

Annexure - D

GUIDELINES FOR INVESTIGATING OFFICER TO BE USED IN DRAFTING FIR AND DURING INVESTIGATION OF THE CASE

While drafting the FIR and subsequently, conducting the investigation, following points may help in strengthening the case: -

1. At what time police party left the police station on the day when accused was apprehended?
2. The vehicle used by the police party for raid purpose must be mentioned in the GD of Police Station as well as in the CD file. It is also recommended that while dealing with complaint cases (as done by customs, DRI, CBIC, CAPFs, armed forces and State Departments etc.) the vehicle number needs to be mentioned in the seizure memo of the contraband.
3. Whether the type of vehicle used by police party was private vehicle or official vehicle?
4. What was the registration number and colour of that vehicle?
5. Who was driving that vehicle?
6. If the vehicle used by the police party was private, then who was the owner of that vehicle?
7. How much is the distance of place of recovery from police station?
8. Which route was followed by the police party before the police party reached the place of occurrence?
9. Whether police party checked any other person on its way before it reached the place of occurrence?
10. When the accused tried to run away from the spot who chased the accused and up to how much distance he was chased?
11. Whether IO fired shot in the air when accused tried to run away?

12. Whether the names of those persons were noted by the IO along with their address who refused to join the investigation?
13. Whether any action was taken by the IO against those persons who refused to join the investigation?
14. Whether any show cause notice was given to those persons who refused to join the investigation?
15. Whether any Councillor or Panch or Sarpanch from nearby city or village was called at the spot?
16. Whether IO tried to inquire about the source of contraband?
17. Whether the signatures of alleged person/accused were obtained on the back side of the notice issued under section 50 of NDPS Act.
18. Where was writing work done?
19. Who bought Chairs and table from the nearby shop?
20. Whether that person was joined in the investigation from whose shop chairs and table were brought?
21. At what time ruqa was scribed?
22. In whose hand ruqa was scribed?
23. Who took the ruqa to police station?
24. The time when the complaint/ruqa was send by IO to the Police Station for registration of FIR, the time and the time of receiving back the copy of FIR after registering a case should be the part of CD
25. Whether those weights and scales were issued from the department?
26. Where from those weight and scales were purchased?
27. Do you have any bill of such purchase?
28. Whether accused suffered any disclosure statement during the course of investigation?

29. Whether any recovery was affected on the basis of disclosure statement?
30. Whether the polythene envelope was taken into possession from which the intoxicant was recovered?
31. To whom the intimation regarding arrest of accused was given?
32. Whether that witness was called on the spot to whom intimation regarding arrest of accused was given or whether his/her signatures were obtained in the police station?
33. How many shops were there near the place of recovery?
34. What was the colour of recovered intoxicant powder? (In case recovery is of intoxicant powder).
35. IO to narrate the sequence in which the documents were prepared?
36. How much time was taken to prepare each document including the statement of witnesses also?
37. FIR No. is mentioned in memos. Why? (Underline the FIR No. and reply that it was filled after the receipt of FIR. FIR no. was inserted only after the FIR was received by the IO at the spot.)
38. What was the denomination of weights and scales?
39. In whose hand the memos were prepared?
40. In whose hand the statements of recovery witnesses were scribed?
41. Whether all the directions have been clearly mentioned in the site plan by IO?
42. How many documents were prepared at the spot ?
43. What is the sequence of those documents and how much time was taken to prepare each document?
44. Documents are in different ink. Why?

45. At what time police party reached police station after completing the requisite formalities at the spot?
46. At what time case property was produced before SHO? (IO to see the GD/Roznamcha that whether the SHO was present at police station or whether he had left the police station before the arrival of police party and had either not returned on that day or had returned after a much longer time than the time which the IO is stating).
47. What was the shape of SHO's seal?
48. What was the metal of seal?
49. Whether that seal of SHO has been issued from the department?
50. When did IO receive the seal from recovery witness and at what time?
51. After producing the case property before SHO at what time SHO deposited the same with MHC?
52. At what time the case property was produced before Magistrate?
53. After producing the case property before the Magistrate, at what time it was re deposited with MHC?
54. Whether entries have been made in relevant register and GD (Roznamcha) or not?
55. If any vehicle is involved then whether the owner of vehicle has been arrayed as an accused by the IO or not?
56. Whether the case property i.e contraband and vehicle, if any, has been produced in the court at the time of recording of evidence in the court?
57. What was the source of light when recovery was effected after sunset?
58. Who kept the seal after use?

59. When was the seal returned to IO by recovery witness?
60. The mention of the person to whom the seal belongs to should be the part of the endorsement of the FIR and should be mentioned in the GD. It should be covered in the statement of the person to whom seal is handed over, recorded u/s 180 of the BNSS previously u/s 161 Cr.Pc.
61. After the contraband sealed, to whom, the seal was handed over, the name of that person should be the part of the endorsement of the FIR and should be mentioned in the GD.
