

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIRECTOR GENERAL OF POLICE,
MEGHALAYA, SHILLONG

CIRCULAR No. 04/2024
(ARREST)

1. The word "Arrest" has been derived from the French word "ARRETER" which means taking into custody to answer criminal charge or for prevention of crime. Whether a person has been arrested, depends not only on the legality of arrest but also whether he has been deprived of liberty to go wherever he pleases. Thus, three elements should be present in an arrest i.e., (a) Intention to arrest under authority, (b) Detention in legal manner, and (c) That the arrested person understands his arrest. An arrest may be made with or without a warrant of arrest in accordance with law. In every arrest there is a custody, but not vice versa. Custody may amount to arrest, but not under all circumstances. Since, arrest deprives a person of his most important fundamental right to personal liberty, the legal procedure prescribed for it must be strictly followed. Arrest, Custody, Bail and Remand are therefore, essential ingredients of prevention and detection of crime. The following are the detailed guidelines regulating the procedure to arrest a person.

Arrest when to be made

2. Arrest of a person may be made with or without warrant in the following cases:
- (a) Who commits, in the presence of a Police officer, a Cognizable offence;
 - (b) Against whom a reasonable complaint has been made, or credible information has been received, or a reasonable suspicion exists that he has committed a Cognizable offence punishable with imprisonment for a term which may extend up to seven years, whether with or without fine, if he has not complied with the notice issued u/s 35(3) BNSS;
 - (c) Against whom credible information has been received that he has committed a Cognizable offence punishable with imprisonment for a term which may extend to more than seven years, whether with or without fine, or with death sentence and the Police officer has reason to believe on the basis of that information that such person has committed the said offence;
 - (d) Who has been proclaimed as an offender either under BNSS or by order of the State Government;
 - (e) In whose possession anything is found which may reasonably be suspected to be stolen property and who may reasonably be suspected of having committed an offence with reference to such thing;
 - (f) Who obstructs a Police officer while in the execution of his duty, or who has escaped, or attempts to escape, from lawful custody;

- (g) Who is reasonably suspected of being a deserter from any of the Armed Forces of the Union;
- (h) Who has been concerned in, or against whom a reasonable complaint has been made, or credible information has been received, or a reasonable suspicion exists, of his having been concerned in, any act committed at any place out of India which, if committed in India, would have been punishable as an offence, and for which he is, under any law relating to extradition, or otherwise, liable to be apprehended or detained in custody in India;
- (i) Who, being a released convict, commits a breach of any rule made under sub-section (5) of section 394 BNSS;
- (j) For whose arrest any requisition, whether written or oral, has been received from another Police officer, provided that the requisition specifies the person to be arrested and the offence or other cause for which the arrest is to be made and it appears therefrom that the person might lawfully be arrested without a warrant by the officer who issued the requisition;
- (k) Who has committed any offence under any special or local law which mandates the arrest;
- (l) Who, in the presence of a Police officer has committed or has been accused of committing a Non-Cognizable offence and refuses on demand of such officer to give his name and residence or gives a name or residence which such officer has reason to believe to be false;
- (m) Who is brought to Police station by a Private Person u/s 40 BNSS and if there is reason to believe that such person comes under the provisions of sub-section (1) of section 35 BNSS;
- (n) Who is brought to Police station by a Private Person u/s 40 BNSS and if there is reason to believe that he has committed a Non-Cognizable offence, and he refuses on the demand of a Police officer to give his name and residence, or gives a name or residence which such officer has reason to believe to be false;
- (o) Against whom a warrant of arrest has been issued by a court of law;
- (p) Preventive Arrest or Detention;

Arrest when not to be made

3. Arrest of a person shall not be made without warrant or order from a competent magistrate, except in exceptional circumstances or unless the reasons are recorded, in the following cases:
- (a) Against whom a reasonable complaint has been made, or credible information has been received, or a reasonable suspicion exists that he has committed a Cognizable offence punishable with imprisonment for any term whether with or without fine, if he complies and continues to comply with the notice issued u/s 35(3) BNSS.
 - (b) Against whom a reasonable complaint has been made, or credible information has been received, or a reasonable suspicion exists that he has committed a Non-Cognizable offence.
 - (c) No arrest shall be made without prior permission of an officer not below the rank of Deputy Superintendent of Police in case of an offence which is punishable for imprisonment of less than three years and such person is infirm or is above sixty years of age.

Issue of Notice u/s 35(3) BNSS

4. Any person against whom a reasonable complaint has been made, or credible information has been received, or a reasonable suspicion exists that he has committed a Cognizable offence punishable with imprisonment for any term, whether with or without fine, and the Police officer has no reason to believe on the basis of that information that such person has committed the said offence, or if in the opinion of Police officer, the arrest is not required, the Investigation Officer may issue a notice u/s 35(3) BNSS in the prescribed format (**Annexure-1**).

5. Where such a notice is issued to any person, it shall be the duty of that person to comply with the terms of the notice. If such person complies with the notice and appears before the Investigation Officer, he shall be given an acknowledgment for the same in the prescribed format (**Annexure-2**).

6. If such person complies and continues to comply with the notice issued u/s 35(3) BNSS, he shall not be arrested in respect of the offence referred to in the notice unless, for reasons to be recorded in the form of a checklist, the Police officer is of the opinion that he ought to be arrested. In such cases, and also in any other case where the person is arrested, with or without issue of notice u/s 35(3) BNSS, the Investigating Officer shall justify the arrest in the form of a checklist in the prescribed format (**Annexure-3**).

Notice u/s 35(3) BNSS Register

7. The Officer in Charge of Police Station and the In Charge of Police out Posts, etc. shall maintain a register in the prescribed format (**Annexure-4**) in which details of all notices issued under Section 35(3) BNSS shall be entered.

Interrogation Register

8. An interrogation register shall be maintained at all Police Stations, Out Post etc. in the prescribed format (**Annexure-5**) in which names of all Police officers interrogating any accused person, whether arrested or not, shall be entered by the concerned Officer in Charge or In Charge.

Cautions, Precautions & Guidelines for Arrest

9. Articles 21 and 22 of the Constitution lay down that no one shall be deprived of his life or liberty except in accordance with procedure established by law and that arrested persons are entitled to know the grounds of their arrest and a right to consult and be defended by an advocate of their choice and that every arrested person should be produced before a Magistrate within 24 hours.

10. Arrest takes away the liberty of a person and should therefore be affected in strict compliance of the law. Wherever it is warranted, it should be promptly carried out, but arrest, is

not to be affected just because a Police officer has the power. A Police officer should exercise due prudence.

11. Police Officer making an arrest should record the reasons for making the arrest to justify it. The Police Constables and Head Constables who make the arrest should submit a report detailing the circumstances of the arrest to the Officer in Charge or Investigation Officer concerned who should incorporate the contents of such reports in the General Diary, Case Diary etc.

12. All Police officers empowered under law to exercise the powers of arrest without warrant, should exercise their powers with prudence and exercise his discretion in this regard in a judicious manner. The action of Police Officers of all ranks in arresting persons, if not necessary and not arresting when it is necessary, shall amount to misconduct, and make them liable for suitable disciplinary action.

13. No arrest should be made in a routine manner simply because the law empowers the Police Officer to do so. The existence of the power to arrest is one thing, while justification for the exercise of power of arrest is quite another. The Police officer may without arresting, keep a watch on a person and then arrest him, if subsequent events justify such action. No restraint can lawfully be exercised over a person so long as he is not arrested. The arrest should be avoided if the intention is only to verify the suspicion of involvement against a person.

14. A Police officer may issue an order under section 179 BNSS to the suspected person to attend the Police station and interrogate him. He should not be detained for long and more than necessary. Entry shall be made in Interrogation Register as aforesaid for all such interrogation.

15. When a Police officer proceeds to arrest a person and cannot identify him personally, he should secure the services of a person who knows the person to be arrested and should also provide with a photograph, a descriptive role, and the marks of identification of that person, if available. He should be sure of the identity of the person to be arrested.

16. Police teams engaged on anti-dacoity, terrorist operations or similar duties which are likely to lead to arrests of dangerous persons, should carry handcuffs and leading chains to secure the arrestees, to prevent their escape or violence.

17. Whenever it is necessary to cause a female to be searched, the search shall be made by a Woman Police Officer or another female with strict regard to decency. The officer or other person making any arrest, shall seize from the arrested person any offensive weapons, which he has on his person and shall deliver all weapons so taken to the court or officer before which or whom he is produced.

Police Officer to be in Uniform or Carry Identification Card while making arrest

18. The Police officer shall be in uniform with his name and number, if any, on the pocket, besides carrying his identity card, or, if in plain clothes, carry his identity card and should disclose

his identity. He should arm himself with such firearms and accessories required for his defence, if the circumstances demand such a precaution.

Police Officer to touch or confine the body of person while making arrest

19. The Police officer making the arrest of a persons shall do so by actually touching or confining the body of the person to be arrested, unless there is submission to the custody by word or action. A woman may be touched by a female Police officer only. There should be no occasion for a male Police Officer to touch her person. It is, therefore, advisable whenever it is proposed to arrest a female, women Police Officers should be the part of Police team.

Procedure if the person resists arrest

20. When a person is to be apprehended and if he resists by force or tries to evade, the arresting Police officer may use necessary force to arrest him except causing death unless the person is involved in an offence punishable with death or imprisonment for life. However, the arrested person shall not be subjected to more restraint than is necessary to prevent his escape. Police officer may exercise the right of private defence of his body and others while resisting arrest.

Procedure if the person conceals himself

21. When a person to be arrested is concealing himself in a closed place, the Police officer has every right to enter such places even by force to affect the arrest. He can even arrest everyone who obstructs him from discharging his duty.

Woman not be arrested after Sunset and before Sunrise without permission

22. No woman shall be arrested after sunset and before sunrise, and where such exceptional circumstances exist, the woman Police officer shall, by making a written report, obtain the prior permission of the Judicial Magistrate of the first class within whose local jurisdiction, the offence is committed or the arrest is to be made.

Presumption of custody of a Woman

23. While making arrest of a woman submission to custody should be presumed unless circumstances to the contrary exist.

Guard & Escort of a Woman after arrest

24. Whenever a woman is arrested, the services of women Police Officers should be utilized for guarding and escorting her. If women Police Officers are not available in the Police Station, one of the relatives of the arrested woman, of her choice, can be permitted to remain with her. When interrogation of the arrested woman is done by a male Police Officer, the relative or a woman

Police Officer should be present. If a woman Police Officer herself is conducting the interrogation, the presence of a woman relative may not be necessary.

Memorandum of Arrest

25. In all scenarios of arrest, whether with or without warrant, the Police officer making the arrest shall prepare a Memorandum of Arrest in the prescribed format (**Annexure-6**).

Attestation of Memorandum of Arrest

26. The memorandum of arrest shall be attested by at least one witness, who may be either member of the family of the arrestee or respectable person of the locality where the arrest is made. It shall also be countersigned by the arrestee and contain the time and date of arrest.

Intimation of Rights of Arrested Persons

27. The arrested persons have certain rights with which the Police Officers should be familiar with. These are important from the human rights angle also besides being statutory provisions and should be respected. The important rights are as follows:

- (a) Right to be informed of the grounds of arrest;
- (b) Right to be produced before a Magistrate within 24 hours;
- (c) Right to consult a legal practitioner or any one of his choice;
- (d) Right to be informed of right to bail;
- (e) Right of a person without means to free legal aid;
- (f) Right to be examined by a Medical Officer;

28. The arrested person shall be informed of his rights after being taken into custody in the prescribed format (**Annexure-7**).

Intimation of the Grounds of Arrest

29. The arrested person shall be informed of the grounds of arrest immediately after being taken into custody in the prescribed format (**Annexure-8**).

Nomination by the Arrested Person

30. The arrested person shall be given an option to nominate any relative, friend or any other person to be informed regarding his arrest and the place where he is being held as well as to get the possession of the articles recovered from his possession during search which are not required for investigation. The nomination shall be obtained in the prescribed format (**Annexure-9**).

Intimation to the Nominated Person if he resides within the Police District

31. The person nominated by the arrested person shall be intimated regarding his arrest and the place where he is being held as well as to get the possession of the articles recovered from his possession during search which are not required for investigation in the prescribed format **(Annexure-10)**.

Intimation to the Nominated Person if he resides outside the Police District

32. If the nominated person resides outside the Police District where the arrest has been made, he may be intimated through District Legal Segal Services Authority of the concerned District or Officer in Charge of the concerned Police station either personally or through electronic communication within a period of 8 to 12 hours after the arrest. In such cases, a copy of duly filled Annexure-9 and Annexure-10, as explained above, shall also be forwarded for service to the nominated person.

Personal Search of Arrested Person

33. Whenever a person is arrested and not released on bail by a Police officer, a thorough search of his clothes and belongings should be made before putting him in lockup. If any incriminating article or object or material is found during the search which might be necessary for investigation, it shall be separated and seized as per procedure. Other articles found upon him other than necessary wearing apparel should be placed in safe custody in PS Malkhana.

34. All such person searches shall be recorded in the Personal Search Register to be maintained by the Officer in Charge or In Charge in the prescribed format **(Annexure-11)**.

35. The entry of all the articles found upon the arrested person, which are not required for investigation, shall be made in the Property Register of the concerned Police Station, Out Post, etc. All such articles, if not handed over to the nominated person shall be forwarded to the Prison & Correctional Services at the time of remanding the arrested person to Judicial Custody or returned to the arrested person at the time of release on bail.

Receipt of Articles handed over to Nominated Person

36. When the articles found upon an arrested person are handed over to the nominated person as explained above, a receipt shall be obtained from such person in the prescribed format **(Annexure-12)**.

Medical Examination of Arrested Person immediately after Arrest

37. The Police officer shall, immediately after arrest, send the arrested person for medical examination u/s 53 BNS by a medical officer in the service of the Central Government or a State Government, and in case the medical officer is not available, by a Registered Medical Practitioner.

38. The purpose of this medical examination is to cause deterrence to custodial torture. Therefore, consent of the person to be examined is not required for this examination. Where the arrested person is a female, the examination of the body shall be made only by or under the supervision of a female medical officer, and in case the female medical officer is not available, by a female Registered Medical Practitioner.

39. The Officer in Charge, Investigation Officer, or any Police officer of the rank of constable or above shall make a requisition in the prescribed format (**Annexure-13**) mentioning the gist of the case and the nature of examination to be done. However, if the medical officer or the Registered Medical Practitioner is of the opinion that one or more examination of such person, which is not mentioned in the requisition, is necessary, he may do so.

40. If the medical examination is done by a Registered Medical Practitioner, the Investigation Officer shall justify the same in the case diary and the Officer in Charge shall make a General Diary entry accordingly.

41. The medical officer shall prepare the record of such examination, mentioning therein any injuries or marks of violence upon the person arrested, and the approximate time when such injuries or marks may have been inflicted and handover the medical examination report to the Police officer preferably on the same day or in any case, before the first production of such arrested person in court.

Medical examination during Police Custody

42. The arrested person shall be subjected to medical examination every 48 hours during his detention in police custody by a medical officer in the service of the Central Government or a State Government, and in case the medical officer is not available, by a Registered medical practitioner in the same manner as explained above.

Inspection Memo

43. The Officer in Charge, In Charge, or the Investigation Officer shall prepare an Inspection Memo in the prescribed format (**Annexure-14**) and submit to the court at the time of forwarding the arrested person.

Extract Case Diary

44. The Officer in Charge, In Charge, or the Investigation Officer shall prepare an extract case diary in the prescribed format (**Annexure-15**) and submit to the court at the time of forwarding the arrested person.

Procedure of forwarding the arrested person to court

45. When a person is arrested during the course of investigation and if the investigation is not completed within 24 hours, the Officer in Charge of the Police station shall forward the accused to the nearest Judicial Magistrate with a forwarding report in the prescribed format (**Annexure-16**) along with following documents:

- (a) Memorandum of Arrest (Annexure-6);
- (b) Checklist justifying the arrest (Annexure-3);
- (c) Intimation of rights of the arrested person (Annexure-7);
- (d) Intimation of grounds of arrest (Annexure-8);
- (e) Nomination by arrested person (Annexure-10);
- (f) Intimation to nominated person(Annexure-11);
- (g) Receipt of articles (Annexure-12);
- (h) Medical Examination Report (Annexure-13);
- (i) Inspection Memo(Annexure-14);
- (j) Extract Case Diary (Annexure-15);

Arrest Register

46. An arrest register shall be maintained at all Police stations, out post etc. in the prescribed format (**Annexure-17**) in which names of all persons arrested, whether with or without warrant, shall be entered by the concerned Officer in Charge or In Charge.

Police Control Room

47. A Police control room shall be established in every District and Police headquarters where information about the names and addresses of the persons arrested, nature of the offence with which charged shall be prominently displayed. The Assistant Inspector General of Police, (L&O) shall be responsible for maintenance of records regarding the arrest and display of the same in any manner including in digital mode at the Police Control Room.

Designated Police Officer

48. The State Government is empowered to designate a police officer in every district and in every police station, not below the rank of Assistant Sub-Inspector of Police who shall be

responsible for maintaining the information about the names and addresses of the persons arrested, nature of the offence with which charged, which shall be prominently displayed in any manner including in digital mode in every police station and at the district headquarters.

49. Till the time, a notification is issued by the State Government in this regard, an Additional Superintendent of Police or a Deputy Superintendent of Police nominated by the District Superintendent of Police shall be the Designated Police officer u/s 37 BNSS for the Police District. Similarly, the second senior most officer of the Police station, Out Post etc. shall be the designated Police officer u/s 37 BNSS for the Police station.

Responsibility of Designated Police Officer

50. The Designated Police Officer shall ensure display of names and addresses of the persons arrested, and nature of the offence with which charged in every police station and at the district headquarters, as applicable.

Intimation of Arrest to the District Superintendent of Police

51. The Officer in Charge shall intimate the District Superintendent of Police immediately after an arrest has been made. Each arrest shall be reflected in daily SITREP of the Police Station and the District and also, uploaded immediately in CCTNS and other portals, as applicable.

52. The Designated Police Officer shall submit the Monthly Report of all arrests, with or without warrant, in the prescribed format (**Annexure-18**) to the District Superintendent of Police which shall be forwarded to the Officer in Charge of Police Control Room at Police Headquarters in the first week of every month.

53. The Designated Police Officer shall submit the Monthly Report of all arrests without warrant, whether released on bail or otherwise, in the prescribed format (**Annexure-19**) to the District Superintendent of Police which shall be forwarded to the District Magistrate in the first week of every month.

Information regarding arrest to other Designated Police Officers

54. The Designated Police Officer shall ensure that the information regarding all arrest, whether with or without warrant, is also provided to the following officers within 12 hours of effecting the arrest, through quickest possible means including WT Message or other modes of electronic communication.

- (a) Police Control Room at Police Headquarters;
- (b) Police Control Room at District Headquarters;
- (c) Designated Police Officer of the District, and Police station in which arrest was made;
- (d) Designated Police Officer of the District where the case is registered;
- (e) Designated Police Officer of the District where the arrestee ordinarily resides;

Direction to Subordinate Officer to Arrest

55. A Police Officer in-charge of a Police station, or any Police Officer making an investigation, under Section 55 BNSS, depute any officer subordinate to him to arrest the person. He should give an order, in writing, specifying the person to be arrested and the offence or cause for which the arrest is to be made. The order shall be issued in the prescribed format (**Annexure-20**). The officer so authorized shall notify to the person to be arrested, the substance of the order and if required by such person, shall show him the order.

Permission of Gazetted Police Officers required in certain cases

56. No arrest shall be made without prior permission of an officer not below the rank of Deputy Superintendent of Police in case of an offence which is punishable for imprisonment of less than three years and such person is infirm or is above sixty years of age.

57. The Officer in Charge, In Charge, or Investigation Officer shall submit a request for obtaining permission in the prescribed format (**Annexure-21**) and also, enclose the checklist for justifying the arrest (**Annexure-3**).

58. The concerned Gazetted Police Officers shall grant or refuse permission in the prescribed format (**Annexure – 21**) itself within 48 hrs along with additional instructions as deemed fit. The decision to grant or refuse such permission shall not be kept pending beyond that period.

Use of Handcuffs

59. Handcuff may be used depending on nature and gravity of offence while making the arrest of a person if he is a habitual offender, repeat offender, escaped from custody and if he has allegedly committed offence of Organized Crime, Terrorist Attack, Drug related crime, Illegal possession of Arms and Ammunition, Murder, Rape, Acid Attack, Counterfeiting of Coins and Currency Notes, Human Trafficking, Sexual Offence against children, or offence against the State.

60. The Police officer may use handcuff while making the arrest of a person or while producing such person before the court. However, accused persons, while in Court during trial, should not be handcuffed except with the permission of the Court.

Escape from Custody

61. In all cases of escape of prisoners from police custody or from a prison where Police Guards are posted, a report by quickest possible means of communication shall immediately be sent by the Officer in Charge of concerned Police Station, Out Post, etc. to the District Superintendent of Police who shall inform the Director General of Police, administrative head of Law & Order Branch, and Range Inspector General of Police or Deputy Inspector General of Police immediately.

62. The verbal report shall immediately be followed by a detailed report furnishing the circumstances under which the person escaped, whether the escape of the prisoner was accidental

or as a result of collusion or negligence, the action taken to apprehend him, the person, or persons responsible for the escape, the exact quantum of responsibility to be attached to the Police personnel involved and the action taken against them, and other relevant particulars.

63. A case under appropriate sections of law shall be immediately registered against the person who escaped. Criminal as well as disciplinary proceeding may be initiated against the colluding or negligent officers.

Child in Conflict with Law (CICL) not to be arrested

64. A Child in conflict with law (CICL) may be apprehended by a Police Officer subject to certain conditions. However, such child shall not be placed in a police lockup or lodged in a jail. The word "Arrest" shall not be used for a CICL under any circumstances.

Apprehension of Child in Conflict with Law (CICL)

65. The power to apprehend a CICL shall only be exercised heinous offences, and only if it is in the best interest of the child. For all other cases involving petty and serious offences and cases where apprehending the child is not necessary in the interest of the child, the Police Officer or Special Juvenile Police Unit or Child Welfare Police Officer shall forward the information regarding the nature of offence alleged to be committed by the child along with his social background report in the prescribed format to the Juvenile Justice Board and intimate the parents or guardian of the child as to when the child is to be produced for hearing before the Board.

Child Welfare Police Officer (CWPO)

66. All Officers in Charge of Police Stations, and In Charge of Police Out Posts etc. shall function as the Child Welfare Police Officer for the purpose of enforcement of the Juvenile Justice (Care and Protection of Children) Act, 2015 and rules made thereof.

Apprehension Memo

67. When a CICL is apprehended by the police, the police officer concerned shall prepare an Apprehension Memo in the prescribed format (**Annexure-22**).

Bail to CICL

68. When a CICL is apprehended or detained by Police in connection with any offence, bailable or non-bailable, he shall be released on bond or bail bond or placed under the supervision of a probation officer or under the care of any fit person by taking an undertaking in the prescribed format (**Annexure-23**). However, such person shall not be so released if there appears reasonable grounds for believing that the release is likely to bring that person into association

with any known criminal or expose the said person to moral, physical or psychological danger or the persons release would defeat the ends of justice.

69. When such person having been apprehended is not released on bail by the Officer in Charge, such officer shall cause the person to be kept only in an observation home or a place of safety, as the case may be, as decided in consultation with the District Child Protection Officer.

Photographs and Other Measurements of Arrested Person

70. For every person who is arrested in connection with an offence punishable under any law for the time being in force or detained under any preventive detention law measurement, his measurements shall be taken at police station which includes finger-impressions and photographs, iris and retina scan, signature, etc. as applicable.

71. The fingerprints of all arrested persons shall be taken by Officer in Charge for connecting the arrested persons to the crime on the basis of fingerprints on the exhibits recovered from the crime scene or to ascertain whether the arrested person has been involved in some crime in the past. Fingerprints may be taken on Record Slip or directly scanned using NAFIS System Scanner. All record slips shall be uploaded in the database maintained by the State Finger Print Bureau or Central Finger Print Bureau, as applicable.

Briefing Media regarding the arrest

72. The District Superintendent of Police shall be the Public Relations Officer for the Police District. All Press communiqués and conferences shall be issued under his signature only. In case, the District Superintendent of Police is unavailable due to any reason, the responsibility may be delegated to any other Gazetted Police Officer. However, his consent or approval must be taken before issuing the Press communiqués or holding the Press Conference.

73. The arrest should be affected without unnecessary publicity. While sharing information with the public through the media, adequate precautions need to be taken to ensure that only authentic and appropriate information as is professionally necessary is shared without hampering the process of investigation or issues of legal/privacy rights of the accused/victims and matters of strategic and national interest.

74. Police Officers should confine their briefings to the essential facts and not rush to the press with half-baked, speculative, or unconfirmed information about ongoing investigations. The briefing should normally be done only at the following stages of a case:

- (a) Registration;
- (b) Arrest of accused persons;
- (c) Charge-sheeting of the case;
- (d) Final outcome of case such as conviction/acquittal etc.

75. In a case that attracts the interest of the media, a specific time may be fixed when the designated officer would make an appropriate statement on the investigation. In the first 48 hours, there should be no unnecessary release of information except about the facts of the incident and that the investigation has been taken up.

76. The general tendency to give piecemeal information or clues, on a regular basis, with regard to the progress of investigation, is strongly discouraged so that the investigations are not compromised and the criminals or suspects do not take undue advantage of information shared by the Police about the likely course of the investigation.

77. Meticulous compliance with the legal provisions and Court guidelines regarding protection of the identity of juveniles and rape victims should be ensured, and under no circumstances should the identity of juveniles and victims in rape cases be disclosed to the media.

78. Due care should be taken to ensure that there is no violation of the legal, privacy and human rights of the accused or victims.

79. Arrested persons should not be paraded before the media.

80. Faces of arrested persons whose Test Identification Parade is required to be conducted should not be exposed to the media.

81. No opinionated and judgmental statements should be made by the police while briefing the media. As far as possible no interview of the accused or victims by the media should be permitted till the statements are recorded by the police.

82. The professional tradecraft of policing and technical means used for the detection of criminal cases should not be disclosed as it alerts potential criminals to take appropriate precautions while planning their next crime. The modus operandi of carrying out the operations should not be made public. Only the particulars of apprehended persons and details of recovery should be revealed to the media on completion of the operations.

83. There should not be any violation of court directions and other guidelines issued by the authorities from time to time on this matter.

84. This Circular shall come into effect immediately and until further order. Any deviation by the police officer concerned from these instructions shall be viewed seriously and action shall be taken against such police officers.

Sd/-

(I. Nongrang, IPS)
Director General of Police
Meghalaya, Shillong


Memo No. MG/Court/Misc./2024/188

Dated Shillong, the 10th July 2024

Copy forwarded, for favour of kind information and necessary action, if any, to:

1. The Director General of Police, Meghalaya, Shillong.
2. The Inspectors Generals of Police (Police Welfare/Communication)/ (R/PR/F&ES/ CID)/ (SB/Border), Meghalaya, Shillong.

3. The Deputy Inspectors General of Police (CID) / (ER) / (WR) / (Training), Meghalaya, Shillong.
4. The Sr. Superintendent of Police (AID), Meghalaya, Shillong.
5. The Principal, Police Training School, Meghalaya, Umran.
6. The Spl. Superintendent of Police (SB-I) / (SB-II), Meghalaya, Shillong.
7. The Asstt. Inspectors General of Police (L&O) / (R) / (E), Meghalaya, Shillong.
8. The Superintendents of Police East Khasi Hills, Shillong / West Khasi Hills, Nongstoin / South West Khasi Hills, Mawkyrwat / Eastern West Khasi Hills, Mairang / Ri-Bhoi, Nongpoh / East Jaintia Hills, Khliehriat / West Jaintia Hills, Jowai / East Garo Hills, Williamnagar / West Garo Hills, Tura / South West Garo Hills, Ampati / North Garo Hills, Resubelpara / South Garo Hills, Baghmara / (City) / (Cyber) / (CID)/ (SCRB) / (AID), Shillong/Tura / (F&ES), Shillong / (F&ES), Tura / (Security) / (VIS) / (EOW) / (Border) / (MPRO) / (R/PR) / (Traffic), Shillong / (Traffic), Tura / (Eastern Range), Shillong.
9. The Commandants 1st MLP BN., Mawiong / 2nd MLP BN., Goeragre / 3rd MLP BN., Sahnsein / 4th MLP BN., Sohpiam / 5th MLP BN., Samanda / 6th MLP BN., Umran / SF-10, Meghalaya.
10. Record Branch, PHQ for information and necessary action.


Assistant Inspector General of Police, (A)
Meghalaya, Shillong.

ANNEXURE-1

(NOTICE FOR APPEARANCE BY THE POLICE U/S 35(3) BNSS)

To,

.....

.....

Ref : **PS Case No.****u/s**

Madam/Sir,

In connection with the case under reference, it appears that you are acquainted with facts and circumstances of the case and there are reasonable grounds to question you to ascertain these facts and circumstances. Therefore, the undersigned, in exercise of the power conferred under Section 35(3) BNSS, requires your attendance in person at PS on at(am/pm). Although you are not being placed under arrest at this stage in respect of the aforesaid FIR, you are directed to comply with all of the following conditions/directions:

- (a) You will not commit any offence in the future;
- (b) You will not tamper with the evidence in the case in any manner whatsoever;
- (c) You will not make any threat, inducement, or promise to any person acquainted with the facts of the case so as to dissuade him from disclosing, such facts to the Court or to the Police Officer;
- (d) You will appear before Court or Police Officer as and when required/directed;
- (e) You will join the investigation of the case as and when required and will cooperate;
- (f) You will disclose all the facts truthfully without concealing any part relevant for the purpose of investigation to reach the true and accurate conclusion of the case;
- (g) You will produce all relevant documents/material required for the purpose of investigation;

Failure to attend/comply with the terms of this Notice can render you liable for arrest under Section 35(6) of the Bharatiya Nagarik Suraksha Sanhita, 2023. You are further informed that if you are unable to attend at the above-mentioned place and time for any valid and justifiable reason, you should submit a prayer in writing immediately to the undersigned and seek an alternative time within a reasonable period, which should ideally not accede a period of four working days, from the above-mentioned date.

Signature of OC/IO

ANNEXURE-2

(ACKNOWLEDGMENT FOR APPEARANCE U/S 35(3) BNSS)

It is to be acknowledged that in compliance with the notice for appearance before police officer u/s 35(3) BNSS dated, the noticee namely Shri appeared at on at(am/pm). The entry has been made in the Notice u/s 35(3) BNSS Register and the noticee undertakes to continue to comply with any further notices that he may receive during the course of the present investigation.

Signature of OC/IO

ROAC.

Received.

Signature of Noticee

Name.....

S/o.....

R/o.....

ANNEXURE-3

(CHECKLIST FOR JUSTIFICATION OF ARREST)

1.	FIR No.	
2.	Name of Investigating Officer	
3.	Name & Particulars of Arrestee	
4.	Date & Time of Arrest	
5.	Checklist (Pls tick mark as applicable)	
	Whether the arrest is necessary for proper investigation of the case?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether police custody of the arrestee and custodial interrogation is required for the purpose of investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether there is further requirement of arrestee in discovery of facts or recovery of case property;	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether there are chances of the arrestee causing the evidence of the offence to disappear or tampering with such evidence in any manner which may affect the investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrestee is required for TIP, joint interrogation, or confrontation with another accused person(s) etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrestee is required for the arrest of co-accused person(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrestee is in a position of influence over the witness(es)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrest of the arrestee is necessary to stop him from making any inducement, threat, or promise to the witness(es) of the case or any person connected with the case to dissuade him from disclosing the facts of the case in the court or to the Police Officer, which may affect investigation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether arrest is necessary to prevent the arrestee from committing further offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrestee is a previous convict or previously involved in a criminal case?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrestee has previously jumped, bail, parole, furlough, sentence etc. and there is a chance of jumping bail or avoiding judicial proceeding by the arrestee??	<input type="checkbox"/> Yes <input type="checkbox"/> No

ANNEXURE-4

(NOTICE U/S 35(3) BNSS REGISTER)

Columns

1. Sl. No.
2. Name of the Noticee.
3. FIR/Proceeding/GDE No.
4. Name of Investigating Officer.
5. Date of Issue.
6. Date fixed for appearance.
7. Whether the Noticee appeared.
8. Acknowledgment issued to Noticee?
9. Remarks, if any.
10. Signature of Officer in Charge.

ANNEXURE-5

(INTERROGATION REGISTER)

Columns

1. Sl. No.
2. Name of Person interrogated.
3. FIR/Proceeding/GDE No.
4. Date of arrest, if applicable.
5. Whether the person is remanded to police custody.
6. Name of police officer who interrogated.
7. Date & Time when interrogation commenced.
8. Date & Time when interrogation finished.
9. Signature of Interrogation Officer.
10. Signature of Officer in Charge.

ANNEXURE-6
(MEMORANDUM OF ARREST)

1.	District				
2.	Police Station				
3.	Year of Registration				
4.	FIR/Proceeding/GD No.				
5.	Date of Registration				
6.	Type of case	<input type="checkbox"/> Cognizable	<input type="checkbox"/> Non-Cognizable		
7.	Type of warrant of arrest	<input type="checkbox"/> Bailable	<input type="checkbox"/> Non-Bailable		
8.	Name of court issuing warrant				
9.	Alphanumeric Code of accused				
10.	Arrest Details	Date			
		Time			
		Place			
		GDE No.		Date:	
11.	Sections of law				
12.	Name & Rank of Police Officer making arrest				
13.	Status of arrested person	<input type="checkbox"/> Arrested and forwarded;			
		<input type="checkbox"/> Arrested and released on bond;			
		<input type="checkbox"/> Arrested and released on bail bond;			
14.	Particulars of arrested person				
	Name				
	Father's / Husband's name				
	Alias				
	Date / Year of birth				
	Sex				
	Religion				
	Whether SC / ST / OBC				
	Caste/Tribe				
	Nationality				
	Passport / EPIC / AADHAAR No.				
	Permanent Address				
	Present Address				
	Occupation				
E-Mail ID					

	Mobile Number	
15.	Injuries, cause of injuries and physical condition of the arrested person (Indicate if medically examined)	

16. The arrested person, after being informed of the grounds of arrest and his legal rights, was duly taken into custody at on..... at(am/pm).

17. The following articles were found on physical search, conducted on the person of the arrested person and were taken into possession, for which a receipt was given to the arrested person. If no article found, 'NIL' may be indicated.

(1)

(2)

(Attached separate sheet, if required).

18. Necessary wearing apparels were left on the arrested person for the sake of human dignity and body protection. The arrested person was cautioned to keep himself/ herself covered for purpose of identification.

19. Shri/Smt., S/o, R/o related to the arrested person as was intimated regarding the arrest on at at

20. Physical features, deformities, and other details of the arrested person:

(a)	Build	
(b)	Height (cms.)	
(c)	Complexion	
(d)	Identification Marks	
(e)	Deformities/Peculiarities	
(f)	Teeth	
(g)	Hair	
(h)	Eyes	
(i)	Habit(s)	
(j)	Dress Habit(s)	
(k)	Language/Dialect	
(l)	Burn Mark, if any	
(m)	Leuco-derma, if any	
(n)	Scar, if any	
(o)	Tattoo, if any	
(p)	Other features, if any	

21. Whether finger-prints taken: Yes / No.

22. Socio-economic profile of the arrested person:

(a)	Living Status	<input type="checkbox"/> Living alone
		<input type="checkbox"/> Living with family
		<input type="checkbox"/> Living with associates in pucca house/ hotel/ hostel/ katcha house/ thatched house/ slum/ homeless/ harborer
(b)	Educational Qualifications	
(c)	Income Group (Based on annual income)	<input type="checkbox"/> Economically weaker section (< Rs. 25,000)
		<input type="checkbox"/> Lower income (Rs. 25,001 to Rs. 50,000)
		<input type="checkbox"/> Lower middle income (Rs. 50,001 to Rs. 1,00,000)
		<input type="checkbox"/> Middle income (Rs. 1,00,001 to Rs. 2,00,000)
		<input type="checkbox"/> Upper middle income (Rs. 2,00,001 to Rs. 3,00,000)
		<input type="checkbox"/> Upper income (> Rs. 3,00,000)

23. Whether the arrested person, as per observation and known police records:

Category	Tick Mark		Remarks (Give justification, case reference etc., if required)
Is dangerous?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Previously jumped any bail?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is generally armed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Operates with accomplices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is known/listed criminal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is recidivist?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is likely to jump bail?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If released on bail, likely to commit crime or threaten victim/witnesses?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is wanted in any other case?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

24. Name, Address, and Signature of the witnesses (At least one witness is necessary):

(a)

(b)

25. Signature/Thumb Impression of arrested person:

26. Signature of Police Officer:

27. Place

28. Date

ANNEXURE-7

(INTIMATION OF THE RIGHTS OF THE ARRESTED PERSON)

To,

.....

.....

Ref : **PS FIR No.****u/s**

Madam/Sir,

In connection with the case under reference in which you have been arrested, you are hereby intimated about your rights as follows.

- (a) You have the right to ask for the identity of the police officer at the time of arrest.
- (b) You have the right to be informed of the grounds of arrest.
- (c) If the memorandum of arrest is not attested by a member of family, you have the right to have a relative or a friend or any other person named by you to be informed of your arrest.
- (d) You have the right to get any of your relatives, friend or any other person of your choice informed regarding your arrest and the place where you are being held and to get the possession of the articles recovered from your possession during search which are not required for investigation.
- (e) You have right to remain silent. If you speak anything or take any evasive action or attempt to escape from custody, appropriate criminal proceeding may be initiated against you and the same shall be used against you in the court of law.
- (f) You have the right to consult a legal practitioner of your choice. If you are unable to engage legal practitioner of your choice, you have right to free legal aid.
- (g) You are entitled to be released on bail in bailable offence and warrant of arrest.
- (h) You have the right to be examined by a medical officer after arrest.
- (i) You have the right to be produced before a Magistrate within 24 hours.

Signature of OC/IO

Place

Date

Signature/Thumb Impression of Arrested Person:

Name, Particulars & Signature of Witness:

ANNEXURE-8

(INTIMATION OF GROUNDS OF ARREST)

To,

.....

.....

Ref : **PS FIR No.** **u/s**

Madam/Sir,

In connection with the case under reference in which you have been arrested, you are hereby intimated about grounds of arrest as marked below.

- You have committed a cognizable offence in the presence of a police officer.
- You are suspected of being involved in a cognizable offence punishable with imprisonment for a term that may be less than seven years or which may extend to seven years, whether with or without a fine.
- You are suspected of being involved in a cognizable offence punishable with imprisonment for a term that may extend to more than seven years, whether with or without a fine or with a death sentence.
- You are reasonably suspected to be a proclaimed offender.
- Suspected stolen property has been found in your possession and you are reasonably suspected of having committed an offence with reference to such property.
- You have obstructed a police officer during the execution of his duty.
- You have escaped or attempted to escape from lawful custody.
- You are suspected of being a deserter from any of the Armed Forces of the Union.
- You are suspected of being involved in an offence committed outside India.
- You, being a released convict, failed to notify you residence and any change of, or absence from, such residence after release, as required under Section 394 BNSS and thus, violated the rules framed thereunder by the State Government.
- A requisition for your arrest has been received from another police officer.

- A notice under Section 35(3) of Bharatiya Nagarik Suraksha Sanhita, 2023 was issued to you and after examination, there are sufficient grounds to suspect your involvement in the case.
- A notice was issued to you but you failed to comply with the terms and conditions of the notice or are unwilling to identify yourself.
- You have committed a non-cognizable offence in the presence of a police officer and refused to give your name and residence to the police officer or gave your name and residence that the police officer has reason to believe to be false.
- You were arrested by a private person, and brought to the police station under his custody, and there is reason to be believe that you are liable to be taken into custody on one or more of the grounds above.
- Aailable warrant of arrest has been issued against you by the court.
- A non-bailable warrant of arrest has been issued against you by the court.

Signature of OC/IO

Place

Date

Signature/Thumb Impression of Arrested Person:

Name, Particulars & Signature of Witness:

ANNEXURE-9

(FORM FOR NOMINATION BY THE ARRESTED PERSON)

I,....., S/o, R/o do hereby nominate Shri/Smt., S/o, R/o who may be informed regarding my arrest and the place where I am being held. The articles recovered from my possession during search of my person that are not required for investigation may also be handed over to him/her.

Place

Date

Signature/Thumb Impression of Arrested Person

ANNEXURE-10

(INTIMATION TO THE NOMINEE OF ARRESTED PERSON)

To,

.....
.....

Ref : **PS FIR No.** **u/s**

Madam/Sir,

It is to intimated to you that Shri/Smt. who has been arrested in connection with the case under reference at on at (am/pm) has been held in custody at PS lockup under police custody/ sent to under judicial custody. It is further informed that the below mentioned articles were recovered during the search of the arrested person is to be handed over to you as desired by the arrested person. You may collect the same from this police station on any working day. If you do not collect these articles, the articles shall be kept in the police station for safe custody and shall be returned to the arrestee after release or if ordered by the court.

Sl. No.	Description	Property Register No.

.
Place
Date

Signature of OC/IO

Signature/Thumb Impression of Nominated Person

ANNEXURE-11

(PERSONAL SEARCH REGISTER)

Columns

1. Sl. No.
2. Name of person searched.
3. FIR/Proceeding/GDE No.
4. Date & Time when search commenced.
5. Date & Time when search finished.
6. Description of items recovered after search.
7. Name of police officer ordering the search.
8. Date & Time when search finished.
9. Signature of Person Searched.
10. Signature of Police Officer conducting Search.
11. Signature of Officer in Charge.

ANNEXURE-12

(RECEIPT OF ARTICLES RECOVERED FROM THE ARRESTED PERSON)

I,....., S/o, R/o do hereby receive the below mentioned articles recovered from the possession of the arrested person namely Shri/Smt. during search of his person.

Sl. No.	Description	Property Register No.
1.		
2.		
3.		
4.		
5.		

Place

Date

Signature of Nominated Person

ANNEXURE-13

(REQUISITION FOR MEDICAL EXAMINATION OF ARRESTEE)

To,

.....
.....

Ref : **PS FIR/GDE No.**

Madam/Sir,

It is to be informed that the below mentioned person was arrested in connection with the case under reference at on at (am/pm). As per law, the medical examination of the arrestee is mandatory after arrest and every 48 hrs while in police custody. The nature of examination required is mentioned below.

Name & Particulars of Arrested Person

.....
.....
.....

Gist of the case

.....
.....
.....

Nature of examination required

- General Physical Examination of any person.
- Examination of Drunkenness/Intoxication/Consumption of Narcotic Drugs.
- Any other medical examination which in your opinion is necessary.

Therefore, it is requested to conduct the medical examination and prepare the record of such examination, mentioning therein any injuries or marks of violence upon the person arrested, and the approximate time when such injuries or marks may have been inflicted. The medical examination report may be submitted to the undersigned at the earliest.

Place

Date

Signature of OC/IO

ANNEXURE-14
(INSPECTION MEMO)

1.	FIR/Proceeding/GDE No.		
2.	Name of Investigating Officer		
3.	Name of police officer making arrest		
4.	Name of police officer handling interrogation		
5.	Was the arrestee intimated about his rights?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6.	Was the arrestee intimated about ground of arrest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7.	Whether medical examination of the arrested person was done immediately after arrest by police initiation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.	Whether medical examination of the arrested person was done immediately after arrest at the request of arrested person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Whether medical examination report available & enclosed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10.	Whether the medical examination was done every 48 hrs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11.	Whether relative, friend, or any other person intimated within 6-12 hours of arrest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Name of legal practitioner whom the arrestee was allowed to meet during interrogation.		

All documents proving compliance of above provisions are enclosed.

Place

Date

Signature/Thumb Impression of Arrested Person

Signature of OC/IO

ANNEXURE-15
(EXTRACT OF CASE DIARY)

1.	District	
2.	Police Station	
3.	FIR/Proceeding/GDE No.	
4.	Place of Occurrence	
5.	Date of Occurrence	
6.	Date of Arrival	
7.	Name of accused persons	
8.	Name of Informant	
9.	Brief Story	
10.	Witnesses examined	
11.	Justification for prayer to remand the arrested person to police custody or sending the arrestee to judicial custody, if any	
	Whether custody is necessary to prevent the accused from committing any further offence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrestee is a previous convict or previously involved in a criminal case; Give details, if any. (Attach separate sheet).	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrestee has previously jumped, bail, parole, furlough, sentence etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether there is a chance of jumping bail or avoiding judicial proceeding by the arrestee.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether there is further requirement of arrestee in discovery of facts.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether assistance of the arrestee is required for effecting the recovery of case property.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrestee is required for necessitating the arrest of co-accomplices.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether the arrestee is required for custodial interrogation and to reach to the right conclusion of the case/investigation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Whether there are chances of the arrestee causing the evidence of the offence to disappear or tampering with such evidence in any manner which may affect the investigation.	<input type="checkbox"/> Yes <input type="checkbox"/> No

	Whether the custody of the arrestee is necessary to stop him from making any inducement/ threat/ promise to the witness(es) of the case or victim or any person connected with the case to dissuade him from disclosing the facts of the case in the court or to the Police Officer, which may affect investigation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Whether presence of the arrestee cannot be ensured at the time of requirement.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Whether the arrestee is in a position of influence over the witness(es).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Whether police custody of the arrestee is required for the purpose of investigation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Whether the arrestee is required for taking voice sample, blood sample, semen sample, sputum, hair sample, nail clipping, DNA profiling, specimen signature/ writing etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Whether the arrestee is required for TIP, joint interrogation, or confrontation with other accused person(s) etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12.	Date of submission of report		

Place

Date

Signature of OC/IO

ANNEXURE-16

(FORM FOR FORWARDING THE ARRESTED PERSON TO THE COURT)

To,

.....
.....

Ref : **PS FIR/GDE No.**

Madam/Sir,

In connection with the case referred above, it is to be informed that the below mentioned person was arrested at on at(am/pm) as per procedure and the relevant documents listed below are enclosed herewith for kind perusal. The detailed justification of arrest and requirement of custody is mentioned in the extract case diary and checklist u/s 35(3) BNSS.

<input type="checkbox"/> Memorandum of Arrest	<input type="checkbox"/> Receipt of articles
<input type="checkbox"/> Intimation of rights of the arrested person	<input type="checkbox"/> Medical Examination Report
<input type="checkbox"/> Intimation of grounds of arrest	<input type="checkbox"/> Inspection Memo
<input type="checkbox"/> Nomination by arrestee	<input type="checkbox"/> Extract Case Diary
<input type="checkbox"/> Intimation to nominee	<input type="checkbox"/> Checklist

Name & Particulars of Arrested Person

.....
.....
.....

Gist of the case

.....
.....
.....

Therefore, it is requested to remand the arrested person to police custody for days or send the arrested person to judicial custody in the interest of the case.

Submitted for kind perusal and further order please.

Signature of OC/IO

ANNEXURE-17
(ARREST REGISTER)

Columns

1. Sl. No.
2. Name of arrestee.
3. FIR/Proceeding/GDE No.
4. Date, Time & Place of arrest.
5. Status of the arrestee.
 - a. Arrested & forwarded.
 - b. Released on Bond or Bail Bond by police.
 - c. Released on Bond or Bail Bond by police.
 - d. Remanded to Police Custody.
 - e. Sent to Judicial Custody.
6. Name of Investigating Officer.
7. Name of police officer who made the arrest.
8. Signature of police officer who made the arrest.
9. Signature of Officer in Charge.

ANNEXURE-19

(INTIMATION OF ARREST TO DESIGNATED POLICE OFFICER)

1.	Name & Designation of Designated Police Officer	
2.	Name & Particulars of arrestee	
3.	Date, Time, and Place of arrest	
4.	FIR/Proceeding/GDE No.	
5.	Status of arrestee	<input type="checkbox"/> Arrested & forwarded. <input type="checkbox"/> Released on Bond by police. <input type="checkbox"/> Released on Bail Bond by police. <input type="checkbox"/> Remanded to Police Custody. <input type="checkbox"/> Sent to Judicial Custody.

Submitted for kind information.

Place

Date

Signature of OC/IO

ANNEXURE-18

(MONTHLY REPORT OF ARRESTS U/S 37 BNSS)

Month

To,

.....
.....

Madam/Sir,

In pursuance of Section 37 BNSS the monthly report of all arrests, with or without warrant, within the limits of PS is as follows:

Sl. No.	Name & Particulars of arrestee	Date, Time, and Place of arrest	FIR/Proceeding /GDE No.	Status of arrestee
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Submitted for kind information.

Place

Date

Signature of OC/IO

ANNEXURE-19

(MONTHLY REPORT OF ARREST WITHOUT WARRANT U/S 59 BNSS)

Month

To,

.....
.....

Madam/Sir,

In pursuance of Section 59 BNSS, the monthly report of all arrests without warrant in the district is as follows:

Sl. No.	Name & Particulars of arrestee	Date, Time, and Place of arrest	FIR/Proceeding /GDE No.	Status of arrestee
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Submitted for kind information.

Place

Date

Signature of OC/IO

ANNEXURE-20

(ORDER TO SUBORDINATE OFFICER TO ARREST WITHOUT WARRANT)

To,

.....
.....

Ref : **PS FIR/GDE No.**

Madam/Sir,

In exercise of the authority vested in the undersigned under Section 55 BNSS, you are hereby directed to arrest the below mentioned person as per procedure and produce before the undersigned without necessary delay.

Gist of the case

.....
.....
.....

Name & Particulars of Person to be arrested

.....
.....

Signature of OC/IO

ANNEXURE-21

(FORM OF PERMISSION FOR ARREST IN CERTAIN CASES)

1.	Name of Police Station	
2.	FIR No.	
3.	Gist of information	
4.	Section of Law	
5.	Name & Particulars of person to be arrested	
6.	Name & Designation of GO from whom permission is sought	
7.	Permission required for arrest of:	
	<input type="checkbox"/> Offence punishable for imprisonment of less than three years; and such person is infirm or is above sixty years of age.	
	<input type="checkbox"/> An infirm person;	
	<input type="checkbox"/> A person above sixty years of age;	

Enclosed: Checklist for justification of arrest

Date

Signature of OC/IO

(ORDER OF THE GAZETTED POLICE OFFICER)

Permission for arrest granted.

Permission for arrest refused.

Additional Instructions, if any

.....
.....
.....
.....

Date

Signature of GO

ANNEXURE-22
(APPREHENSION MEMO)

1.	District			
2.	Police Station			
3.	Year of Registration			
4.	FIR/Proceeding/GD No.			
5.	Date of Registration			
6.	Type of case	<input type="checkbox"/> Cognizable	<input type="checkbox"/> Non-Cognizable	
7.	Apprehension Details	Date		
		Time		
		Place		
		GDE No.		Date:
8.	Sections of law			
9.	Name & Rank of Police Officer making apprehension			
10.	Particulars of the Child in Conflict with Law			
	Name			
	Father's / Mother/Guardian's Name			
	Alias			
	Date / Year of birth			
	Sex			
	Religion			
	Whether SC / ST / OBC			
	Caste/Tribe			
	Nationality			
	Passport / EPIC / AADHAAR No.			
	Permanent Address			
	Present Address			
11.	Injuries, cause of injuries and physical condition of the arrested person (Indicate if medically examined)			

12. Name, Address, and Signature of the witnesses (At least one witness is necessary):

(c)

(d)

13. Signature of Parent/Guardian/Probation Officer:

- 14. Signature of Child Welfare Police Officer:
- 15. Place
- 16. Date

ANNEXURE-23

(UNDERTAKING FOR TAKING CUSTODY OF CICL)

I, S/o R/o do hereby undertake the custody of the child named S/o R/o On being released by the Police in connection with PS Case/GDE No. Dated subject to following condition, that

1. The child shall be produced before the Juvenile Justice Board as and when required.
2. The child shall remain under my supervision.
3. The child shall reside at and address of child shall not be changed without information to the CWPO/JJB/CWC.
4. The child shall be permitted to make endeavor to earn an honest livelihood.
5. I shall arrange for the proper care, education, and welfare of the child.
6. The child shall not be allowed to associate with undesirable characters and shall be prevented from coming in conflict with law again.
7. The child shall be prevented from taking Narcotic or Psychotropic Substances or any other intoxicants.

Place

Date

Signature of Person taking custody

Signature of CWPO