

FIRST INFORMATION REPORT

(Under Section 154 Cr.P.C.)

1. District..... P.S. Year..... FIR No. Date.....
2. (i) Act Sections
- (ii) Act Sections
- (iii) Act Sections
- (iv) Other Acts & Sections
3. (a) Occurrence of offence: Day..... Date from..... Date to.....
Time Period Time from..... Time to.....
- (b) Information received at P.S.: Date Time
- (c) General Diary Reference : Entry No. Time
4. Type of Information : Written / Oral
5. Place of Occurrence : (a) Direction and distance from P.S.
..... Best No.
- (b) Address.....
- (c) In case, outside the limit of this Police Station, then
Name of P.S. District
6. Complainant / Informant :
(a) Name
- (b) Father's/Husband's Name
- (c) Date/Year of Birth (d) Nationality
- (e) Passport No. Date of Issue Place of Issue
- (f) Occupation
- (g) Address
7. Details of known/suspected/unknown accused with full particulars:
(Attach separate sheet, if necessary)
(1)
- (2)
- (3)
8. Reasons for delay in reporting by the complainant / informant
.....
9. Particulars of properties stolen (Attach separate sheet, if necessary)
.....

10. Total value of property stolen
11. Inquest Report / U.D. case No., if any
12. First Information contents (Attach separate sheet, if required) :

13. **Action taken:** Since the above information reveals commission of offence(s) u/s as mentioned at Item No. 2. :
 - (1) Registered the case and took up the investigation or
 - (2) Directed (Name of I.O.) Rank No. to take up the Investigation or
 - (3) Refused investigation due to or
 - (4) Transferred to P.S. District on point of jurisdiction.

F.I.R. read over to the complainant / informant, admitted to be correctly recorded and a copy given to the complainant /informant, free of cost.

R.O.A.C.

Signature of Officer in charge, Police Station

Name

14. Signature / Thumb impression of the complainant / informant.

Rank..... **No.**

15. Date and time of despatch to the court

— : 2/2 : —

Attachment to item 7 of First Information Report

Physical features, deformities and other details of the suspect/accused : (If known / seen)

Sl. No.	Sex	Date/Year of Birth	Build	Height (cms.)	Complexion	Identification Mark(s)
1.	2.	3	4	5	6	7

Deformities/ Peculiarities	Teeth	Hair	Eyes	Habit(s)	Dress Habit(s)
8	9	10	11	12	13

LANGUAGE/ DIALECT	PLACE OF				
	Burn Mark	Leucoderma	Mole	Scar	Tattoo
14	15	16	17	18	19

These fields will be entered only if complainant/informant gives any one or more particulars about the suspect/accused.

CRIME DETAILS FORM

1. District P.S. Year FIR No. Date
2. Acts and Sections
3. Place of occurrence shown by:
Name Father's/Husband's Name
Address
4. Type of crime :
- (i) Major Head (ii) Minor Head
- (iii) Method(s) (1)
(2)
(3)
- (iv) Conveyance(s) used
- (v) Character assumed
- (vi) Language / Dialect used
- (vii) Special feature -1
Special feature -2
Special feature -3
- (viii) Type of place of occurrence
- (ix) Type of property stolen [4 types] (Major head of the property to be filled) :
1) 2)
3) 4)
5. Particulars of the victim(s) (Attach separate sheet, if required):

[illegible]

6. Motive of crime
7. Details of properties stolen/involved (Use appropriate prescribed form(s) and attach).
8. Date and time of visit to the place of occurrence:
Date Time
9. Description of the place of occurrence.

10. Description of physical evidence from the scene of crime for the property recovered/seized for the purpose of investigation.

- (i) Witness: Name
Address
- (ii) Witness: Name
Address

11. Sketch/ Map of the place of occurrence (Attach sketch/ map with legends separately, if needed. If to scale, indicate so. May be certified and signed by witnesses, if required).

Whether the Sketch/Map prepared by draftsman? Yes/No

Signature of Investigating Officer

Name.....

Place

Rank No.

Date

Attachment to Item 7 of Crime Details Form or Item 10 of Property Search & Seizure Form.

N.C.R.B.

Details of identifiable numbered or unnumbered property including fire-arms seized/ recovered/ stolen/ involved:

District..... P.S. Year FIR No. Date

Sl. No.	Type of property	Estimated value (Rs.)	Quantity	Make	Model/ Bore	Number	Special marks of identification	Country of origin	Seized/ Recovered/ Stolen/ Involved	Belonging to victim/ accused or abandoned	Insurance certificate No	Name of insurance company
1	2	3	4	5	6	7	8	9	10	11	12	13

Witness-1

Signature

Witness-2

Signature

Signature of Investigating Officer

Name

Rank

No

Attachment to Item 7 of Crime Details Form or Item 10 of Property Search & Seizure Form.

N.C.R.B.

Details of Cultural property seized/recovered/stolen:

District..... P.S. Year..... FIR No. Date.....

Sl. No.	Type	Material used	Nomenclature	Height	Breadth	Depth	Weight	Age AD/BC	Estimated Value (Rs.)	Special features			Seized/Recovered/Stolen	Photograph collected Yes/No	ASI certificate No.	Insurance certificate No and name of the company
				cm-mm	cm-mm	cm-mm	kg.-gm.			-1	-2	-3				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Witness-1

Signature

Signature of Investigating Officer

Name

Rank **No.**

Witness-2

Signature

Attachment to Item 7 of Crime Details Form or Item 10 of Property Search & Seizure form.

N.C.R.B.

Details of Automobile seized/recovered/stolen/involved

District P.S. Year FIR No. Date

Sl. No.	Type of automobile	Estimated value (Rs.)	Make	Colour	Model (Year)	Regn. No.	Chassis No.	Engine No.	Seized/ Recovered/ Stolen/ Involved	Belonging to victim/ accused or abandoned	Insurance certificate No.	Name of insurance company
1	2	3	4	5	6	7	8	9	10	11	12	13

Witness-1

Signature

Witness-2

Signature

Signature of Investigating Officer

Name

Rank No.

ARREST/ COURT SURRENDER FORM
(Separate form for each accused)

1. District P.S. Year FIR/Proceeding /G.D. No. Date
Alphanumeric code of the accused..... (Write A1 to A9 for the first 9 persons, B1 for 10th person & so on)
2. Date, Time and Place of arrest/surrender: Date Time..... G.D.No.....
Place of arrest : P.S. District
3. Name of the court (if surrendered):
4. Acts and Sections:
5. Arrested and forwarded/ Arrested and released on bail or PR bond/ Arrested but released on anticipatory bail/
Arrested and remanded to police custody/ Surrendered in court and bailed out/ Surrendered in court and sent to
judicial custody/ Surrendered in court and remanded to police custody.
(tick '✓' applicable portion).
6. Particulars of the arrested person:
 - (i) Name
 - (ii) Father's / Husband's Name
 - (iii) First Alias (iv) Second Alias
 - (v) Nationality (vi) (a) Voter Id. card No.
(b) Passport No. (c) Date of issue (d) Place of issue
 - (vii) Religion (viii) Caste/Tribe
 - (ix) SC/ST/OBC..... (x) Occupation
 - (xi) Permanent Address Distt..... P.S.....
 - (xii) Present Address Distt P.S.....
7. Injuries, cause of injuries and physical condition of the arrested person (Indicate if medically examined) :
.....
.....
8. The arrested person, after being informed of the grounds of arrest and his legal rights, was duly taken into
custody on(date) at(hours) at (place). The following article(s) was/were found
on physical search, conducted on the person of the arrested person and was/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).
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.
Intimation given to Shri/Smt (relation of) on (date) at (hrs.)

— : 1/2 : —

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

Sex	Date/Year of Birth	Build	Height (cms.)	Complexion	Identification Marks(s)
1	2	3	4	5	6

Deformities/ peculiarities	Teeth	Hair	Eyes	Habit (s)	Dress Habit(s)	Language/ Dialect	PLACE OF				
							Burn mark	Leuco- derma	Mole	Scar	Tattoo
7	8	9	10	11	12	13	14	15	16	17	18

Other features, if any

10. Whether finger-prints taken : Yes/No

11. Socio-economic profile of the arrested person :

(a) Living Status: Living alone / Living with family / with associate in pucca house / hotel / hostel / katcha house / thatched house / slum / homeless / harbourer.

(b) Educational qualification(s) (c) Occupation

(d) Income Group:

(i) Economically weaker section (Annual income below Rs. 25,000/-) (ii) Lower income (Rs.25,001/- to Rs.50,000/-)

(iii) Lower middle income (Rs. 50,001/- to Rs. 1,00,000/-) (iv) Middle income (Rs.1,00,001/- to Rs.2,00,000/-)

(v) Upper middle income(Rs.2,00,001/- to Rs.3,00,000/-) (vi) Upper income (Above Rs.3,00,000/-)

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

(a) Is dangerous: Yes/No (b) Previously jumped any bail Yes/No

(c) Is generally armed Yes/No (d) Operates with accomplices Yes/No

(e) Is known/listed criminal Yes/No (f) Is recidivist Yes/No

(g) Is likely to jump bail Yes/No (h) If released on bail, likely to commit crime or threaten victims/witnesses. Yes/No

(i) Is wanted in any other case Yes/No
(If Yes against item (b), (e) or (i), give case reference/Sections. Attach separate sheet, if required)

13. Name and address of the witnesses (At least one witness is necessary)

1. Signature

2. Signature

14. Signature or LTI of arrested person.

Signature of Investigating Officer

Name

RankNo.

Place

Date

PROPERTY SEARCH & SEIZURE FORM
(Search/Production/Recovery u/s 51/102/165 Cr.P.C..... etc.)

1. District P.S. Year FIR/G.D.No. Date
2. Acts and Sections
3. Nature of property seized: Stolen/Unclaimed/Unlawful possession/Involved/Intestate.
4. Property seized/ recovered: (a) Date..... (b) Time.....
(c) Place
(d) Description of the place
5. Person from whom seized /recovered :
Name..... Father's/Husband's name
Sex Age Occupation
Address
Professional receiver of stolen property. Yes/No
6. Witnesses:
(i) Name Father's/Husband's name
Age Occupation Address
.....
(ii) Name Father's/Husband's Name
Age Occupation Address
.....
7. Action taken/recommended for disposal of perishable property.....
8. Action taken/recommended for keeping of valuable property
9. Identification required. Yes/No
10. Details of properties seized/ recovered (Use appropriate prescribed form(s) and attach).
(1)
(2)
(Attach separate sheet, if required)

I.I.F.-IV

11. Circumstances/grounds for seizure

12. The above mentioned properties were seized in accordance with the provisions of law in the presence of the above said witnesses/* and a copy of the seizure form was given to the person/ the occupant of the place from whom seized.

13. The following properties were packed and/or sealed and the signature of the above said witnesses obtained thereon or on the body of the property.

Sl. No.	Property	Indicate whether signature obtained on the packet or on the body of the property
1	2	3

Signature of the person from whom seized
(if present)

Specimen of the seal is given below

Witness-1

Signature

Signature of Investigating officer

Witness-2

Name

RankNo.....

Place..... Date.....

Signature

* In case the property is seized from such a place that no receipt is required to be given to anybody, this portion of the sentence should be struck off

Details of Counterfeit Currency recovered/seized :

District P.S. Year..... FIR No. Date.....

Sl No.	Number of pieces	Series	Serial Number	Type of currency	Denomination	Visible counterfeiting mark(s)
1	2	3	4	5	6	7

Witness-1

Signature

Witness - 2

Signature

Signature of Investigating Officer

Name

Rank No.

Attachment to Item 10 of Property Search & Seizure Form.

N.C.R.B.

Details of Narcotic drugs recovered/seized:

District P.S. Year..... FIR No. Date.....

Sl. No.	Name of drug	No. of packets	Weight (kg./gms.)	Description of the packing and marking. if any	Method of concealment	Estimated value (Rs.)
1	2	3	4	5	6	7

Whether the notice under Section 50 of NDPS Act served on the person ? Yes/No

Whether the Laboratory analysis form filled on the spot ? Yes/No

Witness-1

Signature of Magistrate (when present) /Gazetted Officer

Signature of Investigating Officer

Signature

Name

Name

Witness - 2

Court

Rank No.

Signature

FINAL FORM/ REPORT
(Under Section 173 Cr.P.C.)

IN THE COURT OF

1. District P.S. Year FIR No. Date
2. Final Report / Charge Sheet No. 3. Date
4. (i) Act Sections
- (ii) Act Sections
- (iii) Act Sections
- (iv) Other Acts & Sections
5. Type of Final Form/Report: Charge Sheet / Not charge sheeted for want of evidence / FR True, Undetected / FR True, Untraced / FR True, offence abated / FR Unoccurred.
(tick '✓' applicable portion).
6. If FR Unoccurred: False/Mistake of Fact/Mistake of law/Non cognisable /Civil nature.
(tick '✓' applicable portion).
7. If Charge sheet : Original / Supplementary.
(tick '✓' applicable portion).
8. Name of I.O. Rank No.
(at the time of charge sheet)
9. (a) Name of complainant / informant
- (b) Father's / Husband's name
10. Details of Properties/Articles/Documents recovered/seized during investigation and relied upon (separate list can be attached, if necessary).

Sl. No.	Property description	Estimated value (Rs.)	P.S. Property Register No.	From whom/ where recovered or seized	Disposal
1	2	3	4	5	6

11. Particulars of accused persons charge-sheeted: (Use separate sheet for each accused)
Sl. No.
- (i) Name Whether verified
- (ii) Father's/Husband's name (iii) Date/ Year of birth
- (iv) Sex (v) Nationality (vi) Passport No.
- Date of Issue Place of Issue
- (vii) Religion (viii) Whether SC/ST/OBC (ix) Occupation

12. Particulars of accused persons - not charge sheeted (suspect) : (Use separate sheet for each suspect)

Sl. No.

(i) Name Whether verified.....

(ii) Father's/Husband's Name (iii) Date/Year of birth

(iv) Sex (v) Nationality (vi) Passport No.

Date of Issue..... Place of Issue

(vii) Religion (viii) Whether SC/ST/OBC (ix) Occupation

(x) Address.....

..... Whether verified

(xi) Provisional criminal No.

(xii) Suspicion approved : Yes/No

(xiii) Status of the accused (suspect):
Bailed by police/Bailed by court/ Judicial custody/Not arrested
(tick '✓' applicable portion).

(xiv) Under Acts & Sections

(xv) Any Special remarks including reasons for not charge sheeting

14. If FR is false, indicate action taken or proposed to be taken u/s 182/211 I.P.C.

15. Result of Laboratory analysis

16. Brief facts of the case (Add separate sheet, if necessary)

17. Refer Notice served : Yes/No Date.....
(Acknowledgement to be placed)

18. Despatched on

19. No. of enclosures

20. List of enclosures : As annexed

Forwarded by Officer in charge

Name

Rank No.

Signature of Investigating Officer

submitting Final report/Charge sheet

Name

Rank No.

COURT DISPOSAL FORM

IN THE COURT OF

1. District P.S. Year FIR / Proceeding No..... Date..... 2. Charge sheet No..... Date.....
 3. Judicial file/Court case No. 4. Acts & Sections of Law
 5. Date of framing charge in court 6. Type of case 7. Date of judgement
 8. Name(s) of the prosecutor
 9. Details of court disposal in respect of the adult accused persons :

Sl. No.	Name of the accused	Provisional criminal number	Regular criminal number	Type of disposal	Acts & Sections of law under which convicted	Type of punishment	Period of punishment	Amount of Fine (Rs.)	Period of Bond	Amount of Bond (Rs.)	Finger prints taken Yes/No
1	2	3	4	5	6	7	8	9	10	11	12

10. Details of Court disposal in respect of Juveniles:

Sl. No.	Name of the accused	Provisional criminal number	Regular criminal number	Type of disposal	Acts & Sections of law under which convicted	Type of punishment	Period of detention / care	Amount of fine (Rs.)	Name & Address of the Special home/ Jvenile home/ Observation house, to which sent	Finger prints taken Yes/No
1	2	3	4	5	6	7	8	9	10	11

11. Reasons of Acquittal

12. Other comments / strictures passed by the court:

13. Appeal preferred Yes / No - By State / By accused / By complainant

Signature of the P.P./A.P.P. preparing the form

Name

Date

RESULT OF APPEAL FORM

IN THE COURT OF

1. District P.S. Year FIR / Proceeding No. Date
2. Charge sheet No. Date
3. Judicial file/Court case No.
4. Appellant party : State / Accused / Complainant
5. Appeal No. 6. Date of appeal
7. Date of judgement
8. Particulars of the results of appeal in respect of the adult accused persons :

Sl. No.	Name of the accused	Provisional criminal number	Regular criminal number	Acts & Sections of law under which convicted	Result of appeal	Type of punishment	Period of punishment	Amount of fine (Rs.)	Period of bond	Amount of bond (Rs.)
1	2	3	4	5	6	7	8	9	10	11

The columns showing "Acts & Sections of Law" onward should be filled up only in case there is change in punishment in case of conviction or when acquittal is set aside, both in respect of adults and juveniles.

9. Particulars of the results of appeal in respect of Juveniles:

Sl. No.	Name of the accused	Provisional criminal number	Regular criminal number	Acts & Sections of law under which convicted	Result of appeal	Type of punishment	Period of detention/ care	Amount of fine (Rs.)	Name & address of the Special home/Juvenile home/Observation house, to which sent
1	2	3	4	5	6	7	8	9	10

10. Any notable observations of the Appellate court on the Investigation / Prosecution / Lower courts :

11. Other comments / strictures passed by the court :

12. Remarks, particularly in regard to further appeal, if any :

Signature of the P.P./A.P.P. preparing the form

Name

Date