property or by receivers or uterers, what the criminal represents himself is to be regarded as 'style' (e.g. Glassware hawker, building contractor, juggler, barber, electrician, astrologer, QID. Of car, etc. etc.).

Tale

The statement made by the criminal often prior to the crime or before he is traced, to meet or avoid suspicion and to endeavour to impress people with his bona-fides, etc. generally supports his style as the most important part of his make-up for the purpose of committing the offence. It is very important that the tale should be obtained from the person victimised or persons from the neighbourhood and no part of the tale should be considered insignificant to be recorded. To quote an example :- A man pretends himself to be a Seth, while talking to a victim describes incidents giving references of other SETHs. This describing of incidents giving references other big SETHs is the 'Tale' of the case.

Pal.

Some criminals invariably work alone, other in company. Confederates frequently cover the movement of a pick-pocket and receive the stolen property immediately. It has been taken from the victim. Full investigation will frequently reveal the activities of accomplices, this point is an important factor in the subsequent detection of offenders who work in company and may narrow down search.

- (ix) Whether any implements were used in the kitchen.
- (x) Whether any force was used at the time of entry or exit.
- (xi) Whether it was a lurking house trespass.

(e) Implements, which were used.

- (i) Whether the implement was round and pointed, e.g. 'Sabbal'.
- (ii) Whether the implement was flat, e.g. tyre-lever, plough.
- (iii) Whether the implement was sharp.
- (iv) Barma (Drill), Beckka (Screw-driver).
- (v) A piece of wire.
- (vi) KRI (Saw).
- (vii) Other miscellaneous implements.

Object.

The stolen property or wherever was the motive. The property stolen should be clearly sub-divided into that which can be identified by the possessor of the information and that which can be identified by the loser of the property only. Receiving stolen property, counterfeiting and uttering are also objects.

The following points may be kept in view while submitting information under this head:-

- (i) Whether the property stolen was clothes, ornaments, cash, cycle, radio, charas, Leo, camel, ox, cow etc.
- (ii) If no property is stolen, please give details whether the criminals lost hope due to unavoidable circumstances or they were not equipped with full knowledge regarding the place of occurrence.
- (iii) Whether any box etc. were removed or broken.
- (iv) Whether the criminals left any stolen property. If so, please give details as to where the property was lying and where the owner of the property was at that time.

Time.

This must not be limited to the period of time elapsed between the property being first seen and the time it was mis-appropriated, but should also be expressed in conjunction with the opportunity given for or taken by the culprit to act. (Away on long leave, on the occasion of the marriage, away to the temple during morning or evening, office time, time of taking meals, away in the fields, etc.)...

The following points should be kept in view while submitting information under this head:-

- (i) Whether it was night or day.
- (ii) Whether it was dark night or moon light or partly dark and partly moonlight.
- (iii) Whether the weather was bright, cloudy, misty or foggy.
- (iv) If it was raining, give information if the culprit took any advantage of the weather.
- (v) Make all efforts to establish the correct time of the occurrence.

9. Every endeavour should be made to ascertain how the thief reached and left the scene of crime. Seek for trace of vehicles in the neighbourhood of the property which was broken into, as bicycles, tongas, motor cars, etc. may have been used leaving marks. Enquiry may reveal no ordinary reason for their presence. Sometimes baskets, bags, or suit cases are used for replacements with those of the others or for putting in the loot. They have also been classified as 'transport'.

Trade Mark.

10. Expert criminals are frequently known to commit certain extra-ordinary acts not associated with the object of the crime, such as disturbing beds by resting in them, consuming food, committing nuisance, poisoning dogs, etc. Their extra-ordinary acts have been described as their Trade Marks. To quote an example:- Criminals smoked while committing burglary and half-burnt pieces of cigarette or "biris" were found on the spot. In some cases, they bolted the doors from inside or the time of the clock was tampered or lights were put off or put on or clothes, shoes or apparels, were changed. These are all Trade Marks of the criminals.

Description of wanted or arrested persons.

So much depends on a good description that no pains should be spared to get all details, especially regarding size, shape and position of visible marks, marked peculiarities of figure, facial expression, general appearance, gait, manner, speech, deformities, detailed description of dress, etc. and to test it by the version of two or more persons, if possible. Similar attention should be paid to general description such as caste, birth place, residence, occupation, last employment, associates - not necessary in crime - relatives, resorts, etc. as on this information, the success of tracing him again, if wanted, will depend. Officers, beyond merely copying down the particulars furnished by the complainant or arrested persons should make every endeavour to ascertain the true particulars. Many officers may remember valuable information regarding criminals and may know where and how to look out for them etc. but as the object of the Bureau is to keep on record all such information disclosed in the course of their investigation, even the minutest details should be furnished in the form submitted to the Bureau. The details of descriptions which are recorded in M.O.P. as per list enclosed in Appendix 'C' will give an idea to the nature of information required in respect of such persons.

Explanation:- Please always keep in view that no wrong information is passed on in any circumstances.

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1. A duplicate of the card of every individual who operates or resides in a Police Station should be maintained at the Police Station.
2. Where a person is covered in a.O.B. is suitable for preventive action at a.P.C., where he has operated or resides, a photo report of the individual with a card giving other particulars should be forwarded to the Police Station concerned with a card / should be filed according to A.O.B. number in a separate box.

3. On receipt of the card, the card should be entered in the main A.O. type index according to the A.O.B. number after the index in the A.O. type index box.

4. The following are the headings to be classified in the column 'Class of criminals' in the main A.O. type Index -

- A- Important and dangerous criminals.
- B- Medium importance.
- C- Small.
- D- Dangerous.
- E- Foreigners.
- Ho-Homeless offenders.
- R- Residential.
- T- Transients.
- His- History Specimen.
- C.P.B. - Close watch.
- C.M.N. - Close watch.
- C.O.B. - Ordinary watch.
- C.O.D.B. - Ordinary watch.

5. Jail release date is to be written in pencil. The main A.O. type card as well as the back of the photo card should be marked in the cabinet up to the date.

6. The photograph of the individual is in Jail, should be removed from the cabinet, and this card by a paper slip and kept behind the A.O. type card non according to A.O.B. number. The original photo should be placed in the proper places.

7. Information regarding the activities of the criminal will be furnished to the A.O.B. and should be noted on the register's card.

8. The photos and cards should be checked once a quarter for their accuracy and changed when they change. The photos should be checked as when taking change should be noted, and A.O.B. number of another Police Station.

9. The cards should be checked at least once a year, when cards considered as inactive should be returned to the A.O.B. with reasons and corresponding entries in the main A.O. type index. The Main A.O. Type Index should be reviewed once a year.

10. Information should be given to the A.O.B. of any noticed change in the occupation, of any A.O.B. register whose card is at the Police Station.

11. The A.O.B. officer is responsible for the proper maintenance of the records.

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P. M. 5 PHYSICAL PECULIARITY INDEX 238

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WANTED PERSONS INDEX

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