

**GOVERNMENT OF MEGHALAYA  
OFFICE OF THE DIRECTOR GENERAL OF POLICE  
MEGHALAYA :: SHILLONG**

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**CIRCULAR NO. 01/2025**

**STANDARD OPERATING PROCEDURE FOR REGISTRATION AND  
TRANSFER OF ZERO FIR.**

The concept of Zero FIR introduced under CrPC, 1973, Criminal Law Amendment Act, 2013 follows the recommendations of Justice Verma Committee and continues under the Bharatiya Nagarik Suraksha Sanhita, 2023 with similar provision. **"Section 173 of BNSS, 2023 mandates prompt FIR registration, ensuring no crime goes unreported. Justice begins with accountability, not jurisdictional hurdles."** Under Section 173 of the BNSS, the Officer-In-Charge of a Police Station is required to register a Zero FIR when a cognizable Offence is reported, even if the crime has occurred outside the jurisdiction of their station.

The concept of **Zero FIR** is an important provision in Bharatiya Nagarik Suraksha Sanhita allowing to immediate registration of the First Information Report (FIR) regardless of jurisdictional boundaries and ensures timely justice and facilitating a more victim-centric approach to law enforcement. The inclusion introduced to address the challenges faced by individuals provides stronger legal recognition compared to its earlier reliance on judicial interpretation under CrPC.

Below is the Standard Operating Procedure (SOP) for handling a Zero FIR under Section 173 of the Bharatiya Nagarik Suraksha Sanhita

(BNSS), which replaces the Code of Criminal Procedure (Cr.P.C.) in the new legal framework.



## Standard Operating Procedure (SOP) for Zero FIR under Section 173 BNSS

### Objective:

The purpose of such legislation is to ensure prompt registration as soon as a crime is reported, to help hassle free registration and expeditious investigation.

### I. Registration of "Zero FIR" at non jurisdictional Police Station.

**Step 1:** When a victim or complainant approaches a police station to report a cognizable offense, the Officer-in-Charge must register an FIR irrespective of whether the crime occurred within their jurisdiction.

**Step 2:** The FIR should be registered as a Zero FIR, meaning it will be assigned a "0" serial number instead of a regular FIR number.

**Step 3:** The police officer must record all details of the complaints as per the **Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023**, which replaces the CrPC.

- i. (Full) Name, Age, Gender, (Permanent & Temporary) Address and Contact details of the complainant. Also relation of the victim (if applicable).
- ii. Date, Time, and Place of Occurrence of the incident.
- iii. Description of the offense and the parties involved.
- iv. Sequence of events.
- v. Any evidence or witnesses mentioned by the complainant.

**Step 4:** The provision of a **Zero FIR** and the requirement to provide a copy of it to the complainant free of cost are key aspects in ensuring transparency, accountability, and prompt access to justice for the victim. When it comes to implementing this provision efficiently, **CCTNS (Crime and Criminal Tracking Network & Systems)** plays a significant role in ensuring that the registration, tracking, and dissemination of FIRs, including Zero FIRs, is streamlined and transparent.

**Step 5:** Preliminary Investigation pertaining to the case as required if any or a case to case basis may be conducted by a Police Officer of the Non-jurisdictional Police Station for example: Medical Examination of a victim caused by Heinous crimes or any other steps depending on the urgency of the situation. The evidence collected during such preliminary investigation shall be submitted forthwith to the Jurisdictional Police Station.

## **II. Transfer of Zero FIR to the Appropriate Jurisdiction**

**Step 1:** Once the Zero FIR is registered, the Officer-in-Charge of the police station must immediately and compulsorily transfer it through **CCTNS, email** and internal **digital apps like megpol website**. If in cases where digital mode is not applicable due to network connectivity issues the hard copies must be sent through official special messenger or wireless communication to the police station that has territorial jurisdiction over the area where the crime occurred. The Officer-in-Charge of the Police Station where the Zero FIR is filed must ensure that the transfer is made to the jurisdictional Police Station after proper verification.

**Step 2:** As per **Section 175 of the Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023**, the transfer of a **Zero FIR** to the jurisdictional police station **must be done within 24 hours** of registration. The transfer should be completed and acknowledged within **48 hours**, with regular follow-ups until the process is fully completed. Accordingly, the complainant must be informed about the jurisdictional police station handling their case.

**Step 3:** The Officer in Charge of the Police Station where the Zero FIR was received shall maintain 2 (two) separate register or Log book naming **"Registration"** and **"Transfer of Zero FIR"** at each P.S. Accordingly, the original FIR is to be sent to the jurisdictional Police Station through a Special Messenger or by Registered Post. Both the sending and receiving stations must maintain **logbooks** and **registers** to track the FIR's movement and ensure accountability.

### **III. Registration of Zero FIR at Jurisdictional Police Station**

**Step 1:** As per **Section 175(2) of BNSS, 2023**, the receiving police station will convert the Zero FIR into a regular FIR and assign it a fresh serial number and take over the investigation.

**Step 2:** The OC/IC of the jurisdictional Police Station is to contact the Oc/IC of the Non-jurisdictional Police Station and collect necessary documents, reports or evidence if any available at their end.

**Step 3:** The OC/IC will contact the complainant based on the details given in the Zero FIR and take further follow up action for proper investigation of the case.

### **IV. Monitoring and Accountability**

Senior police officials, such as the Sub-Divisional Police Officer (SDPO) or District Police Chief, must monitor the transfer of the Zero FIR immediately after it is filed, ensuring it is processed according to the Standard Operating Procedure (SOP).

#### **DOs & DON'Ts for SHOs & OCs in Handling Zero FIR (As per BNSS, 2023)**

<b>DOs</b>	<b>DON'Ts</b>
<b>Register the FIR immediately</b> , even if the crime is outside jurisdiction.	<b>Do not refuse to register a Zero FIR</b> under any circumstances.
<b>Provide a copy of the FIR to the complainant</b> at no cost.	<b>Do not delay or discourage the complainant</b> from filing the complaint.
<b>Record all necessary</b>	<b>Do not misplace or alter the</b>

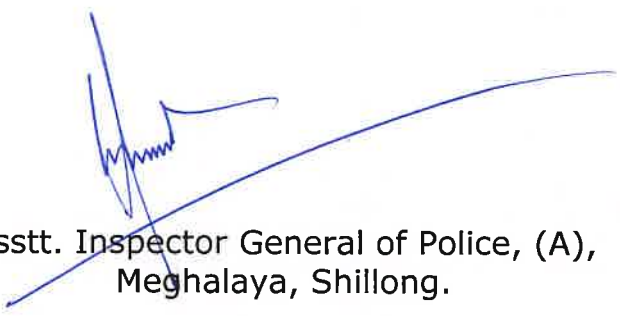
<b>DOs</b>	<b>DON'Ts</b>
<b>details</b> (date, time, location, accused details, witness statements, evidence, etc.).	<b>FIR contents</b> after registration.
<b>Ensure the FIR is transferred to the jurisdictional police station within 24 hours.</b>	<b>Do not keep the FIR beyond 24 hours</b> without transfer.
<b>Use digital means (CCTNS, email) for quick transfer</b> and ensure acknowledgment from the receiving police station.	<b>Do not use informal means (verbal communication only)</b> to transfer the FIR.
<b>Inform the complainant about the transfer</b> and provide details of the police station handling the case.	<b>Do not leave the complainant uninformed</b> about where their case is being handled.
<b>Take immediate action if required</b> , such as preserving evidence or providing medical aid in sensitive cases.	<b>Do not ignore urgent legal actions</b> in serious crimes like rape, murder, or financial fraud.
<b>Maintain proper records</b> of FIR registration and transfer, ensuring legal compliance.	<b>Do not manipulate FIR records</b> or attempt to delay legal proceedings.
<b>Follow up with the receiving police station</b> to ensure proper investigation.	<b>Do not obstruct or interfere</b> with the investigation after transfer.

**Sd/-**  
**(Smti I. Nongrang, IPS)**  
**Director General of Police**  
**Meghalaya, Shillong**

Memo No. MG/Court- Misc/2025/35      Dated Shillong the 10<sup>th</sup> March, 2025  
Copy to:

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2. The Inspectors General of Police (Police Welfare/Communication) / (SB/Border), Meghalaya, Shillong for favour of kind information.
3. The Dy. Inspectors General of Police (CID) / (ER) / (WR) / (Admn), Meghalaya, Shillong / Tura for favour of kind information.

4. The Sr. Superintendent of Police / Superintendents of Police, Ri-Bhoi, Nongpoh / (TAP) / AID, Shillong / EKH, Shillong / ANTF / SGH, Baghmara / EKH, Khliehriat / Anti Terror Squad / SWGH, Ampati / City, Shillong / WGH, Tura / NGH, Resubelpara / Cyber / F&ES / WJH, Jowai / EGH, Williamnagar / WKH, Nongstoin / EOW / SWKH, Mawkyrwat / EWKH, Mairang / SCRB for favour of kind information and necessary action.
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7. The Spl. Superintendents of Police (SB-I) / (CID) / (SB-II), Meghalaya, Shillong for favour of kind information and necessary action.
8. The Commandant, 1<sup>st</sup> MLP Bn. Mawiong / 2<sup>nd</sup> MLP Bn. Goeragre / 3<sup>rd</sup> MLP Bn. Sahbsein / 4<sup>th</sup> MLP Bn. Sohpien / 5<sup>th</sup> MLP Bn. Samanda / 6<sup>th</sup> MLP Bn. Umran / SF-10, Meghalaya for favour of kind formation and necessary action.



Asstt. Inspector General of Police, (A),  
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