

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

**CIRCULAR No. 03/2024
(FIRST INFORMATION REPORT)**

1. Recording of First Information and investigation of case is the primary and basic duty of Police. Any person may contact Police station, Police Out Post or any other Police unit for reporting commission of a crime and it is expected that the concerned Police Officers shall immediately take action on the report and register the crime for initiating appropriate and adequate action in the matter. Any lapse on the part of Police in this regard may land them in a situation of criticism and entail legal action. Registration of crime and recording of FIR is thus, one of the fundamental duties of the Police. The following are the detailed guidelines regulating the procedure to record the First Information Report (FIR).

First Information

2. Information relating to the commission of a Cognizable crime that first reaches the Police, whether oral, written, or electronically, shall be treated as the First Information. It may be given by a person acquainted with the facts directly or on hearsay, but in either case, it constitutes the First Information required by law and may be recorded in the prescribed format (Annexure-1) till the time a revised format is notified by the competent authority. This process is called recording of First Information Report (FIR) and the investigation is said to commence thereafter.

3. A vague rumour should be distinguished from an oral report and should not be reduced to writing or signed by the informant but merely entered in the general diary and should it, on subsequent information, proved well founded, such subsequent information shall constitute the First Information. If the rumour is in regard to the occurrence of a serious crime, the Officer in Charge must embark upon an immediate enquiry to verify its authenticity and, if found true, obtain information, register, and investigate it.

4. It is of utmost importance to secure all particulars regarding the occurrence in the first instance and to record them in detail. Care should also be taken to see if the informant is trying to exaggerate an actual occurrence or trying to give the colour of a Cognizable case to an incident of a Non-Cognizable nature.

Receipt of First Information by Officer in Charge/In Charge

5. An information relating to the commission of a Cognizable or Non-Cognizable offence or plan and design to disturb public peace and tranquility may be given to the Officer in Charge of a Police Station or In Charge of a Police Out Post etc. in various modes i.e.,
- (a) Written Information submitted by an informant in person or by post or by electronic communication like e-mail, SMS, National Cyber Crime Reporting Portal, WhatsApp, etc.;
 - (b) Oral Information given by an informant in person or telephonically;
 - (c) Source Information through an informer or Intelligence Inputs;
 - (d) Information/Order received from court under Section 174/175 BNSS;
 - (e) Information/Order received from Superior Officers under Section 173 BNSS;
 - (f) If an offence is committed in the presence of a Police Officer;

Receipt of First Information by Other Police Officers

6. If the information is received by a Gazetted or Non-Gazetted Police officer other than an Officer in Charge, the same shall be immediately forwarded to the Officer in Charge of the local Police station at the earliest. Information received through electronic communication may be forwarded through electronic communication itself.

Written Information submitted in person

7. If the informant comes to the Police station and submits a written information, relating to the commission of a Cognizable offence or otherwise, the Officer in Charge shall check whether the informant has signed the written information. If not, he shall obtain the Signature or Thumb Impression of the informant on the body of information and make a general diary entry.

Written Information received through post

8. If the informant has sent the written information, relating to the commission of a Cognizable offence or otherwise, to the Police station by post, the Officer in Charge shall check whether the informant has signed the written information. If the signature or thumb impression is available on the written information, it shall be treated as per provisions of Section 173 BNSS and procedure laid herein. If signature or thumb impression of the informant is not available on the body of information, it shall be treated in the manner prescribed for dealing with electronic communication below. He shall make a general diary entry accordingly.

Oral Information given in person

9. If the informant comes to the Police station and gives information, relating to the commission of a Cognizable offence or otherwise, verbally, it shall be reduced in writing by the Officer in Charge or any other person under his direction. The language should be simple and easy to understand. Once completely reduced in writing, the information shall be read over to the informant and if the informant admits that the information is correct, the Officer in Charge shall obtain Signature or Thumb Impression of the informant on the body of information and make a general diary entry.

Oral Information received telephonically

10. If the informant gives information, relating to the commission of a Cognizable offence or otherwise, telephonically, it shall be treated as an electronic communication and dealt with as per procedure below.

Information received through Electronic Communication

11. If an information, relating to the commission of a Cognizable offence or otherwise, is received at the Police station through e-mail, call, SMS, National Cyber Crime Reporting Portal (NCCRP), WhatsApp, Facebook etc., the Officer in Charge shall immediately make a general diary, reduce the information in writing if received telephonically, or take a print out of the information if received in writing, and issue a notice to the informant to appear within three days and either sign or put thumb impression on the body of information. If the informant is unable to appear at Police station, the Officer in Charge may register a suo motu case. If the informant appears after registration of the case, the first information signed by him shall be treated as supplementary FIR.

Electronic Communication or Source Information obtained suo motu

12. There may be a situation where an information, relating to the commission of a Cognizable offence or otherwise, has come to the notice of the Officer in Charge through news channels, social media etc. or through an informer, or through technical intelligence. In such cases, the Officer in Charge shall initially make a general diary entry and may register a suo motu case.

Recording First Information in Crimes against Women & Children

13. If the information relating to any Cognizable offence is given by a woman or child against whom such offence is alleged to have been committed, or attempted, the recording of information shall be completed at the residence or any other convenient place of such

informant's choice and in the presence of her parents or guardian or near relatives or social worker of the locality.

14. The information shall be recorded by a woman Police officer who will be in civil dress if the survivor is a child. If no woman Police officer is available, any other woman officer who is a public servant may be requisitioned to record the information. Such woman officer shall not be arraigned as a prosecution witness in the case.

15. The recording of information shall be videographed and the assistance of an interpreter or a special educator may be taken and such recording shall be enclosed in the case diary in accordance with the standard operating procedure laid down in DGP Circular No. 02/2024 dated 29th June 2024.

Procedure when a Cognizable offence is committed in presence of Police Officer

16. If a Cognizable offence is committed in the presence of a Police officer, such officer shall submit the information to the concerned Officer in Charge in writing at the earliest. He may also arrest the offender without warrant in such cases. The Officer in Charge shall make a general diary entry.

First Information when mandatory

17. All hospitals, public or private, whether run by the Central Government, the State Government, local bodies or any other person, are duty bound to provide the first-aid or medical treatment, free of cost, to the victims of any offence covered under section 64, section 65, section 66, section 67, section 68, section 70, section 71 or sub-section (1) of section 124 of the Bharatiya Nyaya Sanhita, 2023 or under sections 4, 6, 8 or section 10 of the Protection of Children from Sexual Offences Act, 2012, and to inform the Police of such incident immediately.

Due diligence to be done

18. Once the general diary entry has been made, the Officer in Charge shall analyze the contents and ingredients of information carefully and take further action after due diligence.

Procedure if no offence committed

19. If the act alleged in the first information received by the Officer in Charge, except those in which the Superintendent of Police or court has ordered investigation, does not constitute an offence, the Officer in Charge shall explain the same to the informant and refuse investigation as per procedure. A general diary shall be made accordingly and a written intimation shall be issued to the informant in prescribed format (Annexure-2).

Procedure if offence committed

20. If the Officer in Charge finds that the act alleged in the information constitute an offence, he shall determine whether the alleged offence is a Cognizable offence or Non-Cognizable offence.

Note: The offences under Bharatiya Nyaya Sanhita, 2023 have been categorized as Cognizable Offence or Non-Cognizable Offence in Part – I of the First Schedule to the Bharatiya Nagarik Suraksha Sanhita, 2023. In some special laws, the offences are categorized in the concerned law itself. For offences under other acts or where the offences have not been categorized by the concerned act, the categorization shall be determined in accordance with Part – II of the First Schedule to the Bharatiya Nagarik Suraksha Sanhita, 2023.

FIR when registered

21. The First Information Report shall be registered in the prescribed format (Annexure-1) in following circumstances:

(a) If an information, relating to commission of a Cognizable offence punishable with imprisonment of any magnitude, is received by an Officer in Charge and there is sufficient ground for entering into an investigation.

(b) If an information, relating to commission of a Cognizable offence punishable with imprisonment of 3 years or more but less than 7 years, is received by an Officer in Charge and there does not exist a prima facie case but after the conduct of preliminary enquiry in accordance with the standard operating procedure laid down in DGP Circular No. 01 of 2024 dated 27th June 2024, it has been concluded that there exists a prima facie case.

(c) If a Cognizable offence has been committed in the presence of the Police officer and the Officer in Charge decides to take a suo motu case.

(d) If there is an information, relating to commission of a Cognizable offence, in which the Superintendent of Police has ordered an investigation under Section 173(4), BNSS or the court has ordered an investigation under Section 175(3), BNSS.

(e) If there is an information, relating to commission of a Non-Cognizable offence, in which the court has ordered an investigation under Section 174(2), BNSS.

Procedure in case of Child in Conflict with Law (CICL)

22. No First Information Report shall be registered except where a heinous offence is alleged to have been committed by the child, or when such offence is alleged to have been committed jointly with adults. In all other matters, the Special Juvenile Police Unit or the Child Welfare Police Officer shall record the information regarding the offence alleged to have been committed by the child in the general daily diary followed by a social

background report of the child in Form 1 of the Juvenile Justice (Care & Protection) Model Rules, 2016 and circumstances under which the child was apprehended, wherever applicable, and forward it to the Juvenile Justice Board before the first hearing.

Salient Points of Registration of FIR

23. Some salient points of FIR are as follows:

- (a) First Information Report must be recorded with all available details in unambiguous terms in the actual words of the informant, and in a plain and simple language. All columns of FIR must be filled and no column should be left blank. Corrections, erasures, scorings, or over-writings must be avoided.
- (b) Whenever it is found that having regard to the time and date of occurrence, the distance from the place of occurrence to the Police Station and other relevant circumstances, the first informant has delayed lodging the First Information, a full and detailed account of the circumstances which contributed to such delay must be elicited from the informant in his oral statement.

Procedure when territorial jurisdiction is under dispute

24. If there is a conflict of opinion between the officers in charge of two Police station regarding the territorial jurisdiction at a place of occurrence, the dispute shall be resolved as follows:

- (a) If both Police stations are located in the same circle, the decision of the concerned Circle Inspector or the concerned Sub-Divisional Police Officer or the District Superintendent of Police, as the case may be, shall be final.
- (b) If both Police stations are located different Police Circles but in the same Police Sub-Division, the decision of the concerned Sub-Divisional Police Officer or the District Superintendent of Police, as the case may be, shall be final.
- (c) If both Police stations are located in different Police Sub-Divisions but in the same District, the decision of the District Superintendent of Police shall be final.
- (d) If the Police stations are located in neighboring Districts falling in the same Police Range, the decision of the Inspector General of Police or Deputy Inspector General of Police in charge of the Police Range shall be final.
- (e) If the Police stations are located in neighboring District falling in different Police Ranges within the State of Meghalaya, the decision of the Director General of Police or the administrative head of law & order branch of Police Headquarter shall be final.
- (f) If one of the Police stations is located in neighboring State, the matter shall be taken up between the concerned Superintendents of Police, and Deputy Inspectors General of Police for a mutual resolution. If the dispute persists, the concerned Superintendent of

Police shall refer the matter to the Director General of Police for resolution in consultation with his counterpart in the neighboring State.

(g) If the Directors General of Police are unable to resolve the dispute, the matter shall be referred to the State Governments concerned.

Procedure when the offence is committed across more than one Police station

25. In cases where the officers in charge of two or more Police stations have jurisdiction in respect of the same offence, and information is laid simultaneously at such stations, all such officers in charge are empowered to conduct investigation. However, according to Article 20 (2) of the Constitution of India, no person shall be prosecuted and punished for the same offence more than once. Therefore, the competent authority as mentioned above for deciding the territorial jurisdiction under dispute shall, as soon as possible and before the submission of Police report u/s 193 BNSS, take a decision as to which Police station should conduct the investigation and file such report.

FIR to be registered forthwith

26. The Officer in Charge must register the FIR forthwith without any delay if there exists a prima facie case where no preliminary enquiry is permissible. If there does not exist a prima facie case, the Officer in Charge may conduct a preliminary enquiry and if after conduct of preliminary enquiry, there are materials to suggest that there exists a prima facie case, First Information Report shall be registered forthwith.

FIR not be cancelled once registered

27. No FIR shall be cancelled once registered.

Form for Registration

28. The First Information Report shall be registered by the Station House Officer or Officer in Charge of a Police station in the prescribed format (Annexure-1). FIR cannot be registered at an Out Post, Beat House, Anti-Dacoity Camp, Operation Group Center, etc. All such information, whether after conduct of preliminary enquiry or otherwise, shall be forwarded to the concerned Officer in Charge by the In Charge of such Police Out Post, Beat House, Anti-Dacoity Camp etc.

Numbering of FIR

29. The FIR shall be numbered from Sl. No. 1 onwards in each year for each Police Station. FIR No. shall be denoted as serial number followed by the year of registration separated by "/". For example, the 15th case of the year 2024 shall be numbered as "15/2024". In case of Zero FIR, the FIR shall be numbered as "Zero FIR".

Original FIR to be forwarded to court without delay

30. The original FIR containing the signature of the informant and Officer in Charge in original shall be despatched to the court without delay either on the same day or next day. All FIRs shall be despatched in closed envelope to the court so as to ensure that the identity of the informant, accused persons, child in conflict with law, victim, survivor etc. is not disclosed to any person not connected with investigation or prosecution of the case unless specially empowered by law.

Copy of FIR to be provided to informant

31. A copy of the FIR shall be given forthwith to the informant free of cost. Not providing copy of FIR to the informant forthwith shall be construed as a misconduct and shall make the Officer in Charge liable for departmental action.

Other Copies of FIR

32. One copy each shall be forwarded to the Superintendent of Police, Sub-divisional Police Officer, Circle Inspector, District Crime Records Bureau, CCTNS Operator, and Investigation Officer. One copy shall be kept in PS records. All copies of FIR shall be despatched without delay either on the same day or next day.

Police not to provide copy of FIR to the accused

33. The Officer in Charge shall not give the copy of FIR to accused person(s). If they approach the Officer in Charge for the same, they shall be made to understand that they need to file prayer in the court and obtain certified copy from the court. However, if a First Information Report is registered against a child in conflict with law, a copy of the FIR shall be made available to the child forthwith.

Supplementary FIR

34. If one or more FIRs are submitted by same or different informants related to the commission of an offence in which FIR has already been registered, the same shall be treated as supplementary FIR to the original FIR. The Investigation Officer shall make note of the same in the case diary and proceed with investigation.

Subsequent Action

35. Once the report has been entered in the First Information Report, the investigation of the offence will be commenced at the crime scene with the least possible delay, and the Officer in Charge will himself proceed to the spot. If there are reasons that render this

impossible or unnecessary, he will depute a competent officer to take up the investigation who will proceed to the spot without delay.

Investigation before registration of case

36. The First Information Report shall invariably be written before the Investigation Officer proceeds to make an investigation. But, if a report of a serious crime is received by the Officer in Charge of a Police Station, he must leave for the scene of offence directing the officer whom he places In Charge of the station or the station writer, as the case may be to register the case. For example, if an Officer in Charge is informed that a serious breach of the peace is occurring in his jurisdiction or that a drunkard is running amuck with a weapon after inflicting serious injuries on persons, it is the duty of the Officer in Charge to proceed to the scene at once and prevent the commission of further offences. He should not delay proceeding to the scene for the sake of issuing a First Information Report, which could be left to one of his subordinates.

Use of the First Information Report

37. The First Information Report is a very important document. It is the earliest record made of an alleged offence before there is time for its particulars to be forgotten or embellished. It can be used to corroborate or impeach the testimony of the person lodging it under Sections 148, 160 and 161 of the Bharatiya Sakshya Adhiniyam, 2023. It can also be used under Clause (a) of Section 26 and illustrations (j) and (k) under Section 6 of the Bharatiya Sakshya Adhiniyam, 2023. The necessity of drawing up this document with the utmost care and accuracy and with all available details need not, therefore, be overemphasized.

Procedure in Non-Cognizable offence

38. If the act alleged in the information constitutes a Non-Cognizable offence, the Officer in Charge shall explain the same to the informant, and refer the informant to the concerned Judicial Magistrate. The Officer in Charge does not need to take any further action in such matters till an order is issued by the concerned court in the matter.

39. If a Non-Cognizable offence is committed in the presence of a Police officer, such officer shall submit the information to the concerned Officer in Charge in writing at the earliest. The power of arrest without warrant in such cases is not available to the Police officer. The Officer in Charge shall make a general diary entry.

40. Extract of all general diary entries pertaining to all Non-Cognizable Offence reported at a Police station in a fortnight (15 days) shall be forwarded to the concerned Judicial Magistrate at least once every fortnight.

41. A court may order investigation of a Non-Cognizable offence under Section 174(2), BNSS. If such order is issued, the Officer in Charge shall make a general diary entry and register FIR. The written information submitted by the informant to the court along with the order of investigation shall be considered as the first information in such cases. In such cases, the power of arrest without warrant shall not available to the Investigation Officer. The Police report in such cases shall be filed in the same court which ordered investigation. If such court is not empowered to take cognizance of such Police report, the report shall be filed in a competent court.

Procedure when case relates to combination of Cognizable and Non-Cognizable offence

42. If the act alleged in the information constitutes a combination of one or more Non-Cognizable offence as well as Cognizable offences, all the offences shall be considered as Cognizable and the Officer in Charge shall take action accordingly.

Procedure to deal with Cognizable offence if Police not empowered to investigate

43. If the act alleged in the information constitutes a Cognizable offence but Police is not empowered to investigate or empowered to investigate under special conditions like submission of FIR by a particular category of public servant etc., the Officer in Charge shall explain the same to the informant, and refuse investigation. He may also refer the information to the concerned law enforcement agency and give written intimation to the informant accordingly.

Procedure to deal with Cognizable offence if PO is outside jurisdiction (Zero FIR)

44. If the act alleged in the information constitutes a Cognizable offence and Police is empowered to investigate the case under Bharatiya Nagarik Suraksha Sanhita, 2023 or any other enactment in force for the time being, he shall register the case as "Zero FIR". i.e., in the column "FIR No.", the words "Zero FIR" shall be written. After registration of the case, he shall forward the FIR in original to the concerned Officer in Charge through the Superintendent of Police. Such FIRs shall not be sent to the court or any other authority except the Superintendent of Police.

Procedure when SP orders investigation in a Cognizable offence

45. The District Superintendent of Police may order investigation of a Cognizable offence under Section 173(4), BNSS. In such cases, the Officer in Charge shall make a general diary entry and register FIR. The written information, in original, submitted by the informant to the Superintendent of Police along with the order of investigation shall be

considered as the first information in such cases. Preliminary enquiry shall not be permissible in such cases.

Procedure when court orders investigation in a Cognizable offence

46. A court may order investigation of a Cognizable offence under Section 175(3), BNSS. In such cases, the Officer in Charge shall make a general diary entry and register FIR. The written information submitted by the informant to the court along with the order of investigation shall be considered as the first information in such cases. If any particular officer has been directed by the court to conduct investigation, the Officer in Charge shall entrust the information to that officer only. The Police report in such cases shall be filed in the same court which ordered investigation. If such court is not empowered to take cognizance of such Police report, the report shall be filed in a competent court. Preliminary enquiry shall not be permissible in such cases.

Procedure to deal with Cognizable offence in other scenarios

47. If the act alleged in the information constitutes a Cognizable offence and Police is empowered to investigate, the Officer in Charge shall take further action based on the quantum of punishment prescribed for the alleged offence.

If alleged offence is punishable with an imprisonment of less than 3 years

48. If the act alleged in the information constitutes a Cognizable offence punishable with an imprisonment of less than 3 years, the Officer in Charge shall register the case and investigate unless there is no sufficient ground for entering into an investigation.

If alleged offence is punishable with an imprisonment of 3 years or more but less than 7 years

49. If the act alleged in the information constitutes a Cognizable offence punishable with an imprisonment of 3 years or more but less than 7 years, the Officer in Charge will check whether there exists a prima facie case. If there exists a prima facie case, he shall register the case and investigate unless there is no sufficient ground for entering into an investigation. If there does not exist a prima facie case, he may register the preliminary enquiry in accordance with the DGP Circular No. 01/2024 dated 27th June 2024 and take further action accordingly or refuse investigation as per procedure.

If alleged offence is punishable with an imprisonment of 7 years or more

50. If the act alleged in the information constitutes a Cognizable offence punishable with an imprisonment of 7 years or more, the Officer in Charge shall register the case and investigate unless there is no sufficient ground for entering into an investigation.

Special provision related to a Cognizable offence against a child

51. On receipt of information in respect of a Cognizable offence against a child, the Police shall register a First Information Report (FIR) forthwith. Further, when a complaint is received about a child who is missing, the Police shall register a First Information Report forthwith. Preliminary enquiry shall not be permissible in such cases.

Procedure to refuse investigation

52. If an information relating to commission of a Cognizable offence is given to the Officer in Charge and after due diligence, it appears to him that there is no sufficient ground for entering on an investigation, he shall not investigate the case. However, in all such cases, the Officer in Charge shall register the FIR and tick the option "Refused investigation due to (report enclosed)" in the Column 23 of Annexure-I (Action taken by Officer in Charge) and submit a report to the court stating the reasons for not fully complying with the requirements of Section 176(1) BNSS i.e., explaining the justification for refusing the investigation. He shall take further action based on the order of the court. In such FIRs, Column 8 of Annexure-1 (Offence) may be left blank if first information does not constitute an offence. He shall also intimate the informant in prescribed format (Annexure-2).

Submission of GD entries to court in Cognizable Offences

53. If an information related to commission of a Cognizable offence against any person by name is given to the Officer in Charge and after due diligence, he finds that the case is of not of a serious nature, he need not proceed in person or depute a subordinate officer to make an investigation on the spot. He shall make general diary entry accordingly and enclose the same in the Police report u/s 193 BNSS. He shall also forward all such entries to the concerned Judicial Magistrate at least once every fortnight.

Police Officers competent to investigate a case

54. Unless there are express provision in a law requiring investigation of the case to be conducted by Police Officers of a particular rank, all cases may be investigated by any Police Officer of the rank of Head Constable or above. The Officer in Charge must take into consideration the aptitude, experience, and expertise of a Police Officer before endorsing a case to him.

Creation of e-Mail IDs

55. In order to facilitate submission of first information through electronic communication, all District Superintendents of Police shall create NIC e-Mail IDs for all

Police Stations, Out Posts, etc. as well as all Gazetted and Non-Gazetted Police Officers. This exercise shall be completed at the earliest in coordination with the District Information Officer concerned and the e-mail IDs thus created shall be given wide publicity through press release, social media, Government websites etc.

56. This circular shall come into effect w.e.f. 1st July, 2024 and remain in operation until further orders. Any circular, order etc. related to similar matter issued earlier by this officer, Law & Order Branch, Range Deputy Inspector General of Police, Superintendents of Police, or any other competent authority within the Meghalaya Police Force shall stand repealed once this circular comes into operation.

Sd/-

(I. Nongrang, IPS)

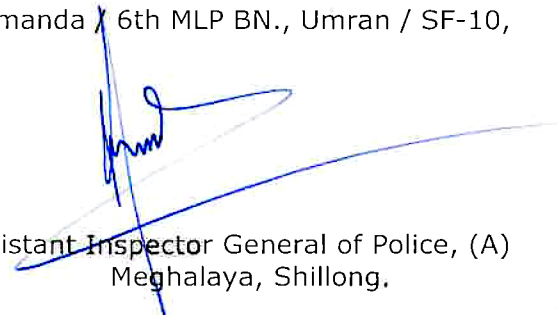
Director General of Police
Meghalaya, Shillong

Memo No. MG/Court/Misc./2024/171

Dated Shillong, the 1st 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 General 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., Sahbsein / 4th MLP BN., Sohpien / 5th MLP BN., Samanda / 6th MLP BN., Umran / SF-10, Meghalaya.


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

ANNEXURE-1**(FIRST INFORMATION REPORT)**

1.	District			
2.	Police Station			
3.	Year			
4.	FIR No.			
5.	Date on which investigation ordered by court or superior officer, if applicable			
6.	Date of Registration			
7.	Type of case	<input type="checkbox"/> Cognizable Case	<input type="checkbox"/> Non-Cognizable Case	
8.	Offence			
9.	Date & Time of Occurrence:	From		
		To		
10.	Date & Time of receipt of information at PS	From		
		To		
11.	General Diary Entry No.			
12.	Type of Information:	<input type="checkbox"/> Written	<input type="checkbox"/> Oral	<input type="checkbox"/> Electronic Communication
13.	Place of Occurrence (PO)			
14.	Direction & Distance of PO from PS			
15.	In case, PO falls outside the territorial jurisdiction of the PS, then	District		
		Police Station		
16.	Name & Particulars of Complainant/Informant	Name		
		Father's/ Husband's Name		
		Date of Birth/Age		
		Gender	Male / Female / Other	
		Nationality		
		ID No.		
		Address		
Occupation				

17.	Details of known suspect/unknown suspect, if any, with full particulars	
18.	Reason for delay in reporting by the complainant/informant	
19.	Particulars of property stolen	
20.	Total value of property stolen	
21.	Inquest Report / U.D. case No., if any	
22.	First Information Contents	
23.	Action Taken by Officer in charge	<input type="checkbox"/> Registered the case and took up investigation.
		<input type="checkbox"/> Directed (Name of IO) to take up the investigation.
		<input type="checkbox"/> Refused investigation due to (report enclosed)
		<input type="checkbox"/> Transferred to P.S. District on point of jurisdiction.
24.	FIR read over to the complainant / informant & admitted to be correctly recorded (R.O.A.C.). Copy given to the complainant / informant, free cost.	
25.	Signature / Thumb Impression of Informant	Signature & Seal of Officer In Charge Name: Designation:
26.	Date and time of despatch to the court:	

ANNEXURE-2

(INTIMATION OF REFUSAL OF INVESTIGATION)

Memo No.

Date

To,

.....
.....

Ref :..... **PS GDE No.**

Dated

Madam/Sir,

In connection with the general diary entry under reference, it is to be informed that on perusal of information, it appears to the undersigned that there is no sufficient ground for entering into investigation. Therefore, the undersigned in exercise of authority vested under Clause (b) to the first proviso to Section 176 (1) BNSS, has decided not to enter into investigation. It is to be informed that you feel aggrieved by the refusal herein and are of the opinion that there is sufficient ground for entering into investigation, you may send the substance of this information, in writing and by post, to the Superintendent of Police, District for further necessary action.

Place

Date

Signature of OC