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29/6/24

OFFICE OF THE
DIRECTOR GENERAL OF POLICE,
HIMACHAL PRADESH, POLICE HEADQUARTERS
SHIMLA-171002

No. L&O-4-6(Misc)2024-

Dated:

STANDING ORDER (SO) No 02 OF 2024

Subject:- Creation and maintenance of Register No. 30 for Preliminary Enquiry Under the Bharatiya Nagarik Suraksha Sanhita (BNSS)2023.

1. Introduction:-

1.1. The Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023, establishes robust framework for the conduct of preliminary inquiries, ensuring that investigations are initiated with diligence, transparency, and respect for the rights of all involved parties. This Standard Operating (SO) has been developed to provide clear and comprehensive guidelines for police officers and relevant personnel as per the BNSS, 2023.

1.2. The SO underscores the importance of obtaining prior approval from senior officers, maintaining meticulous records, and adhering to strict timelines, thereby fostering a culture of accountability and efficiency within the police force.

1.3. The BNSS, 2023, signifies a progression from previous legal guidelines, including the landmark Lalita Kumari judgment, by broadening the scope and stipulating detailed procedures for preliminary inquiries. It mandates that such inquiries must be completed within fourteen days, with the requirement of prior permission from a Deputy Superintendent of Police, thereby enhancing monitoring and accountability.

1.4. Through rigorous adherence to this SO, the police force can ensure that all preliminary inquiries are conducted with the highest standards of professionalism, integrity, and respect for legal protocols.

1.5. This SO is a suggested guideline which is being shared for use of police and enforcement units within the State of H.P.

2. Objective

To provide guidelines for conducting preliminary inquiries as per Section 173(3) of the Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023. This SO aims to ensure that all inquiries are carried out efficiently, lawfully, and in a manner that upholds the rights of all parties involved.



O/o The Director General of Police,
Himachal Pradesh, Shimla-02

2035
29-6-24

No. L&O-04-6(Misc)/2024-

Dated:

CORRIGENDUM

In partial modification of Standing Order No-02 of 2024 issued vide this office letter endst. No. L&O-4-6(Misc)-12984-13004 dated 29-06-2024 regarding creation and maintenance of register No-30 for preliminary enquiry under the Bharatiya Nagrik Suraksha Sanhita (BNSS) 2023. the word **Register No. 30** may be read as **Register No. 31**.

(By Order)

Director General of Police,
Himachal Pradesh, Shimla-2

Endst. No. L&O-04-6(Misc)2024-2140-2160/CR. Dated- 29.06.2024.
Copy is forwarded for information and necessary action to:-

1. The Director General of Police, State CID, H.P. Shimla-9
2. The Addl. Director General of Police, SV&ACB, Shimla-2
3. The IGP/ DIG Ranges in H.P.
4. The Dy. Inspector General of Police, PTC Daroh, Kangra.
5. All District Superintendent of Police in Himachal Pradesh.
6. The Addl. SP SCRB, Shimla-2

(Sd/-)

For Director General of Police
Himachal Pradesh, Shimla-2

3. **Procedure to be followed under the Standing Order**

In view of the above, it is imperative that a new Register number 30 in each Police Station, called the **Register of Preliminary Enquiries** is maintained for keeping complete and up to date record of such cases taking place within the jurisdiction of Police Station.

4. In compliance of the SOP issued by BPR&D with regard to conduct Preliminary Enquiry under the Bharatiy Nagarik Suraksha Sanhita (BNSS), 2023, format of register of Preliminary Inquiry conducted u/s 173(3) of BNSS-2023 at SHO Level and Dy.SP Level is attached herewith as Part-1 (SHO Level) part-2 (Dy.SP Level) respectively.

5. **Other instructions about Register of Preliminary Enquiry**

- a) Relevant provisions of PPR, as applicable in HP, namely 22.46 shall be applicable to the aforesaid Register of Preliminary Enquiries.
- b) The Register No. 30 for maintaining of record **shall be maintained in all the Police Stations of the State w.e.f. 1st July, 2024.**
- c) This Standing Order should be meticulously followed by the all concerned and any deviation shall be viewed seriously by the undersigned.

Encis:

1. FormatPart-1 (SHO Level)
2. Format Part-2 (Dy.SP Level)

(Dr. AtulVerma) IPS
Director General of Police,
Himachal Pradesh, Shimla-2
Dated- 29-06-2024

Endst. No. L&O-4-6(Misc)2024- 12984-13004

Copy is forwarded for Information and necessary action to:-

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2. The Addl. Director General of Police SV&ACB, Shimla-2
3. The IGP/ DIG Ranges in H.P.
4. The Dy. Inspector General of Police, PTC, Daroh, Distt. Kangra
5. All District Superintendents of Police in Himachal Pradesh
6. The Addl. SP SCRB H.P. Shimla for uploading this SO on the H.P. Police Website.

Atul Verma
29/6/2024
Director General of Police.
Himachal Pradesh, Shimla-2

Format of Register of Preliminary Enquiry conducted u/s 173(3) of BNSS-2023

District _____

Police Station _____

Part – I

(To be used by SHO)

SN	Description	Remarks
1.	Name and Address of the Complainant:	
2.	Contact Number:	
3.	Reporting Date & Time	
4.	Mode of complaint (i.e Electronic, written, in person etc)	
5.	Place of incident:	
6.	Date & Time of incident:	
7.	Daily Diary Entry No.	
8.	Summary of complaint:	
9.	Date & time of seeking prior Approval of competent authority	
10.	Permission granted/ denied/ or decision not communicated within 24 hrs. (date & time of the same)	
11.	Name & Rank of the officer granting permission	
12.	Rank & Name of enquiry Officer	
13.	Outcome (Whether FIR registered or enquiry closed).	
14.	Brief Findings of enquiry	
15.	Comments of SHO on enquiry	
16.	Date & time when action taken communicated to the complainant.	
17.	Index of the important documents/ evidence gathered during the enquiry i ii iii	
18.	Comments of Supervisory Officer	

Part – II
(To be used by DySP)

SN	Description	Remarks
1.	Name and Address of the Complainant:	
2.	Daily Diary Entry No. & date of PS	
3.	Summary of complaint:	
4.	Date & time when the matter received for prior permission to conduct preliminary enquiry from SHO	
5.	Whether permission granted or denied or decision not communicated within 24 hrs. If denied, reason be given.	
6.	Name & Rank of the officer granting permission	
7.	Date & time of permission given by Approval authority	
8.	Whether enquiry completed within 14 days, if not, reason thereof. Any explanation of enquiry officer called upon for delay	
9.	Departmental action taken against enquiry officer, if any.	
10.	Action taken into the outcome of preliminary enquiry (Whether FIR registered or enquiry closed).	



O/o The Director General of Police,
Himachal Pradesh, Shimla-02

No. L&O-04-6(Misc)/2024-

Dated:

CORRIGENDUM

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(By Order)

Director General of Police,
Himachal Pradesh, Shimla-2

Endst. No. L&O-04-6(Misc)2024-2140-2160/CR. Dated- 29-06-2024.
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(Sd/-)

For Director General of Police
Himachal Pradesh, Shimla-2