

**Report of the
Committee as per Hon'ble Supreme Court Order
in M.A. No. 267 of 2017 in SLP (Crl) No. 657 of 2017,
Dilawar Vs State of Haryana & Ors.
regarding Speedy Completion of Investigation and
Monitoring Mechanism by the Investigating
Agencies**

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The Hon'ble Supreme Court vide its Order M.A. No. 267 of 2017 in SLP (Crl.) No. 657 of 2017 in the case of Dilawar Versus State of Haryana & Ors., directed Ministry of Home Affairs as under:-

“We direct the Ministry of Home Affairs to have interaction on the subject with all the Central and State Investigating agencies on or before May 31, 2018 either on video conferencing or in person. The points emerging from the interaction may be recorded and examined by an appropriate Committee which may be constituted for the purpose. The said Committee may give its report latest by June 30, 2018. We direct the MHA to place on record among other data, the figures of all pending investigations beyond one year and action plan to complete them in a proposed timeframe. With regard to State agencies also such information may be collected and furnished by the MHA.”

2. Accordingly, a video conference meeting was held on 18.05.2018 under the Chairmanship of Special Secretary (BM), MHA in connection with the directions issued by the Hon'ble Supreme Court. Representatives of the Central Bureau of Investigation (CBI) and the National Investigation Agency (NIA) participated in person and the

representatives of 29 States/UTs participated through video conference. Minutes of the video conference is attached at **Annexure-1**.

3. Further, pursuant to the directions of the Hon'ble Supreme Court, a Committee was constituted to examine the points emerging from the interaction in the video conference meeting held on 18.05.2018 vide MHA Office Memorandum No. 10/10/2018- Judl.Cell-I dated 30.05.2018 of Ministry of Home Affairs, Judicial Wing (copy enclosed) under the Chairmanship of DG,BPR&D.

4. The Committee held its 1st meeting on 7.6.2018 at BPR&D Hqrs, New Delhi. The Committee examined points emerged during the aforesaid video conference. During the meeting a necessity was felt to have views of FSL experts also as forensic evidence constitute an essential part of investigation process. The meeting with FSL Officials was organised on 15.06.2018 at BPR&D Hqrs, New Delhi. After examining the points of video conference received from States and various central investigating agencies, having detailed discussion among committee members and interaction with FSL experts, committee narrowed down upon a factors/limitations that were prima facie found responsible for pendency of the cases with investigating agencies as well as with FSLs after the consultation of various quarters, the Committee, then, decided to have greater interaction with representatives of

States/UTs/Central Investigating Agencies seeking some additional data in order to understand the aggregate incidents of various factors on the process and the pace of investigation.

5. The Committee held its meeting with the representatives of States/UTs/Central Agencies on 4th, 5th and 9th July, 2018. After discussions with the representatives of States/UTs/Central Investigating Agencies the committee held its in-house meeting on 11th July, 2018, 17th July and 18th July, 2018 wherein members had detailed discussion on the issues that emerged out of the data received as depicted vide various Annexures to this report.

6. The outcome of various deliberations and data inferences are now discussed in the following segments.

6.1 Committee tabulated the pendency of crime State-wise in descending order. **Annexure-2** depicts the total number of cases pending for more than one year as on 01.05.2018. Five States namely Tamil Nadu, Bihar, Assam, Delhi and Maharashtra in aggregate account for nearly **54%** of the total pending cases. In contrast States like Uttar Pradesh, Rajasthan, Gujarat, Chattisgarh and Haryana etc. have less than **1.2%** of pendency. Hence, prima facie, there appears to be no substantive correlation between size of the State or the incidence of crime

on the pendency as such. Therefore, Committee tabulated the data as per reasons of pendency. However, it definitely indicates that some States do have better practices that may be shared for the benefit of all.

6.2 **Annexure-3** depicts the State-wise reasons of pendency. The Committee, based on video conferencing / discussions, enlisted 13 specific reasons of delay separately and sought the feedback. Other reasons were clubbed together under general head 'any other reasons'. Such a tabulation facilitated an insight into various reasons of delay. Accordingly, it is evident that highest delay is due to accused not known **(19.58%)**, followed by those in which accused known but absconding **(17.30%)**. Medical examination reports which include MLR/MLC (3.73%) and PM Report (1.16%) seem to be causing delay up to **4.89%** of such cases, followed by delay due to forensic examinations to the tune of **4.25%** in aggregate. Non-availability of witness constitutes about **2.77%**, followed by documents from financial institutions/banks pending **(2.43%)** and stay of investigations by Courts to the tune of **1.97%**. Respective States/UT/Central Investigation Agencies need to, therefore, fix up the problems through specific steps within their area of responsibility. However, in **43.24%** of the cases the delay is due to other reasons. Such reasons range from lack of investigating officers, border crossing on international boundaries, inaccessibility of terrains for long

spell of time in some States, disturbed atmosphere in the State to the intricacies of terror related cases. Some of these reasons suggest that with better supervision, operational planning and capacity building, the pendencies could be reduced to the best possible level.

6.3 Having broadly seen the causes of delay, the Committee tabulated the timeline of disposal as informed by the respective States for the next one year vide **Annexure-4**. It is reflected from the analysis that total **3,05,894** cases would be disposed of in next one year. The period disposal is **74,219** (up to 31.07.2018), **66,654** (up to 30.09.2018), **75,655** (up to 31.12.2018) and **89,366** (up to 30.06.2019). This constitutes nearly **82.47%** disposal by States/UTs/Central Investigating Agencies (except Tamil Nadu & Arunachal Pradesh who have expressed their inability to give any time line). The various States/UTs had stated during video conference that in many cases defining timelines may not be feasible. Going by the data as above, nearly **17.53%** of pending cases tend to fall in this category. As per video conferencing / follow up discussions, such a pendency is attributable to factors like criminals crossing over international boundary in border States, cases against terror elements in disturbed areas, inaccessibility of terrains in some places for long spells, besides reasons like stay by Courts, delay in cyber-crime

evidence collection, detecting documentary trails and corresponding examination, seeking presence of witnesses from abroad etc.

6.4 Committee studied the pendency of cases crime head-wise vide **Annexure-5**. In aggregate, the body offences **(17.93%)**, followed by property offences **(14.43%)**, economic offences **(11.98%)** and local & special laws **(11.63%)** constitute the bulk of cases i.e. nearly **56%**. UAPA, IT and SC/ST cases in all constitute about **5.7%** of the pendency. Accident cases in itself constitute **7.16%** of the pending cases. Here, it is relevant to observe that capacity building in terms of technologically upgraded logistics, investigation kits, training of investigators etc. can play a major role, as stated by the States during the video conference. Some States have argued to reduce the level of IO, such as from Dy. SP to Inspector in UAPA and SC/ST Act cases and Inspector to ASI in IT Act cases. Some of the States have delegated power of investigation to the lower ranks such as Head Constable/Naik. To cite an example, Maharashtra has given powers to Naik Police Constable (rank between Head Constable & Constable) to investigate cases under Sections 194(2), 281, 118(1), 125, 303(1) & 303(2) of BNS, 2023 (Earlier Sections of IPC- 160, 279, 324, 337, 378 & 379) and also under some local acts.

6.5 During the analysis, Committee also received the data on average workload per Investigating Officer calculated as on 01.05.2018. The same is depicted vide **Annexure-6**. It ranges from **3.8** in Rajasthan to **37.5** in Assam, **39.8** in Uttar Pradesh and **60** in Puducherry. The local expansion of force, filling up of vacancies, separation of law and order and Crime Police etc., besides capacity building are some of the crucial factors that are to some extent responsible towards a faster pace of disposal. Committee felt that complexities of investigation, as per the reasons analyzed so far, may differ from case to case as well as place to place. Hence, States need to conduct their own workload analysis and devise congruent strategies in this context.

6.6 Since forensic examination is an important component of investigation and cited by States as one of the reasons of delay, Committee studied the forensic examination capacity vide **Annexure-7**. In most of the places, in domains like Biology/DNA/Cyber Forensics, the annual intake of cases is much more than the disposal. This has resulted into cumulative backlog over a period of time. This implies that many cases will not get disposed off even within one year. Non-existence of conducive conditions for storage also tend to adversely affect the quality

of the evidence in terms of its analysis by experts. Prime facie, it indicates that FSLs need capacity building in cyber forensics and DNA finger printing as well as upgradation of technology in other areas, besides availability of adequate experts.

6.7 Committee also studied the monitoring mechanism of various States vide **Annexure-8** and the existing SOP on timelines vide **Annexure-9**. The following good practices can be recommended to all States/UTs/Central Investigating Agencies for speedy investigation.

(i) Timelines to complete the various kinds of investigations could be issued.

[Committee finds that the timelines as suggested by Andhra Pradesh Police seem to be systematically evolved. The same are recommended to be considered by respective States at their level. These guidelines are placed at **Annexure-10**]

(ii) Permission of designated higher authority be required to keep the cases pending beyond the given timelines as issued vide (i) supra.

(iii) Periodic monitoring mechanism be put in place:

(a) Quarterly review meetings at Range & Zonal level.

(b) Half yearly crime conferences by DG.

- (c) Special review at sub-division level for under investigation cases pending for more than one year.
- (iv) Creation of special mechanism for execution of NBWs.
- (v) Monitoring mechanism in each district and Police Commissionerate to check the merit of charge sheets before its submission to courts.
- (vi) Key performance indicators to monitor and encourage Police performance. [Telangana Model – **Annexure- 10A**]

7. Recommendations:

Whereas it may not be feasible to recommend uniform solution keeping in view the State specific peculiarities, Committee is of the view that it is still possible to suggest certain ways and means for speedy completion of investigation that the States may suitably adopt:

7.1 ‘Optimal workload review’ of Investigating Officers in the State could be done. In this context, revisiting effective bifurcation of law & order / crime investigation police, filling up of vacancies and other related aspects remain crucial.

7.2 Capacity building of Investigating Officers through modern investigating aids/forensic tools/cyber techniques, adopting well-designed training modules constitutes an important segment of the strategy.

7.3 FSLs need capacity building in cyber forensics and DNA finger printing besides upgradation of technology in existing domains. Availability of adequate number of forensic experts could also facilitate the task. Similarly, States may review capacity of hospitals with respect to medico-legal examinations.

7.4 Use of information and communication technology for servicing of summons, examination of witnesses including subject experts as well as IOs, which could make processes faster and more efficient, need to be promoted.

7.5 Online integration of Police Units, forensic labs, hospitals, courts and other agencies for submission of investigation related documents calls for due attention. In this context, there exists a need for synergising CCTNS & ICJS networks too.

7.6 Evolving feasible timelines to complete various kinds of investigations by respective States/UTs/Central Investigating Agencies deserves serious consideration. Model vide Annexure-10, para 6.7 (i) supra is suggested in this context. Similarly, periodic monitoring mechanisms at various levels need to be evolved where ever not existing. Para 6.7 (iii) is recommended in this context. Option of adopting Key

Performance Indicators (KPI) is also available, as done by the State of Telangana. Annexure-10 A vide para 6.7(vi) is referred to in this regard.

7.7 Some other valuable suggestions were also given during video conference/discussions which could also be considered at appropriate level:-

(i) Creation of Investigation fund as done by states of Andhra Pradesh, Karnataka, Maharashtra, Telangana etc. The concerned State Governments could earmark the fund for the purpose and place it at the disposal of SHOs for meeting investigation expenses. Rates are, however, contingent upon the categorisation of Police Stations by the States on the basis of the local requirements.

(ii) Need based inclusion of various experts in investigation processes such as cyber experts, financial and legal experts etc., along with well-defined procedures that now seem to be the need of the hour.

(iii) Changes in the level of Investigators, as some of the States have argued, by reducing their level, such as from Dy. SP to Inspector in UAPA and SC/ST Act cases and Inspector to ASI in IT Act cases could be initiated.

(iv) Protocol for 'stay by courts' is another arena for consideration at appropriate forum.

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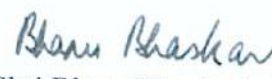
The Committee has, given the limited time period, made best efforts in not only collecting considerable amount of pan India data through well designed formats but also dedicated maximum possible time to study the relevant material available before it and has suggested some basic steps which could be immediately undertaken by States to accelerate the pace of investigation and also bring in desired changes to make a difference.

A. P. Maheshwari

(Dr. A.P. Maheshwari) 27/7
DG BPR&D
Chairman

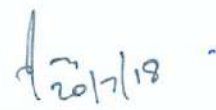

(Dr. Ish Kumar) 20/7/18
Director, NCRB
Member


(Shri Alok Mittal) 20-7-18
IG, NIA
Member


(Shri Bhanu Bhaskar) 20/07/2018
JD (Trg), CBI
Member

sd-
(Shri Navdeep Singh Virk)
IG, Karnal Range
Haryana
Member

sd-
(Shri D. Thirumale Rao)
ADG (Crime)
Andhra Pradesh
Member


(Shri P.K. Srivastava)
IG (Weaker Section), CID
Bihar
Member


(Shri D.E. Richards)
Joint Secretary (Judl.)
Ministry of Home Affairs
Member Secretary


(Shri S. K. Singhal)
ADG (SCRB), CID
Maharashtra
Co-opted Member

Subject:- Minutes of the meeting, held through video conference, on 18.05.2018 under the Chairmanship of Special Secretary (BM) regarding the matter of speedy completion of investigations and monitoring mechanism by the Investigating Agencies.

A video conference meeting was held on 18.05.2018 under the Chairmanship of Special Secretary (BM) in connection with the directions issued by the Hon'ble Supreme Court in MA No. 267 of 2017 in SLP(Crl) No. 657 of 2017, Dilawar vs State of Haryana & Ors for speedy completion of investigations and for setting up of an inhouse monitoring mechanism by the Investigating Agencies. Representatives of the Central Bureau of Investigation (CBI) and the National Investigation Agency (NIA) participated in person and the representatives of 29 States/UTs participated through video conference.

2. Special Secretary (BM) welcomed the Officers of CBI, NIA and Investigative Agencies of States/ UTs. He explained the background and impressed upon them the need for speedy completion of investigations and for setting up requisite monitoring mechanism by the Investigating Agencies. He then invited the officers to share their views on the matter.

3. The representatives of the States/UTs expressed views as under:-

i) Andhra Pradesh:

- There are around 22000 cases in which investigation is pending for over a year.
- Bulk of crimes are simple crimes e.g. Section 125,125,84,105,318(4) BNS (Earlier IPC 337, 338, 498, 304, 420 IPC) and time limits can be prescribed.
- In serious crimes like drug smuggling, murder, economic offences, property cases time lines cannot be fixed.
- I.O are transferred and new I.Os take time to grasp the cases.
- Level of I.O can be amended by the States if the matter is in concurrent list.

ii) Jharkhand:

- In house monitoring system is in place.
- Large number of vacancies remain unfilled. Acute shortage of I.Os
- The State has the problem of Left wing extremism and most officers are assigned to security and law and order duties. Hence fewer officers are available for investigative purposes.
- Investigation depends on forensic infrastructure available in the State.
- Sanctions for prosecuting from various agencies also takes long.
- Connectivity of the courts through video conference as many witnesses have to travel far to the courts.

- Over 15000 cases pending over one year (annual reporting is around 5000 cases).
- They will produce an action plan and reduce pendency.

iii) Arunachal Pradesh:

- Around 700 cases are pending over one year. They suggested that a cut off date for deciding the one-year period may be specified.
- Section 468 already lays down the period of limitation for the Court to take cognizance of an offence.
- No time line can be fixed as circumstances of the cases are not in control of police as availability of forensic reports, medical reports takes long and are beyond their control.

iv) Haryana:

- The instant case pertains to Haryana. Law is silent on whether the time limit of 6 months is applicable for reinvestigation by the CBI after case was handed over to them.
- The courts grants stays on arrests and filing of charge sheets.
- Time limit cannot be fixed as murder cases, fraud cases take longer time to investigate. Complainants also want extended investigations. So it is impossible to close investigations.
- 1.6% of crime reported yearly remain pending for completion of investigation.

v) Chhattisgarh:

- Section 514 BNSS earlier 468 CrPC already lays down the period of limitation for the courts to take cognizance of an offence. However the section does not lay down time limit for serious offences.
- Time limit may not be possible when accused is unknown. If the accused cannot be produced then Challans and charge sheets are not accepted by Courts.
- Internet /cyber crimes are difficult and not possible to adhere to time limits.

vi) Rajasthan:

- To prescribe time limit for investigation, time limit have to be prescribed for FSL reports, medical reports, etc.
- State does not have sufficient manpower as well as financial resources
- Stays were given by the Courts in 584 cases which leads to delays.
- Petty crimes can be investigated by the HC /Constables.
- Video conference may be done to speed up criminal justice system.
- Online filing of charge sheets should be taken cognizance by the Courts. The existing Integrated Criminal Justice System (ICJS) should allow this facility.

- Many cases have inter-state / international dimensions and hence no time limit can be adhered to in such cases.

vii) Kerala:

- Courts are staying investigations for which protocols need to be adopted.
- Some new statute like Information Technology Act have specified the level of I.Os at Inspector level. Kerala had high number of IT offences. There is need for the level of IO to be brought down to SI.
- The provisions in UAPA allowing police custody (overriding the judgement in Kulkarni vs CBI) should be allowed for serious offences like rape, homicide, dacoity , etc.
- Most new statute prescribes timelines. Hence, chapter 13 of BNSS earlier chapter 12 of CrPC needs to be brought in line with such laws. A reference may be made to the Law Commission for examining the matter.
- There is not enough Cyber experts and Forensic labs. 7 lakhs FIRs are filed in a year. FSLs should be established in every district. Support has to be provided by the modernization scheme of Police by MHA.

viii) Bihar:

- In-house arrangement for monitoring and oversight has been provided in the Bihar Police Manual. As per Rule 173 of Bihar Police Manual there are 3 categories of cases and timeline requiring oversight of various levels of officers has been prescribed.
- Increase in number of IOs will address the pendency of number of cases.

ix) J&K:

- Around 9000 cases are pending for over a year.
- 25-30% of these cases come under petty offences.
- 25-30% of cases are such that independent investigation cannot be carried out and delayed due to non-submission of revenue, medical and forensic reports. Time lines should be prescribed for these agencies, as presently there are no timelines for them.
- 20-25% of the cases are blind case of hit and run, accused are unknown person. Large number of cases of elopement also remain alive.
- Cases are also stayed by the Courts.
- Sanction of DM and DC level ought to be sufficient.
- Shortage of IOs, forensic labs and resources.
- Unique problem of the State -Around 3000 cases no timelines can be set as the accused are believed to have crossed over the border.

x) Madhya Pradesh

- FIR in 269892 cases were filed during last year out of which 6212 cases of the cases are pending (2.3%).

- There is a large number of vacancies in the police force. There is 1538 vacancies at IO level.
- Separate cadre needs to be made for Investigation and Law& Order.
- In economic offences obtaining the documents take longer time.
- Blind cases, elopement cases, hit & run, robberies, interstate cases and procedural delays by courts leads to pendency of cases.
- Strong supervisory mechanism at various levels can be set up.

xi) Punjab :

- Board of Investigation exists since 2015 in Punjab however it should be made functional and given autonomy.
- Time line should be given to all agencies involved in investigation.
- Although no outer limits can be fixed, 60-70% are simple crimes which can be disposed of timely.
- Courts should give a direction for separation of duties of investigation from law and order.

xii) Karnataka:

- Around 85000 cases are pending for more than a year.
- No time limit can be fixed for accused –known but not traceable, and accused unknown.

xiii) Uttar Pradesh:

- The courts have the power grant bail in cases beyond exceeding the time limits.
- Section 514 BNSS(earlier 468 CrPC) should be the guiding principle.
- Matter may be referred to Law Commission for examining timelines for heinous cases.

xiv) Himachal Pradesh:

- 431 case are pending for more than a year.
- Of these 18% are held up due to want of forensic / medical reports.
- Acute shortage of IOs and Prosecuting Officers.
- Refer to Delhi High Court order of 2003 where production of accused was not necessary for filing of charge sheet. This needs to be made applicable to other States also.

xv) Maharashtra:

- 2% of cases are pending for over a year.
- 70% of inmates are under trials who need not be held in prison unjustifiably.

- The courts are only empowered to give bail.
- Excellent monitoring and oversight mechanism exists.
- They have dedicated teams for investigation, who are not used for law and order duty.

xvi) West Bengal:

- Sufficient provisions exists for bail for unjustified incarceration.
- Staggered time lines can be set for different levels of cases.
- Time lines have to be set for ancillary agencies like medical, FSLs and sanctioning authority.

xvii) Assam:

- Have endorsed all the points
- Would send detailed report in writing

xviii) Telangana:

- Various acts like POCSO, SC/ST Act, Arms Act, and also provisions of BNSS earlier CrPC for rape cases have laid down time limits.
- Simple cases under section 118(1), 117(2), 85, 105 BNS (earlier 324, 325, 498A, 304 IPC), and if accused is known, it would be possible to dispose of these cases timely.
- Economic offences cases are difficult to process within a time line due to lack of documents.

xix) Tamil Nadu:

- Time limit needs for other agencies involved such as medical, revenue and forensic labs.
- Matter needs to be referred to the Law Commission.

xx) Odisha:

- Around 25000 cases are pending for more than a year.
- Endorsed the view that timeline can be fixed for simple cases.
- Cooperation of other agencies is needed for speedy investigation.

xxi) Andaman and Nicobar:

- Beside endorsing the general view, it was suggested that the topographical and weather condition limitations impact sending teams to the mainland, needs to be factored in while fixing time limits for investigation.

xxii) Goa:

- One size fits all approach cannot be adopted.
- Facts and circumstance vary from case to case and simple cases often become complicated.
- Investigations need coordinated approach with other agencies.

- Goa has a high number of cases under NDPS Act but CFSLs take long time as they do not have reference material with them leading to delays.

xxiii) Uttarakhand :

- 225 cases are pending for over a year.
- 50% of above cases are fraud (420) cases.
- Timelines can be fixed for simple cases.
- Mechanism /SOP like in Bihar, can be adopted for investigation.
- DGP conducts video conferences with SPs regularly to bring down pendency.
- No time lines can be fixed for some heinous cases. Section 514 BNSS (earlier 468 CrPC) could be the guiding principle.

xxiv) Mizoram:

- 35 cases are pending for over a year (serious -11, non serious 24)
- Reasons for delay are due to non receipt of reports from medical, FSL, inter-State agencies, etc.
- Information technology cases -law should be amended to allow investigation by lower rank officers.
- They have effective supervision and monitoring of investigations. 92.9 % conviction rate in 2014.
- 80-90 % conviction rate as on date.
- 20% shortage of manpower and equipment.

xxv) Manipur:

- 23,138 cases pending for over a year.
- Lots of cases under UAPA which can only be investigated by a gazetted officer. IO level needs to be lowered to Inspector rank.
- Being a border State, large number of officers are on law and order duty.
- Difficult terrain and climatic conditions hamper investigative work.
- High number of cases pending for want of FSL reports as there is no FSL in the State and they have to depend on FSL in Guwahati/ Kolkata.
- Special investigative teams under Additional SP are meeting regularly.

xxvi) Meghalaya :

- Endorses the points of other States and will submit detailed report in writing.
- Topographical / militancy / lack of FSL were the main issues.

xxvii) Puducherry:

- 1500 cases pending over a year.
- 50% for want of medical certificate and 20% absconding accused.
- Other pending for lack of FSL, etc. reports
- Need for increase of manpower and FSLs.

xxviii) Gujarat:

- Endorsed the views of other States.
- Large number of cases involve stays granted by courts.

xxix) Tripura:

- 346 cases are pending for over a year out of 4200 cases registered.
- Large number of under trials whose plight needs to be considered. \
- The quality of investigation is of prime importance.
- They have internal monitoring mechanism.
- Post mortem and viscera reports from FSL take time.
- Lack of IOs.
- Medical reports for persons discharged from hospitals should come with a week.
- Promotion of police officers held up due to court cases.
- Physical presence of IOs at the time of trial should not be compulsory as they are often transferred. The facility of video conference should be given.

xxx) National Investigative Agency:

- One size fits all solution may not be possible across all cases.
- Terrorism, Left wing extremism, militancy all have different impact. A uniform timeline may not be possible.
- Some supervisory mechanism may be adopted.
- Time limits already laid down in section 187,193,514 BNSS (earlier 167, 173, 468 CrPC) and various other acts.
- List of cases pending for over a year can be added in the data on NCRB.
- In UAPA cases Inspectors level can be appointed IOs.

xxxi) CBI:

- They would submit their inputs in writing.

4. The views of various States/ UTs are summarized as under:-

- The procedure for timelines is already laid down under section 187,193,514 BNSS (earlier 167, 173, 468 CrPC) The Courts do not accept challans and charge sheets if these are not adhered to.
- **The process of investigation cannot be seen in isolation.** Investigation depends on various other non-police agencies/ inputs like medical reports, forensic reports and reports of revenue departments, etc. These reports are not received timely. The delay in the procurement of these reports is beyond the control of the investigation agencies.
- If a time line is fixed for investigation then **such time line should also be made applicable to other agencies** like the medical department, forensic labs, revenue departments, etc. that are responsible for providing input for quality investigation.
- **The investigation wing needs to be separated from duties of law and order.** There is need for creation of a separate cadre of police for dedicated investigation.
- The level of Investigating Officer (I.O.) needs to be reviewed for several acts. For example, in the UAP Act, the IO is a DSP level officers, but in most States there may not be sufficient DSP level officers, hence Inspectors should be empowered to investigate the matter. Similarly, Head Constables / Constables with at least 5 years' experience should be empowered to investigate simple crimes. Educated persons are now available even in constable ranks. In IT Act, 2000 also the level of I.O be brought down from Inspector to Sub-Inspector.
- There is a shortage of Cyber experts and Forensic experts.
- The number of number Forensic and Science Laboratories (FSLs) is insufficient and the Courts ask for modern scientific evidence like DNA tests, etc.
- Interagency, interstate or international cases, cases of economic offences, cybercrimes, cases where accused are unknown or absconding will take longer time to investigate and timeline may not be possible.
- Sanctions required from various agencies should be made available a lower level.
- **The date of Hon'ble Supreme Court's Order i.e 01.05.2018 was taken as the cutoff date for the one year period.**

5. The Chairman thanked the participating States and the CBI/NIA, and requested them to submit their views in writing by 23.05.2018, along with the data on cases pending for investigation beyond one year, as on 01.05.2018 and action plan to complete investigation to enable MHA to inform the Hon'ble Supreme Court by the given date i.e.30.06.2018.

Annexure : 2
Total Number of Cases Pending for more than one year
(As on 01.05.2018)

S. No	States/UTs	Number of cases	Percent
1.	Tamil Nadu		
2.	Bihar	62520	14.40
3.	Assam	60437	13.92
4.	Delhi	44981	10.36
5.	Maharashtra	40075	9.23
6.	Andhra Pradesh	26340	6.06
7.	Manipur	25332	5.83
8.	Karnataka	20669	4.76
9.	West Bengal	20154	4.64
10.	Punjab	19642	4.52
11.	Odisha	18885	4.35
12.	Telangana	15869	3.65
13.	Jharkhand	15102	3.48
14.	Jammu and Kashmir	14990	3.45
15.	Madhya Pradesh	9418	2.17
16.	Kerala	8291	1.91
17.	Uttar Pradesh	7099	1.63
18.	Rajasthan	4940	1.14
19.	Gujarat	3532	0.81
20.	Chhattisgarh	3179	0.73
21.	Meghalaya	2826	0.65
22.	Haryana	2803	0.65
23.	Arunachal Pradesh	2345	0.54
24.	CBI	882	0.20
25.	Chandigarh	645	0.15
26.	Goa	606	0.14
27.	Himachal Pradesh	513	0.12
28.	Nagaland	436	0.10
29.	Tripura	428	0.10
30.	Daman and Diu	292	0.07
31.	Dadra and Nagar Haveli	262	0.06
32.	Sikkim		
33.	Uttarakhand	233	0.05
34.	Puducherry	225	0.05
35.	Andaman and Nicobar Islands	174	0.04
36.	Mizoram	115	0.03
37.	Lakshadweep	35	0.01
38.	NIA	17	0.00
	Total	12	0.00
		4,34,304	100

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1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.
9.	Jharkhand	5134	8842	146	103	946	276	82	345	0	122	34	0	8	4310	20348
10.	West Bengal	25.23	43.45	0.72	0.51	4.65	1.36	0.40	1.70	0.00	0.60	0.17	0.00	0.04	21.18	100
		2329	4126	534	115	295	176	259	145	161	292	10	27	3	10526	18998
		12.26	21.72	2.81	0.61	1.55	0.93	1.36	0.76	0.85	1.54	0.05	0.14	0.02	55.41	100.00
11.	Punjab	2276	2745	2102	168	208	1200	354	1171	166	40	3	65	4	7884	18386
12.	Telangana	12.38	14.93	11.43	0.91	1.13	6.53	1.93	6.37	0.90	0.22	0.02	0.35	0.02	42.88	100
		1233	1004	566	159	140	155	1001	204	199	98	32	2	155	10154	15102
13.	Jammu and Kashmir	8.16	6.65	3.75	1.05	0.93	1.03	6.63	1.35	1.32	0.65	0.21	0.01	1.03	67.24	100
		1597	517	612	863	220	51	330	100	96	139	1	11	4	3803	8344
14.	Madhya Pradesh	19.14	6.20	7.33	10.34	2.64	0.61	3.95	1.20	1.15	1.67	0.01	0.13	0.05	45.58	100
		4530	2670	36	19	56	97	112	48	123	5	11	6	5	573	8291
15.	Kerala	54.64	32.20	0.43	0.23	0.68	1.17	1.35	0.58	1.48	0.06	0.13	0.07	0.06	6.91	100
		895	1050	509	26	634	616	87	383	200	26	10	1	61	2686	7184
16.	Uttar Pradesh	12.46	14.62	7.09	0.36	8.83	8.57	1.21	5.33	2.78	0.36	0.14	0.01	0.85	37.39	100
		971	751	149	8	616	233	76	176	191	7	27	13	32	1607	4857
17.	Rajasthan	19.99	15.46	3.07	0.16	12.68	4.80	1.56	3.62	3.93	0.14	0.56	0.27	0.66	33.09	100
		366	828	175	6	128	119	440	84	133	21	0	7	3	1061	3371
18.	Gujarat	10.86	24.56	5.19	0.18	3.80	3.53	13.05	2.49	3.95	0.62	0.00	0.21	0.09	31.47	100
		224	294	452	22	8	14	1491	35	28	6	1	0	0	641	3216
19.	Chhattisgarh	6.97	9.14	14.05	0.68	0.25	0.44	46.36	1.09	0.87	0.19	0.03	0.00	0.00	19.93	100
		1192	1197	28	4	7	26	32	7	20	1	1	1	10	170	2696
		44.21	44.40	1.04	0.15	0.26	0.96	1.19	0.26	0.74	0.04	0.04	0.04	0.37	6.31	100
	Haryana	213	821	126	2	5	121	555	17	236	4	0	1	1	243	2345
		9.08	35.01	5.37	0.09	0.21	5.16	23.67	0.72	10.06	0.17	0.00	0.04	0.04	10.36	100
	Meghalaya	648	409	36	2	1	0	32	0	47	0	0	0	0	562	1743
		37.18	23.47	2.07	0.11	0.34	0.06	0.00	1.84	0.00	2.70	0.00	0.00	0.00	33.24	100
	Assamachal Pradesh	252	31	3	7	0	0	9	0	8	0	0	0	13	565	888
		28.38	3.49	0.34	0.79	0.00	0.00	0.00	1.01	0.00	0.90	0.00	0.00	1.46	63.63	100
	CBI	71	23	57	0	9	68	30	31	0	0	0	31	5	418	743
		9.56	3.10	7.67	0.00	1.21	9.15	4.04	4.17	0.00	0.00	0.00	4.17	0.67	56.26	100

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1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.
24.	Odisha	271	365	7	14	11	23	6	4	5	15	20	0	1	0	742
		36.52	49.19	0.94	1.89	1.48	3.10	0.81	0.54	0.67	2.02	2.70	0.00	0.13	0.00	100
25.	Chandigarh	99	82	39	3	7	25	65	48	5	0	0	8	6	185	572
		17.31	14.34	6.82	0.52	1.22	4.37	11.36	8.39	0.87	0.00	0.00	1.40	1.05	32.34	100
26.	Goa	74	30	58	9	39	13	4	38	1	0	0	0	0	247	513
		14.42	5.85	11.31	1.75	7.60	2.53	0.78	7.41	0.19	0.00	0.00	0.00	0.00	48.15	100
27.	Himachal Pradesh	74	72	76	6	1	14	3	17	10	0	0	0	0	163	436
		16.97	1.66	1.75	0.14	0.02	0.32	0.07	0.39	0.23	0.00	0.00	0.00	0.00	3.76	25.32
28.	Puducherry	77	30	26	58	18	1	43	18	3	74	0	0	0	45	393
		19.59	7.63	6.62	14.76	4.58	0.25	10.94	4.58	0.76	18.83	0.00	0.00	0.00	11.45	100
29.	Nagaland	138	29	21	0	2	3	0	8	0	0	0	0	0	188	389
		35.48	7.46	5.40	0.00	0.51	0.77	0.00	2.06	0.00	0.00	0.00	0.00	0.00	48.33	100
30.	Tripura	16	42	26	10	12	42	1	3	1	9	0	0	4	126	292
		5.48	14.38	8.90	3.42	4.11	14.38	0.34	1.03	0.34	3.08	0.00	0.00	1.37	43.15	100
31.	Daman and Diu															
32.	Dadra and Nagar Haveli	51	69	40	12	0	1	1	5	1	13	0	0	0	69	262
		19.47	26.34	15.27	4.58	0.00	0.38	0.38	1.91	0.38	4.96	0.00	0.00	0.00	26.34	100
33.	Sikkim	0	2	9	13	0	10	0	1	0	0	0	1	0	196	232
		0	0.86	3.88	5.60	0.00	4.31	0.00	0.43	0.00	0.00	0.00	0.43	0.00	84.48	100
34.	Uttar Pradesh	43	45	29	0	13	28	2	2	20	0	0	0	0	43	225
		19.11	20.00	12.89	0.00	5.78	12.44	0.89	0.89	8.89	0.00	0.00	0.00	0.00	19.11	100
35.	Andaman and Nicobar Islands	21	26	9	1	2	5	0	0	11	1	0	0	0	47	123
		17.07	21.14	7.32	0.81	1.63	4.07	0.00	0.00	8.94	0.81	0.00	0.00	0.00	38.21	100
36.	Mizoram	10	11	1	0	0	0	0	5	0	0	0	0	0	8	35
		28.57	31.43	2.86	0.00	0.00	0.00	0.00	14.29	0.00	0.00	0.00	0.00	0.00	22.86	100
37.	NIA	7	5	0	0	0	0	0	0	0	0	0	4	0	0	16
		43.75	31.25	0	0	0	0	0	0	0	0	0	25	0	0	100
38.	Lakshadweep	2	0	1	0	0	0	0	0	0	0	0	0	0	0	3
		66.67	0.00	33.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100
	Total	81919	72410	17793	15630	11575	10153	8252	8076	5586	4872	432	531	773	180954	418478
	%	19.58	17.30	4.25	3.73	2.77	2.43	1.97	1.93	1.33	1.16	0.10	0.13	0.18	43.24	100.00

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Time Plan for disposal of pending cases

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	2.	3.	4.	5.	6.
	States/ UTs	Number of cases targeted for disposal up to 31.07.2018	Number of cases targeted for disposal up to 30.09.2018	Number of cases targeted for disposal up to 31.12.2018	Number of cases targeted for disposal up to 30.06.2019
1.	Andhra Pradesh	5989	6943	8739	3661
2.	Assam	-	1472	1840	2576
3.	Bihar	3022	10879	15109	31427
4.	Chhattisgarh	463	423	683	762
5.	Delhi	3000	4500	6500	16000
6.	Goa	214	132	96	61
7.	Gujarat	858	869	633	719
8.	Haryana	502	640	927	276
9.	Himachal Pradesh	111	111	119	95
10.	Jammu and Kashmir	752	754	683	1294
11.	Jharkhand	3687	5962	5341	-
12.	Karnataka	20000	154	-	-
13.	Kerala	1285	1308	1601	2370
14.	Madhya Pradesh	1426	1495	2120	3250
15.	Maharashtra	8090	5156	6751	4343
16.	Manipur	1176	2849	4270	6238
17.	Meghalaya	576	708	908	611
18.	Mizoram	30	20	10	0
19.	Nagaland	88	132	168	40
20.	Odisha	3814	3123	4289	4643
21.	Punjab	3286	5755	7844	2000
22.	Rajasthan	662	809	1028	1033
23.	Sikkim	21	76	101	35
24.	Telangana	2560	3172	4110	5260
25.	Tripura	42	74	83	93
26.	Uttar Pradesh	494	741	1235	2223
27.	Uttarakhand	55	55	55	60
28.	West Bengal	11743	7899	0	0
29.	Andaman and Nicobar Islands	11	15	20	38
30.	Chandigarh	44	89	64	65
31.	Daman and Diu				
32.	Dadra and Nagar Haveli	44	89	64	65
33.	Lakshadweep	3	7	7	-
34.	Puducherry	57	58	40	19
35.	NIA	0	3	2	4
36.	CBI	114	182	215	105
Total		74219	66654	75655	89356
Grand Total			305894		

Not responded to committee's request : Arunachal Pradesh and Tamil Nadu

26
Annexure:05

Pendency of Cases Crime Head Wise

Sl. No	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
	States/UTs	Number of body offences (crime against person)	Number of property offences (theft, robbery, dacoity etc.)	Number of economic offences	Number of Local and Special Laws cases	Number of road accident cases	Number of cases in which sections of UAPA have been invoked	Number of cases in which sections of IT Act, 2000 have been invoked	Number of SC/ST cases	Others	Total
1.	Tamil Nadu	10579	8306	2813	12661	12035	5	70	255	15796	62520
	%	16.92	13.29	4.50	20.25	19.25	0.01	0.11	0.41	25.27	100
2.	Bihar	14712	8445	5443	4927	1799	983	462	2032	21635	60438
	%	24.34	13.97	9.01	8.15	2.98	1.63	0.76	3.36	35.80	100
3.	Assam	6380	4043	1583	2233	2784	980	1714	12	25252	44081
	%	14.18	8.99	3.52	4.96	6.19	2.18	3.81	0.03	56.14	100
4.	Delhi	6504	10001	7625	2695	1635	08	257	15	12594	41334
	%	15.74	24.20	18.45	6.52	3.96	0.02	0.62	0.04	30.47	100.00
5.	Karnataka	4554	4347	4796	2263	1672	25	341	143	2013	20154
	%	14.74	22.44	15.41	14.99	9.55	0.02	2.29	1.2	19.35	100
6.	Maharashtra	3390	3429	3781	4924	1529	9	842	139	8297	26340
	%	12.87	13.02	14.35	18.69	5.80	0.03	3.20	0.53	31.50	100
	Andhra Pradesh	2801	5696	3492	1988	1047	57	512	883	8829	25305
	%	11.07	22.51	13.80	7.86	4.14	0.23	2.02	3.49	34.89	100
	Manipur	4292	2364	602	826	1907	7484	49	6	3466	20996
	%	20.44	11.26	2.87	3.93	9.08	35.64	0.23	0.03	16.51	100
	West Bengal	4024	2132	3216	1486	1048	28	343	89	7276	19642
	%	20.49	10.85	16.37	7.57	5.34	0.14	1.75	0.45	37.04	100.00
	Punjab	3128	2118	2615	7006	1172	1	148	64	2663	18915
	%	16.54	11.20	13.83	37.04	6.20	0.01	0.78	0.34	14.08	100
	Telangana	1858	2079	4295	1048	852	40	304	554	4072	15102
	%	12.30	13.77	28.44	6.94	5.64	0.26	2.01	3.67	26.96	100

2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
12. Jharkhand	1836	2183	2057	944	822	395	854	399	5500	14990
13. Jammu and Kashmir	12.25	14.56	13.72	6.30	5.48	2.64	5.70	2.66	36.69	100
14. Madhya Pradesh	1229	1446	561	1887	775	595	44	0	2881	9418
15. Kerala	13.05	15.35	5.96	20.04	8.23	6.32	0.47	0	30.59	100
16. Uttar Pradesh	3360	1207	104	1265	9	37	259	68	1982	8291
17. Rajasthan	40.53	14.56	1.25	15.26	0.11	0.45	3.12	0.82	23.91	100
18. Gujarat	1592	630	1665	1169	278	111	136	123	1395	7099
19. Chhattisgarh	22.43	8.87	23.45	16.47	3.92	1.56	1.92	1.73	19.65	100
20. Haryana	778	414	950	120	115	5	649	43	1372	4446
21. Meghalaya	17.50	9.31	21.37	2.70	2.59	0.11	14.60	0.97	30.86	100
22. Odisha	455	170	1177	227	11	2	52	105	1333	3532
23. Arunachal Pradesh	12.88	4.81	33.32	6.43	0.31	0.06	1.47	2.97	37.74	100
24. CBI	523	228	780	325	59	4	88	164	1045	3216
25. Chandigarh	16.26	7.09	24.25	10.11	1.83	0.12	2.74	5.10	32.49	100
26. Goa	1158	155	504	76	148	80	30	17	658	2826
27. Himachal Pradesh	40.98	5.48	17.83	2.69	5.24	2.83	1.06	0.60	23.28	100
28. %	305	37	1086	329	21	13	70	16	468	2345
29. %	13.01	1.58	46.31	14.03	0.90	0.55	2.99	0.68	19.96	100
30. %	615	380	30	49	76	296	28	2	369	1845
31. %	33.33	20.60	1.63	2.66	4.12	16.04	1.52	0.11	20	100
32. %	271	145	78	19	30	27	60	55	476	1161
33. %	23.34	12.49	6.72	1.64	2.58	2.33	5.17	4.74	41.00	100
34. %	156	240	10	23	65	3	1	0	384	882
35. %	17.69	27.21	1.13	2.61	7.37	0.34	0.11	0.00	43.54	100
36. %	71	9	214	103	0	0	23	1	226	647
37. %	10.97	1.39	33.08	15.92	0.00	0.00	3.55	0.15	34.93	100
38. %	99	49	245	34	36	0	71	1	69	604
39. %	16.39	8.11	40.56	5.63	5.96	0	11.75	0.17	11.42	100
40. %	99	46	54	43	24	0	25	3	219	513
41. %	19.30	8.97	10.53	8.38	4.68	0.00	4.87	0.58	42.69	100
42. %	64	39	98	39	16	0	21	9	150	436
43. %	14.68	8.94	22.48	8.94	3.67	0	4.82	2.06	34.40	100

2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
28. Nagaland	92	92	100	69	19	7	6		41	426
29. Andhra Pradesh	21.60	21.60	23.47	16.20	4.46	1.64	1.41	0	9.62	100
	162	62	5	27	25	1	4	2	105	393
30. Tripura	41.22	15.78	1.27	6.87	6.36	0.25	1.02	0.51	26.72	100
	57	19	72	10	27	2	12	2	87	288
31. Sikkim	19.79	6.60	25	3.47	9.38	0.69	4.17	0.69	30.21	100
	53	23	61	0	14	0	5	0	69	232
	22.84	12.93	26.29	0.00	6.03	0.00	2.16	0.00	29.74	100
32. Uttarakhand	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
	29	2	127	0	2	4	30	0	31	225
33. Andaman and Nicobar Islands	12.89	0.89	56.44	0	0.89	1.78	13.33	0	13.78	100
	17	11	48	8	12	0	0	0	19	115
	14.78	9.57	41.74	6.96	10.43	0	0	0	16.52	100
34. Mizoram	4	17	-	5			2	-	7	35
35. Daman and Diu	11.43	48.57	0	14.29	0	0	5.71	0	20	100
36. Dadra and Nagar Haveli	4	17	0	5	0	0	2	0	7	
37. Lakshadweep	11.43	48.57	0	14.29	0	0	5.71	0	20	35
	2	4	0	1	0	0	0	0	10	17
38. N/A	11.76	23.53	0	5.88	0	0	0	0	58.82	100
	0	0	0	0	0	10	0	0	2	12
	0	0	0	0	0	83.33	0	0	16.67	100
Total	75253	60585	50287	48834	30064	11212	7514	5202	130798	419756
%	17.93	14.43	11.98	11.63	7.16	2.67	1.79	1.24	31.16	100.00

Work Load of IOs

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S. No	1. States/UTs/ NIA/CBI	2. Total number of Investigating Officers (IOs) in the State (as on	3. Work Load Per IO	
1.	Puducherry			2x3
2.	Uttar Pradesh	107	60	6420
3.	Assam	14774	39.8	588023
4.	Madhya Pradesh	2133	37.5	79957
5.	Delhi	12948	30	388443
6.	Manipur	4461	29	129369
7.	Odisha	847	29	24563
8.	Tamil Nadu	3777	27.3	10311
9.	Chhattisgarh	5389	26	140114
10.	Telangana	3567	22	78474
11.	Andhra Pradesh	2704	21.60	58406
12.	Karnataka	3658	20	73160
13.	Jammu and Kashmir	7180	17.22	123639
14.	Mizoram	1150	15.7	17250
15.	Punjab	184	14	2576
16.	Andaman and Nicobar Islands	4277	14	59878
17.	Arunachal Pradesh	272	12.7	3264
18.	Gujarat	208	11	2288
19.	Bihar	6306	10.82	63060
20.	West Bengal	13000	9.4	117000
21.	Haryana	7645	09	68805
22.	Kerala	7286	9	65574
23.	Meghalaya	4268	9	38412
24.	Goa	438	8	3504
25.	Tripura	407	5.05	2035
26.	Uttarakhand	451	5.2	2345
27.	Maharashtra	1155	5	5775
28.	Himachal Pradesh	101576	4.9	497722
29.	Jharkhand	1337	4.4	5882
30.	Chandigarh	7454	4	29816
31.	Daman and Diu	151	4	604
32.	Dadra and Nagar Haveli	151	4	604
33.	Rajasthan			
34.	CBI	8294	3.8	31517
35.	Sikkim	497	3.3	1640
36.	NIA	88	3	264
		43	0.7	30
	Total	228183		

PENDING CASES DATA OF CENTRAL & STATES FSLS

Sr. No.	State	Divisions	Carried forward/Receipt.	Exam.	Pending Cases as on 31.12.17	Pending cases more than one year
1.	Maharashtra	Toxicology	10238+20981=31219	18533	12686	5200
		Biology	11419+34630=46049	29342	16707	
		DNA	2436+5103=7539	2983	4556	Case pendency is higher in Toxi, Bio/DNA, Prohibition & excise and TASI
		Gen. Ana. & Instrumtn.	712+4400=5112	3974	1138	
		Prohibition & Excise	4287+121419=125706	115489	10217	
		Ballistics	343+1013=1356	1123	233	
		Physics	144+560=704	364	335	
		Cyber Forensic	2785+2544=5239	2149	3177	
		TASI	1626+1264=2890	2630	260	
		Psychology	51+91=142	67	29	
Total=49338						
2.	Telanagana, (FSL, Hqtrs)	Ballistics	82+36=118	46	72	4200
		Biology	277+259=536	18	518	Case pendency is higher in Bio/ Serology/DNA & Toxicology
		Serology	4838+3065=7903	840	7063	
		DNA	1360+1168=2528	192	2436	
		Polygraph	8+8=16	-	16	
		Computers	255+17=272	238	34	
		Documents	726+451=1177	275	902	
		Physics	120+43=163	77	86	
		Chemistry	455+368=823	87	736	
		Toxicology	9891+8271=1862	1651	16511	
		For. Engng. (Voice Ana.)	47+03=50	44	6	
		Narcotics	3799+2668=6467	1131	5336	
		Ballistic	563+667=1230	666	564	
		Blood Alcohol	2357+81576=83933	68027	15906	5500
3.	Gujarat				Total=33901	

4.	Uttar Pradesh	Biology	1522+6900=8422	6378	2044	Case pendency is higher in Bio/DNA, computer, Physics, P&P
		Chemistry	239+3404=3643	2329	1314	
		Comp. For.	731+767=1498	445	1053	
		DNA	162+518=680	677	3	
		For. Psyco.	231+362=593	269	324	
		Handwriting	703+564=1267	561	706	
		Narcotics	103	101	2	
		Physics	914+2499=3413	2355	1058	
		Prohibition and Possession	1362+48403=49770	43926	5844	
		Serology	402+4508=4910	4466	444	
		Toxicology	3456+7676=11132	7233	3899	
					Total=33161	
		Handwriting	73+322=395	380	15	
		Physics	56+485=541	455	86	
5.	Kerala	Chemistry	891+83=974	75	899	Case pendency is higher in Bio, Ballistic, DNA & Tox
		Ballistics	1378+817=2195	1065	1130	
		Serology	4116+26=4142	29	4113	
		DNA	3918+2235=6153	877	5276	
		Biology	1899+28=1927	3	1924	
		Toxicology	528+34=562	04	558	
		Comp. Forensic	37+321=358	140	218	
		For. Acoustic	3+80=83	42	41	
		Lie Detection	3+14=17	14	3	
		Explosive	1339+55=1394	31	1363	
					Total=15626	
		Biology	1981+1576=3557	1254	2291	
		Serology	1038+547=1585	530	1055	
		Chemistry	2941+1437=3378	1625	2753	
		DNA	320+492=812	271	541	Case pendency is higher in Bio, Ballistic, DNA, Cyber
		Physics	351+372=723	388	335	
		Ballistics	17+68=85	35	50	
		Explosives	20+263=283	137	146	
		Cyber	1156+636=792	629	1163	
		Documents	552+379=931	534	397	
		Documents Civil	54+98=152	67	85	

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6.	West Bengal	Polygraph	27+31=58	45	13	2400
		Toxicology	88+3478=3566	3453	Total=11120	
		Chemistry	105+473=	511	113	
		Physics	408	408	67	
		Ballistics	2+244=246	243	-	
		Biology	3698+1855=5553	1625	3	
		Footprint	2+1=3	1	3928	
					2	
					Total=8953	
7.	Haryana	FSL, Haryana, Madhuban, Karnal	5929	3861	5199	1700
8.	Karnataka	All FSL Division	-		4881	1033
9.	Jharkhand	All Division	4912+1907=6819	1979	4840	1065
10.	Delhi	FSL Rohini +RFSL Chanakyapuri	7560	1599	4790	1073
11.	CFSL Hyderabad	All Divisions	827+90=917	142	775	84
12.	CFSL Chandigarh	All Divisions	964+199=1163	170	993	52
13.	CFSL Kolkata	All Divisions	2277+213=2490	172	2318	675
14.	CFSL Bhopal	All Divisions	308+68=368	47	321	23
15.	CFSL Pune	All Divisions	111+84=195	35	160	-
16.	CFSL Guwahati	All Divisions	97+17=114	13	101	-
17.	Manipur	Ballistics	1933+136=2069	134	1935	800
		Biology	144+155=299	166	133	
		Chemistry	141+296=437	152	285	
		Documents	56+41=97	29	68	
		Toxicology	15+52=67	21	46	
		Mobile Unit	127	127	-	
					Total=2467	
18.	Bihar	FSL + RFSL (Consol.)	1718+5102=6820	4521	2299	650
19.	Punjab	FSL, Punjab, SAS Ngr	4892	4278	1285	325
		RTFSL, Amritsar	1189	864	357	
		RTFSL, Ludhiana	1754	1280	498	
		RTFSL, Bathinda	1296	1175	131	
					Total=2271	
20.	Himachal Pradesh	FSL, Junga	2734	2354	1564	300
		RFSL, Dharmshala	1861	1944	191	

Case pendency is higher in Bio, Ballistic & Chemistry

Case pendency is higher in Biology/DNA

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		RFSL, Mandi	1229	1203	166	
					Total=1921	
21.	Meghalaya	Biology	6+187=193	150	43	211
		Documents	6+36=42	39	3	
		Physical	2+65=67	64	3	
		Chemistry	2+195=197	134	63	
					Total=1041	
22.	J & K	SFSL, Srinagar & DMFU	1264	1336	386	178
		RFSL, Jammu & DMFU	1129	964	614	
					Total=1000	
23.	Tamilnadu	DNA Division	921+230=1051	222	929	153
24.	Assam	Ballistics	227+73=300	208	92	140
		Biology	1+53=54	50	4	
		Chemistry	98	96	2	
		Drugs and Narcotics	103+568=671	671	-	
		Explosives	77	77	-	
		Physics	6+14=20	20	-	
		Photography	5+220=225	225	-	
		Documents	227+397=624	398	226	
		Serology incl. DNA	30+218=248	215	33	
		Toxicology	271+863=1134	924	210	
					Total=567	
25.	Uttarakhand	SFSL, Dehradun	1259	1362	285	90
		RFSL, Udham Singh Nagar	415	370	45	
					Total=330	
26.	Tripura	Biology/Ser.	160+196=356	341	15	38
		Chemistry	4+99=103	102	01	
		Toxicology	145+392=537	484	53	
		Physics/Ball.	10+52=62	60	02	
		Document	15+43=58	53	05	
		DNA Typ. Unt	9+166=174	167	08	

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		Cyb. For. Unit.	16+16=32	28	04 Total=88	
27.	Puducherry	Biology & Serology	2+43=45	41	04	-
28.	A & N Islands	Chemistry	29+199=228	176	52	10
		DMFU	-	-	-	
					Total=52	
29.	Goa	Biology/serology	2+24=26	12	14	13
		Toxicology	36	-	36	
		Ballistics	1	-	1	
		Fingerprints	177	177	-	
					Total=51	
30.	Sikkim	Chemistry	5+263=268	251	17	11
		Biology	5+93=98	90	8	
		Documents	2+19=21	20	1	
					Total=26	
31.	Arunachal Pradesh	Narcotics	125+125=250	226	24	8
		Ballistics	38+38=76	76	-	
		Photography	08+08=16	16	-	
		Documents	25+25=50	49	01	
					Total=25	
32.	Nagaland	Fingerprint	02	02	-	8
		Photography	-	-	-	
		Narcotic	57	57	-	
		Polygraph (Lie detector)	02	02	-	
33.	Chhattisgarh	DNA	38+46=84	84	08	1

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Monitoring Mechanism Feedback by States

S. No.	States/UTs/ NIA/CBI	Exsisting Mechanisms
1.	Andhra Pradesh	1. Pending Investigations are monitored by senior level officers during monthly crime review meetings. 2. Pending grave cases are investigated by the CIs and monitored by SDPOs and above rank officers. 3. Pending Special grave cases, dowry death cases, SC/ST cases are investigated by the SDPOs and monitored by SP and above rank officers.
2.	Arunachal Pradesh	Monitoring of the pending cases being done as Under :- 1. At District Level – Officer In-charge, Circle Officer, Dy. Superintendent of Police, Sub-Divisional Police officer, Superintendent of Police, Range DIGP. 2. Headquarter level – SP (Crime), DIGP (Crime), IGP, DGP.
3.	Assam	Monitoring of the Pending cases being done in the following manner :- 1. Regular Crime Conferences are organized by district Superintendents of Police in every district. 2. Inspector General of Police/Deputy Inspector General of Police (Ranges) carry out monthly crime review of pending cases. 3. CID being the nodal agency monitors all crime data on monthly basis and shares with all concerned. 4. CID guides and issues necessary instructions from time to time by holding video conference or other conferences. 5. The cases of heinous nature are being directly supervised/monitored by officers of CID (HQ) either by asking for status report from district Superintendents or at times calling the IOs with up-to-date case diaries to CID (HQ) for Speedy conclusion.
4.	Bihar	1. Standing Orders have been issued to the field to ensure quality investigation. 2. Monitoring of cases are being done by PHQ, Headquarter. 3. SOP for monitoring of pending cases has been issued by CID. 4. Review meetings are being regularly conducted by DGP.
5.	Chhattisgarh	The pending cases are being reviewed through crime review meetings at various levels.
6.	Goa	1. Periodic directions are issued to all SDPO's and I/Cs of the

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		Police Stations to review all the pending cases with the IO's on weekly basis and to ensure that the pendency is disposed off on merit, within the time frame. 2. Pendency of cases is also reviewed during regular Crime Review Meeting held by SsP/DSP Goa.
7.	Gujarat	Monitoring of the Pending cases being done in the following manner :- 1. In charge Police Station review pending cases every week. 2. Dy.SP reviews pending cases monthly. 3. SP review cases during inspection of Police Station.
8.	Haryana	Monitoring of the Pending cases being done in the following manner :- 1. Instructions regarding reducing pendency of under investigation cases are issued time to time 2. Specific drive under Key Performance indicators (KPI) has been set up 3. Pending cases are monitored at PHQ level on monthly basis 4. Non performing units are issued alerts.
9.	Himachal Pradesh	In order to review the progress of pending investigation cases, Crime Meetings are held regularly at the following levels:- 1. SP Level =Monthly 2. Range Level =Quarterly 3. PHQ Level =Half yearly.
10.	Jammu and Kashmir	Monitoring of the Pending cases being done in the following manner :- 1. Investigation of the cases is monitored by concerned supervisory Officers/District Sr. Superintendents of Police/IGsP by way of conducting regular Crime Review Meetings. 2. A crime monitoring cell for purpose has also been constituted at PHQ Level
11.	Jharkhand	Monitoring of the Pending cases being done in the following manner :- 1. Monthly Crime Review meeting is regularly conducted by CI, DySP & SP for speedy completion of investigation. 2. Regular review meeting of pending cases being conducting by supervisory officers.
12.	Kerala	Monitoring of the Pending cases being done in the following manner :- 1. Weekly and monthly Crime Review Meetings are conducted under the supervision of District Police Chief and Sub Divisional Police Officer. 2. Pending investigation cases beyond one year are reviewed Sub Division wise for speedy disposal.

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	Maharashtra	1. Detailed instructions have been issued for separation of investigation in Session trial cases from L&O functions of the Police Station vide Maharashtra Police office SO No.24/2015 dated 24/05/2015 2. Monitoring committee in District & Commissionerate to check the merit of the charge sheet prepared by the Police/IO before submitting it to the Hon'ble Court. 3. Detailed instruction have been issued to all Unit Commanders to complete investigation of pending cases & to reduce Pendency. 4. Half yearly crime conferences are organized to review major crime heads & pendency of cases by DG.
14.	Manipur	Monitoring of the Pending cases being done in the following manner :- 1. Periodical crime meetings are held in the office Chamber of Superintendent of Police. Addl. Superintends of Police (L&O) and SDPO monitor the number of pending cases and targets are set to dispose off the cases at the earliest. 2. Supervisory officers visit the police stations regularly and monitor the investigation of the pending cases.
15.	Meghalaya	Monitoring of the Pending cases being done in the following manner :- 1. DSP/SDPO – Supervises the cases on a monthly basis 2. Monthly crime review meetings are conducted by SP. 3. At the level of range DIG/IG conducts Crime review meetings. 4. Special Report cases are personally supervise by SP. 5. SR cases are also closely monitored by CID Meghalaya.
16.	Mizoram	1. All cases registered in Mizoram are strictly classified as Special Report (SR) cases and Non-Special Report (Non-SR) cases. 2. DIGP Range conducts crime review meeting on quarterly basis. 3. District SP also conducts quarterly crime meeting. 4. There is also a Range level Acquittal Committee under the Chairmanship of DIGP (Range) in which Public Prosecutors, Additional Public Prosecutors and concerned senior police officers invariably participate. Acquittal Committee meetings are held regularly wherein all cases of acquittal by the Courts are minutely reviewed and cases considered fit for appeal are accordingly taken up for appeal. 5. Recently, Special Task Force Committee under POCSO Act has been set up by the DGP Mizoram at the Range Level wherein the concerned DIGP (Range) is the Chairman of the Special Task Force Committee (POCSO Act). The Committee aims at monitoring and reviewing pending cases of POCSO cases.

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	Nagaland	manner :- 1. Supervisor's Notes 2. Monthly Crime Conferences at various levels. 3. Setting up of SIT.
18.	Odisha	1. SDPO/SP reviews all the Cases Monthly of their jurisdiction. 2. DIsGP/IsGP review all the Cases quarterly. 3. State CID, CB, review all the Cases regularly 4. State Government reviews all the Cases Quarterly 5. Targets are given to each IO for closure of cases with the stipulated periods.
19.	Punjab	1. Regular Crime meetings are held at District level, Range level and State level. 2. Fortnightly monthly and quarterly reports are collected by supervisory officers from field units to monitor the progress of Investigation. 3. Monitoring is also done through Special Reports/Case diaries. 4. Senior Officers also monitor pending investigation cases through inspection of the PS.
20.	Telangana	1. Supervisory Officers conduct regular teleconference for speedy, timely and logical disposal of the pending investigation cases. 2. CI, SDO & Unit officers conduct regular crime review of pending investigation cases. 3. To motivate the IOs in the state, the existing rewarding system of key performance indicator (KPI) under 17 verticals is being introduced to identify the Best Police Personnel /Officers in each vertical rating them as 1,2 & 3 and rewarding them each month at every level i.e. Sub-Division Level, Unit Level and State Level. 4. The dedicated teams have been formed for execution of long pending NBWs.
21.	Tripura	1. Regular review of all cases are carried out by Supervising officers/Senior officers.
22.	Uttar Pradesh	1. Monthly Orderly Rooms are conducted at thana Level by Circle Officers for reviewing and monitoring the pending investigations. 2. Regular crime meetings are held by SSP/SPs, DIG/IG Range, ADG Zone and at the level of DGP Headquarter. 3. Special drives for disposal of pending investigations are initiated. 4. Mobile forensic units have been provided to each Range Headquarters. 5. Two cyber police stations have been established in Gautambudhnagar and Lucknow

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23.	Andaman and Nicobar Islands	Regular review of pending cases are carried out by Senior Officers.
24.	Chandigarh	Regular Crime Review Meetings are conducted with IOs.
25.	Daman and Diu Dadra and Nagar Haveli	Regular Crime Review Meetings are conducted with IOs.
26.	Puducherry	1. Regular crime review meeting is being conducted by DGP/ISP/SSP (Law and Order) /SDPOs for monitoring the cases 2. Periodical meeting is being organized with the judicial department for speedy disposal of the cases.
27.	NIA	1. Cases are investigated by detailing IOs of the rank of DSP and above. 2. The cases are supervised by the DIG, IG and DG, NIA.
28.	CBI	1. The cases pending investigation over one year are being monitored by Director/CBI during the Quarterly Review Conferences and Annual review Conference. 2. Cases pending investigation over one year are also being monitored at the level of Joint Directors of their respective zones.

Feedback on SOP for investigation timelines by the states/UTs

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Sl. No.	States/Uts/CBI/NIA	Exsiting SOP/Provisions/Instructions/Circular
1.	Andhra Pradesh	1. The A.P Police Manual has clearly stated the time period for the completion of investigation of cases vide Standing order No. 478-1, 479-1. 2. Office of the DGP, A.P., Hyderabad circulated Circular memo vide c.no. 1991/C61/CID/2014 Dated 03.12.2014 to all Unit Officers to follow the guidelines for completion of investigation in stipulated time from date of registration.
2.	Arunachal Pradesh	Standing Order and SOP prescribed for investigation of the cases in a given time period in respect of Arunachal Pradesh are as under:- 1. Standing Order -48 for Crime investigation 2. Standing Order-49 for Investigation of Sexual Offence. 3. Standing Order -57 for Monitoring of Special Report Case 4. Standing Order -59 (A) for Instruction for investigation Rape Case 5. Standing Order -59 for instruction for investigation of Crime against Women and Sexual assault and abuse against children 6. Standing Order -81 for Guidelines for speedy investigation/disposal of child Rape case. 7. Standing Order -87 for Duties of the Police under the Juvenile Justice (Care & protection of Children) Act 2000 and Arunachal Pradesh Juvenile justice (Care & Protection of Children Rules 2012 8. Standing Order -91 for Investigation of NDPS cases. 9. Standing Order -90 for Anti-Extortion Cell object functioning and supervision and SOP for Investigation and Rescue of Abducted Persons, missing/found Children and Crime Against Women.
3.	Assam	Assam Police (Hqr) has issued instructions and guidelines on pending cases:- (i) Assam Police Head Quarter Circular No. 1/2017, Circular No 2/2017 and Circular no 2/2014; (ii) Government's instructions for submission of Action Taken Reports to reduce the pendency of crime related cases (iii) Hon'ble Guwahati High Court's Order dated 10.04.2013 passed in W.P. (C) (Taken UP) No. 4299/2006
4.	Bihar	In house arrangement for monitoring and oversight has been provided as per the rule 173 of the Bihar Police Manual. There are three categories of cases requiring oversight of various levels of officers has been prescribed; 2. Standing Order from PHQ for a limit of pendency for various categories of districts have been defined and level of officers to monitor such districts with high pendency have been fixed and a SOP from PHQ has been issued for timely completion of the investigation.
5.	Goa	Goa Police does not have Police Manual of its own.
6.	Haryana	Instructions to curb/deal with crime against women in Haryana have been issued to all field units vide no. 2255-2285/CAW-1 dated 07.03.2015 to direct the investigating officers to complete the investigation in rape cases in less than a month, and in molestation and sexual harassment cases within 15 days as far as possible.
7.	Himachal Pradesh	Time frame for the disposal of cases has been fixed in the Annual Police Plan and Priorities for the year 2018-19, which is as under:- a. Road Accident =30 days b. ST/SC cases =60 days c. Special reported cases =90 days d. Other Cases =180 days e. Accused in Judicial custody =60 days or 90 days as per type of offence.

	Jammu and Kashmir	Directions are being regularly issued in the monthly Crime DO from PHQ J&K to the Zonal IsGP/District SSPs for early disposal of the cases on merits in a time bond manner, besides necessary directions for conducting regular crime meetings with field formation are issued for completion of investigation. However, time period for completion of investigation is prescribed in CrPC.
9.	Jharkhand	Necessary directions to completion of investigations have been given in the Police Manual Rule 173. Jharkhand State also issued orders in this regard vide Police Order No. 46/2011.
10.	Kerala	The investigation and completion of cases are based on CrPC, Kerala Police Manual, Circulars from Police Headquarters and other higher offices and also the provisions of concerned Acts.
11.	Manipur	1. There is a direction to separate investigation and Law & order in some districts on an experimental basis for speedy completion of investigation of pending cases vide DGP, Manipur Circular Nos. IC/11(169)/2014-PHQ/759 dated 30 th January, 2014 and IC/11(169)/2014-PHQ/12920 dated 3 rd January, 2017. 2. In addition to this, the provisions under CrPC such as 173 (1A) CrPC is followed.
12.	Meghalaya	Rule 34 of Assam Police Manual Part V- states "Report of police officer on completion of investigation -Every investigation under this Chapter shall be completed without unnecessary delay." Following Circulars of DGP, Meghalaya viz. 1. DSP's Circular No. 1 of 1985 (SP's permissions to be obtained for keeping the cases pending) 2. DGP's Circular No. 8 dt. 17.09.2002 (Period of limitation for submitting Final Form) 3. DGP's Circular No. 5/2013 (Expedition disposal of Investigation in rape cases) 4. DGP's Circular No.9/2013 (Timely return from outstation tour Inspection) 5. DGP's Circular No. 13/2013 (Periodical conducting of Crime Conference) 6. DGP's Circular No. 5/2017 (Regular Supervision of POCSO cases and cases of crime against women)
13.	Mizoram	Provisions regarding completion of investigation in a time bound manner has been given in Chapter IX, Rule 514 of the Mizoram Police Manual 2005, which reads as follows:- Duration of investigation:- 1. Where the accused is known or named in the First Information Report or is identified at and early stage of enquiry, the investigation should not take more than one or two weeks and extension of time need not be taken from Court frequently. 2. When the accused is not known a thorough enquiry by visiting the place of occurrence more than once, if necessary, has got to be done, and extension of time according to circumstances may be justified. 3. Where the accused person is known but is absent or absconding, the enquiry need not be delayed or the submission of the report postponed. As soon as the investigation is completed, the Charge-sheet or the Final Report as the case may be, should be submitted.
14.	Odisha	All provisions under Cr.P.C. are being followed.
15.	Punjab	Punjab Police is strictly following the provisions of Punjab Police Rules (PPR), Standing Orders and Circulars issued from time to time for speedy completion and monitoring the process of investigation. The Rules/Orders/Circulars are as under:- 1. Chapter 25 of Punjab Police Rules. 2. Standing order No. 41 issued by the Inspector General 3. Circulars issued by the Office of Director, Bureau of Investigation. Vide circular Number 2265/Inv. Br. Dated 24.10.2014.
16.	Rajasthan	ADGP Crime (cb) Raj. Jaipur vide letter no. 1379-1429 dated 29.01.2018 has issued following directions regarding speedy completion of investigation:- 1. SC/ST Cases -15 Days 2. Rape Cases -15 Days 3. Other Special Report Cases -15

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		4. Non Special Report Cases -15 After 15 Days if cases remain pending then permission from higher authority is sought
17.	Telangana	1. In Telangana State, the standing orders of AP Police Manual of the erstwhile state of AP are being followed. 2. The standing order 484 in Chapter -28 of APPM captioned completion of investigation and final disposal envisaging the time period for completion of investigation is being followed. 3. Circular memos are issued from time to time for speedy and quality investigation of the cases. 4. Recently the DGP Telangana issued a circular vide C.No. 1875/SCRB/CID/TS/2018 dated 19.03.2018 to all the Unit Officers for structured approach towards quality and speedy investigation and prosecution. 4. The best practice of key performance indicator (KPI), a system to evaluate the performance of the Police personnel according to 17 functional verticals in the Police Stations followed in Hyderabad City is being introduced in the entire State of Telangana.
18.	Tripura	State Police Manual is under preparation. At present, Tripura Police follows the provisions of Police Regulations of Bengal (PRB) and Tripura Police Act, 2007.
19.	Chandigarh	Chandigarh Police follows the provisions of Cr. P.C.
20.	Daman and Diu Dadra and Nagar Haveli	Daman & Diu Dadra and Nagar Haveli Police follows the provisions of Cr. P.C.

Annexure : 10

Suggested Timelines for finalizing investigation of various types of cases (Andhra Pradesh Model)

Sl. No.	Subject	Section of Law	Prescribed Time Limit
1.	OFFENCES AGAINST STATE	Sec. 147,148,149,150,151,153,154,155,156,157 & 158 BNS (earlier Sec. 121 to 130 IPC)	4-8 Months
2.	CRIMINAL CONSPIRACY	61(1),61(2) BNS (earlier 120 A, 120 B IPC)	6 Months
3.	OFFENCES AFFECTING THE HUMAN BODY, HOMICIDE AND MURDER	Sec 100 & 101 BNS earlier Sec.299 & 300 IPC	6 Months
Beyond 6 months, in complicated cases, extension twice by SP and later by CID.			
4.	KIDNAPPING, ABDUCTING ETC.	Sec 137(1),137(1)(a), 137(1)(b),138,137(2),139,140(1)140(2), 140(3),87,96,141,140(4),142,97,143,144,145,98,99,146 BNS (earlier Sec. 359 to 374 IPC)	1-6 Months
5.	RAPE, UNNATURAL OFFNCES, POCSO AND OTHER CRIMINAL CASES AGAINST WOMAN	Sec 63,64,65(1),66,65(2),67,68,70(1),70(2),70(2),71BNS (earlier Sec. 375- 377 IPC)	3 Months (2 Months for POCSO cases)
6.	However in complicated/gang rape cases, an outer limit of 4 months can be given		
7.	ATTEMPT TO MURDER AND ALL OTHER CAES UNDER THE ABOVE CHAPTER WRONGFUL RESTRAINT CONFINEMENT	Sec 126(1),127(1),126(2),127(2),127(3),127(4),127(5),127(6),127(7),127(8) BNS (earlier Sec. 339 to 348 IPC)	2-4 Months
8.	GRIEVOUS HURTS	Sec 118(2) BNS (earlier Sec. 326 IPC)	1-3 Months

9.	HURT	Sec 118(1) BNS (earlier Sec. 324 IPC)	1 Month if wound certificate is received without delay.
10.	OF CRIMINAL FORCE AND ASSAULT	Sec 128,129,130,131 ,132,74,75,76,77,78, 133,134,135,136,13 7(1),137(1)(a),137(1) (b),138,139,140(1), 140(2),140(3),87,96, 141,140(4)142,97,1 43,144,145,98,99,14 6 BNS (earlier Sec. 349-374 IPC)	1-2 months
11.	OFFENCES RELATING TO RELIGION	Sec 298 BNS (earlier Sec. 295 IPC)	1-2 Months
12.	OFFENCES AGAINST THE PUBLIC TRANQUILITY	Sec 189(1),189(2),189(2) ,189(4),189(3),191(1),191(2),191(3),19 0,189(6),189(5),195 (1),192,196,197,193 (1),193(2),193(3),18 9(7),189(8),189(9),1 94(1)194(2) BNS (earlier Sec. 141 to 160 - IPC)	45 days
13.	OFFENCES BY OR RELATING TO PUBLIC SERVANT	Sec 198,199,200,201,20 2,203,204,205, BNS (earlier Sec. 161 to 171- IPC)	2 Months
14.	OFFENCES RELATING TO ELECTIONS	Sec 169,170,171,172,17 3,174,175,176,177 BNS (earlier Sec. 171- A to 171-1 IPC)	2 Months
15.	NON-FATAL ROAD ACCIDENT	Sec 125 BNS (earlier 337,338 IPC)	1 Month

16.	FATAL ROAD ACCIDENT	Sec 106 BNS (earlier 304 (A) IPC)	1-2 Months
17.	OFFENCES AGAINST PROPERTY		
	a) THEFT	Sec 303(2) and 305 to 308(1) BNS (earlier Sec. 379 to 383 IPC)	3 Months
	b) EXTORTION	Sec 308(2) to 308(6) BNS (earlier Sec. 384 to 389 IPC)	3 Months
	c) ROBBERY	Sec 309(4) to 309(6) BNS (earlier Sec. 392 to 394 IPC)	3 Months
	d) DACOITY	Sec 310(2), 310(3) and 311 BNS (earlier Sec. 395 to 397 IPC)	3 Months
	e) HOUSE BREAKING AND THEFTS	Sec 331(3) to 331(8), 334(1) and 334(2) BNS (earlier Sec. 454 to 462 IPC)	3 Months

In simple cases, a reasonable time to 2-3 months may be given. Where cases are of grave nature and where professional gangs/individuals are involved or where offenders hail from other states, a maximum of 6 months can be given. Beyond that distt. SsP may be authorized to give extension of not more than 3 months in each instance and not more than two extensions. Beyond that, CID can give 1 or 2 extensions with reasons to be recorded in writing.

18.	CRIMINAL MISAPPROPRIATION OF PROPERTY	Sec 314 to & 315 BNS (earlier Sec. 403, 404 IPC)	4 Months is sufficient if 1 or 2 persons are involved in the offence and at least 8 Months is required where ever the case of grave in nature and involved large sections of public.
19.	CRIMINAL BREACH OF TRUST	Sec 316(1) to 316(5) BNS (earlier Sec. 405 to 409 IPC)	4-8 Months

In organized crime or economic offences, an outer limit of 6 months can be prescribed. Beyond that 2 extensions by SP, 2 more by CID and beyond that by DGP/ Head of Police Force.			
20.	RECEIVING OF STOLEN PROTERTY	Sec 317(1) &317(5) BNS (earlier Sec. 410, 414 IPC)	15 days
21.	CHEATING /CHIT FUNDS, MONEY CIRCULATION ACTIVITIES SCHEMES NBFCS UNDER APPDFE ETC.	Sec 318(2),318(3),319(2) & 318(4) BNS (earlier Sec. 417 to 420 IPC)	2 Months for simple cases and 6 months for complicated cases.
22.	MISCHIEF	Sec.324(1), 324(3),324(6) BNS (earlier Sec.425 and 440 IPC)	1 Month
23.	Offences under Cr.PC		1 Month
24.	CRIMINAL INTIMIDATION (EVE TEASING)	Sec.351(1), 352, 353, 351(2)/(3), 351(4), 354, 79,355, & 62 BNS (earlier Sec. 503 to 510 IPC)	1 Month
25.	OFFENCES RELATING TO DOCUMENTS AND PROPERTY MARKS , COUNTERFEITING CASES ETC.	Sec 336(1),335, 336(2), 337, 338, 336(2),336(4), 340(1), 340(2), 341(1), 341(2), 339, 342(1), 342(2), 343, 344, 345(1), 345(2), 345(3),347(1), 347(2), 348, 349, 350(1), 350(2), 346, BNS (earlier Sec. 463 to 489 IPC)	2 Months for simple cases and 6 Months for complicated cases.
26.	FUNDAMENTAL DEEDS AND DISPOSITION FO PROPERTY	Sec 320,321,322, 323 BNS (earlier Sec. 421 to 424 IPC)	2-4 Months

27.	CRIMINAL TRESPASS	Sec 329(1),329(2),330(1),330(2),329(3),329(4),332(a),332(b),332(c),333,331(1),331(3),331(5),331(2),331(4),331(6),331(7),331(8),334(1), 334(2) BNS (earlier Sec.441 to 462 IPC)	1 Month
28.	ATTEMPT TO COMMIT OFFENCES	Sec 62 BNS (earlier Sec. 511 IPC)	1 Month
29.	OFFENCES UNDER FICN, NDPS ACT CASES AND OTHER SPL. & LOCAL LAWS	SPL; & LOCAL LAWS	1 Month for simple cases and 03 Months in NDPS Act cases
30.	ARMS ACT CASES, ES ACT	SPL. ACT	4-6 months
31.	CASES UNDER ULPA	SPL. ACT	3-12 months
32.	CASES REFERRED BY THE COURTS	COURT CASES	Depending on the section of law
33.	CYBER CRIMES		2-3 Months
34.	SC/ST (POA) & PCT ACT		1 Month (enhanced to 2 months in the amendment act)
35.	CUSTODIAL DEATHS		2-4 Months

In all other IPC and SPL cases, 2-4 months may be prescribed.

GOVERNMENT OF TELANGANA
POLICE DEPARTMENTOffice of the
Commissioner of Police,
Hyderabad City.

No.31/CCRB/2016

Date: 21-01-2016

CIRCULAR MEMORANDUM

Sub: Hyderabad City Police - Recognition and Reward of staff at every level with outstanding/very good performance on a monthly basis - Law & Order Police Stations - Division of Police Station work into (16) Functional Verticals - Key Performance Indicators (KPIs) for each Functional Vertical Identified - Process to Recognise and Reward PS Staff through comparison on a monthly basis at Division Level, Zonal Level & Commissionerate Level through Monitoring & Review - Communicated - Reg.

Ref: This office Circular Memorandum in No.26/CCRB/2016 dtd.16.01.2016

All the officers and staff of Law & Order wings of Hyderabad City Police are hereby informed that the work of each Police Station including Women Police Station is classified into 16 functional verticals depending upon the nature of the work performed. There is a need to bring in professionalism at the cutting edge level by ensuring specialization of manpower under each of these verticals through specialized trainings based on suitability and aptitude. There is an imperative need to recognise and reward the meritorious work turned out by the staff of all these verticals including Home Guard Officers on a monthly basis through constant reviews and monitoring vertical-wise at Division Level, Zonal Level and Commissionerate Level. This will help in keeping up the morale and motivation levels of the entire staff at all Police Stations on a regular basis for improving the productivity of each individual employee and the Police organisation at large.

The list of (16) Functional Verticals is shown in Annexure-I. The Key Performance Indicators (KPIs) of each functional vertical have been designed with a view to recognise the good work turned out by each and every employee at the PS level on a monthly basis through comparison at Division Level, Zonal Level and Commissionerate Level. The Key Performance Indicators (KPIs) for the (16) verticals are attached herewith.

All the SHOs are instructed to distribute the formats containing the Key Performance Indicators (KPIs) to all the staff of all the concerned Functional Verticals and

explain them about the need to capture the data accurately and showcase their own performance on a monthly basis. The monthly performance of the staff of each vertical shall be compared with the monthly performance of staff of the same vertical across all Police Stations of a Division, Zone and Commissionerate for recognising staff who turn out best performance among them and reward them suitably on a monthly basis.

All SHOs, Divisional ACsP, Zonal DCsP and CP Hyderabad (Jt.CP. Crimes on his behalf) shall review the comparative performance of the staff, vertical wise within Division, Zone and entire Commissionerate, identify the best (3) performers at Divisional Level, Zonal Level and Commissionerate Level and recognize and reward them accordingly on a monthly basis.

The details of Recognition and Rewards sanctioned at the Divisional Level, Zonal Level and Commissionerate Level on monthly basis shall be sent to the Inspector, CCRB by 15th of every month for record, who in turn shall put it up for the review by the undersigned by 18th of the month

Calend
21/11/2016
Commissioner of Police
Hyderabad City

To,
To All the Admin. SIs of L&O PSs including Women PSs.
To all the SHOs & DIs of L&O PSs including Women PSs.
The Divisional Asst. Commissioners of Police.
To the DCP Task Force & Addl.DCP Task Force, Hyd. City.
Copy to the Zonal Dy. Commissioners of Police, Hyderabad City.
Copy to All Joint Commissioners of Police, Hyderabad City.
Copy to All Addl. Commissioners of Police, Hyderabad City.
Copy to all Notice Boards of all L&O PSs including Women PSs.
Copy to Inspector of Police, IT Cell & Inspector CCRB

KEY PERFORMANCE INDICATORS (KPIs)

Note : This form should be filled up by the process owner (SHOs) by himself / herself. It shall not be delegated to writers / Tech team (Ecopss staff).

15. MONTHLY PERFORMANCE REPORT OF DIS
For the month ending.....

KEY PERFORMANCE INDICATORS (KPIs)

Quality of Investigation	
1	Pendency of UI cases as against the target of 3 months of Reported Cases.
2	No. of TIPS conducted during the month
3	No. of accused taken on police custody during the month
4	No. of Bails opposed successfully during the month
5	No. of IRs with family and professional tree recorded and sent to CCRB during the month.
6	No. of cases in which staggered execution of PT Warrants is under taken in case of repeated offenders during the month.
7	No. of Remand Reports written with Previous History of Crime and Convictions during the month.
8	No. of Cases in which CCTV / Electronic Evidence processed through FSL and filed in the Court during the month.
9	No. of History Sheets opened during the month.
Quality of Crime Prevention Work	
10	No. of Accused (Property Offenders) detained under PD Act during the current year so far.
11	No. of Private Security Guards Enrolled as force multipliers during the month.
12	No. of Potential MO Offenders checked during the month.
13	No. of Accused whose Telephone details sent to CCRB through E-Mail during the month.
14	No. of OV offenders traced during the month.
15	No. of Cordon & Search operations organised so far during the year.
16	No. of Updates made on Crime Mapping during the month.
17	Average Response time for Dail 100 Calls during the month.
Crime Work	
18	No. of Property Offenders caught during the month.
19	No. of Property cases detected during the month.
20	% of Property cases Detected so far during the year.
21	% of Property Recovered so far during the year.
Court Work	
22	No. of CC Numbers obtain in Property Cases during the month.
23	No. of PT Cases of Property Offences disposed of during the month.
24	No. of Convictions secured on trial in contested cases during the month.
25	No. of convictions secured on trial in contested cases against PD Act detainees during the month.
26	No. of Stock surities identified and challenged in the court during the month.
27	No. of warrants executed during the month.
28	No. of Memos filed along with warrantee in the courts in case of repeat offenders
Technology Implementation	
29	% of PS Crime Staff using Technology Application.
30	% of PS Crime Staff upadting DPR by themselves.
31	% of PS Crime Staff trained in Technologies.
32	% Use of Technology Application.
Citizen Satisfaction Ratings	
33	Citizen Satisfaction Ratings for Current Month.
34	% Improvement in Performance Rating during the month.

Mail ID: data.ccrb@hyd.tspolice.gov.in

Note : This form should be filled up by the process owner (DIs) by himself / herself. It shall not be delegated to writers / Tech team (Ecops staff).

Name:	
Police Station:	
Rank	
Nature of Duty:	
Cell Number:	
E Mail ID:	

14. MONTHLY PERFORMANCE REPORT OF GENERAL DUTY STAFF
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

No. of 100 dial calls attended by General Duty Staff during the month	Average Response time for Dail 100 Calls.	No. of Petition enquiries assigned	No. of Petition enquiries completed	Please mention remarkable achievements, if any in L & O / Crime Work during the month	Extent of Use of Technology Applications	Citizen Satisfaction Ratings for the Month.	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month
1	2	3	4	5	6	7	8

Mail ID: data.ccrb@hyd.tspolice.gov.in

Note : This form should be filled up by the process owner (General Duty Staff) by himself / herself. It shall not be delegated to writers / Tech team (Icops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	

13. MONTHLY PERFORMANCE REPORT OF SECTION INCHARGE
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

No. of 100 dial calls received by Section Incharge during the month	Average Response time for Dail 100 Calls.	No. of Petition enquiries assigned	No. of Petition enquiries completed	Please mention remarkable achievements, if any in L & O / Crime Work during the month	Extent of Use of Technology Applications	Citizen Satisfaction Ratings for the Month.	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month
1	2	3	4	5	6	7	8

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Note : This form should be filled up by the process owner (Section Incharge) by himself / herself. It shall not be delegated to writers / Tech team (Ecops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

12. MONTHLY PERFORMANCE REPORT OF MEDICAL CERTIFICATE STAFF
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

1	Pendency of UI Cases as against the target of 3 months reported cases.	
2	Cr. No	No of MCs/PMEs pending at beginning of the month
3	Sec of Law	
4	Cr. No	No of MCs/PMEs added during the month
5	Sec of Law	
6	Total MCs/PMEs end of the month	
7	Cr. No	No of MCs/PMEs obtained during the month
8	Sec of Law	
9	No of MCs/PMEs pending at the end of the month	
10	Cr. No	No of FSL Reports pending at beginning of the month
11	Sec of Law	
12	Cr. No	No of FSL Reports added during the month
13	Sec of Law	
14	Cr. No	No of FSL Reports obtained during the month
15	Sec of Law	
16	No of FSL pending at the end of the month	
17	Extent of Use of Technology Applications	
18	Citizen Satisfaction Ratings for the Month.	
19	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month	

Mail ID: data.ccrb@hydtspolice.gov.in

Note : This form should be filled up by the process owner (MC Duty Staff) by himself / herself. It shall not be delegated to writers / Tech team (Ecops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

11. MONTHLY PERFORMANCE REPORT OF CRIME STAFF
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

No.of property offenders caught during the month	No.of property cases detected during the month	No.of OV offenders traced during the month	No.of MO offenders checked during the month	No.of offenders whose contact details sent (Ph.Numbers) through e mail to CCRB	Extent of Use of Technology Applications	Citizen Satisfaction Ratings for the Month.	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month
1	2	3	4	5	6	7	8

Mail ID: data.ccrb@hyd.apolice.gov.in

Note : This form should be filled up by the process owner (Crime Staff) by himself / herself. It shall not be delegated to writers / Tech team (Ecops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

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Note : This form should be filled up by the process owner (DSIs) by himself / herself. It shall not be delegated to writers / Tech team (Ecops staff).

Mail ID: data.ccrb@hyd.apolice.gov.in

Name:	
Police Station:	
Rank:	
Nature of Duty:	
Cell Number:	
E-Mail ID:	
Cell Number	

Quality of Investigation	
1	Pendency of UI cases as against the target of 3 months of Reported Cases.
2	No. of TIPS conducted during the month
3	No. of accused taken on police custody during the month
4	No. of Bail opposed successfully during the month
5	No. of IRs with family and professional tree recorded and sent to CCRB during the month.
6	No. of cases in which staggered execution of PT Warrants is under taken in case of repeated offenders during the month.
7	No. of Remand Reports written with Previous History of Crime and Convictions during the month.
8	No. of Cases in which CCTV / Electronic Evidence processed through FSL and filed in the Court during the month.
9	No. of History Sheets opened during the month.
Quality of Crime Prevention Work	
10	No. of Accused (Property Offenders) detained under PD Act during the current year so far.
11	No. of Private Security Guards Enrolled as force multipliers during the month.
12	No. of Potential MO Offenders checked during the month.
13	No. of Accused whose Telephone details sent to CCRB through E-Mail during the month.
14	No. of OV offenders traced during the month.
15	No. of Cordon & Search operations organised so far during the year.
16	No. of Updates made on Crime Mapping during the month.
17	Average Response time for Dail 100 Calls during the month.
18	No. of Property Offenders caught during the month.
19	No. of Property cases detected during the month.
20	% of Property cases Detected so far during the year.
21	% of Property Recovered so far during the year.
Crime Work	
22	No. of CC Numbers obtain in Property Cases during the month.
23	No. of PT Cases of Property Offences disposed of during the month.
24	No. of Convictions secured on trial in contested cases during the month.
25	No. of convictions secured on trial in contested cases against PD Act detainees during the month.
26	No. of Stock surities identified and challenged in the court during the month.
27	No. of warrants executed during the month.
28	No. of Memos filed along with warrantee in the courts in case of repeat offenders
Court Work	
29	% of PS Crime Staff using Technology Application.
30	% of PS Crime Staff upadting DPR by themselves.
31	% of PS Crime Staff trained in Technologies.
32	% Use of Technology Application.
Technology Implementation	
33	Citizen Satisfaction Ratings for Current Month.
Citizen Satisfaction Ratings	
34	% Improvement in Performance Rating during the month.

10 (b). MONTHLY PERFORMANCE REPORT OF DSIs
For the month ending-----

KEY PERFORMANCE INDICATORS (KPIs)

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Note : This form should be filled up by the process owner (SIS) by himself / herself. It shall not be delegated to writers / Tech team (Ecops staff).

Mail ID: data.ccrb@hydtspolice.gov.in

Name:	
Police Station:	
Rank:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

Quality of Investigation	
1	Pendency of UI cases as against the target of 3 months of Reported Cases.
2	No. of TIPS conducted during the month
3	No. of accused taken on police custody during the month
4	No. of Bails opposed successfully during the month
5	No. of IRs with family and professional tree recorded and sent to CCRB during the month.
6	No. of cases in which staggered execution of PT Warrants is under taken in case of repeated offenders during the month.
7	No. of Remand Reports written with Previous History of Crime and Convictions during the month.
8	No. of Cases in which CCTV / Electronic Evidence processed through FSL and filed in the Court during the month.
9	No. of History Sheets opened during the month.
10	No. of Accused detained under PD Act during the current year so far.
11	No. of Community CCTVs erected so far in the sector
12	No. of Private Security Guards Enrolled as force multipliers during the month in the sector
13	No. of Accused whose Telephone details sent to CCRB through E-Mail during the month.
14	No. of OV offenders traced during the month.
15	No. of Cordon & Search operations organised so far during the year.
16	No. of Updates made on Crime Mapping during the month.
17	Average Response time for Dial 100 Calls during the month.
18	No. of CC Numbers obtain during the month.
19	No. of PT Cases disposed of during the month.
20	No. of Convictions secured on trial in contested cases during the month.
21	No. of Convictions secured on trial in contested cases against PD Act detainees during the month.
22	No. of Stock surities identified and challenged in the court during the month.
23	No. of warrants executed during the month.
24	No. of Collaboration Meetings held during the month in Residential Colonies
25	No. of Collaboration Meetings held during the month in Commercial Areas
26	No. of Collaboration Meetings held during the month in Schools / Colleges.
27	No. of Major Community Policing Programmes organised so far during the year.
28	% of Police Personnel of PS using Technology Application.
29	% of Police personnel of PS upadting DPR by themselves.
30	% of Police Personnel of PS trained in Technologies.
31	% Usage of Technology Application at PS level.
32	Face Book Following.
33	Twitter Following.
34	Pendency of Meeseva Petitions during the month.
35	% Usage of Mobile APP - HYDCOP.
36	% Usage of E Mail.
37	No. of Performance reviews under taken during the month.
38	No. of Meritorious performers recognised and rewarded during the month.
39	Citizen Satisfaction Ratings for Current Month.
40	% Improvement in Performance Rating during the month.

10 (a). MONTHLY PERFORMANCE REPORT OF SIS
For the month ending.....
KEY PERFORMANCE INDICATORS (KPIs)

9. MONTHLY PERFORMANCE REPORT OF TECH TEAM STAFF
For the month ending-----

KEY PERFORMANCE INDICATORS (KPIs)

S. No.	Name of the Technology Application	% Usage of each Technology Application in the Police Station during the month	Percentage of Police personnel including Hqs who use technology Applications in the PS	No. Of new police personnel brought in to use of the technology Applications during the month by training.	No. Community CCTVs installed during the month	No. of offenders caught with the help of technology	Citizen Satisfaction Ratings for the Month.	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month
1	2	3	4	5	6	7	8	9

Mail ID: data.ccrb@hyd.spolice.gov.in

Note : This form should be filled up by the process owner Tech Team by himself / herself. It shall not be delegated to others.

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

8. MONTHLY PERFORMANCE REPORT OF SUMMONS STAFF
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

	1	Total number of Summons pending at the beginning of the month
	2	Total number of summons received during the month
	3	Total number of summons served during the month
	4	Total No. of Summons returned to court
	5	Total number of Summons pending at the end of the month
	6	No. of PT Cases disposed off during the month in association with Court PC/HC/ASI
	7	No. of Convictions secured on trial in contested cases during the month in association with Court PC/HC/ASI
	8	No. Offenders whose contact details(Ph.Numbers) are furnished through email to CCRB
	9	% Implementation of Court Monitoring System (E-Cops)
	10	Extent of Use of Technology Applications
	11	Citizen Satisfaction Ratings for the Month.
	12	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month

Mail ID: data.ccrb@hyd.tspolice.gov.in

Note : This form should be filled up by the process owner (Summons Staff) by himself / herself. It shall not be delegated to writers / Tech team (Ecops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

7. MONTHLY PERFORMANCE REPORT OF WARRANT STAFF
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

1	Total number of warrants pending at the beginning of the month	
2	Total number of warrants received during the month	
3	Total No. of warrants recalled/returned to court	
4	Cr. No	Total number of warrants executed during the month
5	Sec of Law	
6	CC/SC No	
7	Name of the warrantee	
8	Name of the Court	
9	Total number of warrants pending at the end of the month	
10	No.of Memos filed in the cases along with warrantee (in case of repeated offenders)	
11	No. of cases in which staggered execution of PT Warrants undertaken to prolong period of custody	
12	No.of PT Cases disposed of by Court in association with Court PC/HC/ASI	
13	No.of Convictions secured on trial in contested cases during the month in association with Court PC/HC/ASI	
14	No of offenders whose contact details (Ph.Numbers) were furnished to CCRB through email during the month	
15	% Implementation of Court Monitoring System (E-Cops)	
16	Extent of Use of Technology Applications	
17	Citizen Satisfaction Ratings for the Month.	
18	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month	

Mail ID: dataccrb@hydaspolice.gov.in

Note : This form should be filled up by the process owner (Warrant Staff) by himself / herself. It shall not be delegated to writers / Tech team (E-cops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

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6. MONTHLY PERFORMANCE REPORT OF COURT WORK STAFF

For the month ending-----

KEY PERFORMANCE INDICATORS (KPIs)

PS:-----
Court:-----

1	No of PT cases disposed of by the court during the month		
2	No of CC Nos obtained during the month		
3	Cr.No	No of convictions secured on trial in contested cases during the month	
4	Sec of Law		
5	Punishment		
6	Cr.No	No of convictions secured on trial in contested cases against Detenues under PD Act during the month	
7	Sec of Law		
8	Punishment		
9	Cr.No	No of TIPs conducted during the month	
10	Sec of Law		
11	Cr.No	No of accused taken in to police custody during the month	
12	Sec of Law		
13	Cr.No	No.of bails opposed succesfully during the month	
14	Sec of Law		
15	Cr.No	No.of stock sureties identified and challenged during the month	
16	Sec of Law		
17	No. of cases in which staggerred NBWs execution of PT Warrants under taken to prolong period of custody		
18	No. of memos filed along with warrantee in the Courts in cases of repeat offenders		
19	No.of offenders whose contact details/Ph.Numbers were sent through e mail to CCRB during the month		
20	% Implementain of Court Monitoring System (E-Cops)		
21	Extent of Use of Technology Applications		
22	Citizen Satisfaction Rating for the Month.		
23	% of Increase in PS Citizen Satisfaction Rating when compared to prevoius month		

Mail ID: data.ccrb@hyd.tspolice.gov.in

Mail ID: courtstaff.jsname@hyd.tspolice.gov.in

Note : This form should be filled up by the process owner (Court Staff) by himself / herself. It shall not be delegated to writers / Tech team (Ecops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

1	No. of property offenders caught red handed by Patrol Staff during the month
2	Percentage of reduction/increase in property offences during the month in the Jurisdiction of Patrol Car
3	No. of offenders physically checked during the month.
4	No. of OV History sheeters Traced during the month
5	No. of Community collaboration meetings held in residential colonies/Commercial areas during the month.
6	No. of collaboration meetings held in Schools/Colleges with students during the month.
7	Total No. of Pvt. Security Guards enroled so far as force multiplies
8	No. of offenders caught red handed by the community during the month
9	No. Of accused persons data collected and sent to CCRB during the month
10	No. Property crime scenes visited during the month
11	Average response time for dial 100 calls during the month
12	No. of anti desecration drills conducted during the month
13	Whether the target of zero Chain Snatching /Attention Diversion cases achieved in the respective jurisdiction during the month
14	No. of CCTVs added under community CCTV Project during the month.
15	Extent of Use of Technology Applications
16	Citizen Satisfaction Ratings for the Month.
17	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month

5. MONTHLY PERFORMANCE REPORT OF PATROL STAFF
For the Month Ending-----
KEY PERFORMANCE INDICATORS (KPIs)

Mail ID: data.crb@hyd.police.gov.in

Note : This form should be filled up by the process owner (Patrol Staff) by himself / herself. It shall not be delegated to Tech team (Ecops staff).

Name:	
Police Station:	
Rank & C.No:	
Nature of Duty:	
Cell Number:	
E-Mail ID:	

Mail ID: data.ccrb@hyd.tspolice.gov.in

Note : This form should be filled up by the process owner (Blue Colts Staff) by himself / herself. It shall not be delegated to Tech team (Ecops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

1	No. of property offenders caught red hamed by Blue Colt Staff during the month
2	Percentage of reduction/increase in property offences during the month in the Jurisdiction of Blue Colt.
3	No. of offenders physically checked during the month.
4	No. of OV History sheeters Traced during the month
5	No. of Community colloboration meetings held in residential colonoes/Commercial areas during the month.
6	No. of colloboration meetings held in Schools/Colleges with students during the month.
7	Total No. of Pvt. Security Guards enroled so far as force multiplies
8	No. of offenders caught red hamed by the community during the month
9	No. Of accused persons data collected and sent to CCRB during the month
10	No. Property crime scenes visited during the month
11	Average response time for dial 100 calls during the month
12	No. of anti desecration drills conducted during the month
13	Whether the target of zero Chain Snatching /Attention Diversion cases achieved in the respective jurisdiction during the month
14	No. of CCTVs added under community CCTV Project during the month.
15	Extent of Use of Technology Applications
16	Citizen Satisfaction Ratings for the Month
17	% of Increase in PS Citizen Satisfaction Ratings when compared to prevoius month

4. MONTHLY PERFORMANCE REPORT OF BLUE COLTS STAFF
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

Note : This form should be filled up by the process owner (Crime Writer) by himself / herself. It shall not be delegated to Tech team (Ecops staff).

Mail ID: data.ccrb@hydtspolice.gov.in

Court Work	
1	No. of CC Numbers obtained in Property Cases during the month.
2	No. of PT Cases of Property Offences disposed of during the month.
3	No. of Convictions secured on trial in contested cases during the month.
4	No. of convictions secured on trial in contested cases against PD Act detainees during the month.
5	No. of Stock surities identified and challenged in the court during the month.
6	No. of warrants executed during the month.
7	No. of Memos filed along with warrantee in the courts in case of repeat offenders
8	No. Of accused persons data captured and sent to CCRB during the month
9	No. of Remands written along with past history of Crime & Convictions during the month
10	No. of persons taken in to police custody during the month
11	No. of TIPs proposals prepared during the month
12	No. of bails opposed successfully during the month
13	IRs with family tree documented and submitted to CCRB during the month
14	CCTV/Electronic Evidence processed through FSL and filed in the court during the month
15	No. of History Sheets opened for Property offenders during the month
16	Extent of Use of Technology Applications
17	Citizen Satisfaction Ratings for the Month.
18	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month

3. MONTHLY PERFORMANCE REPORT OF CRIME WRITER
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

2. MONTHLY PERFORMANCE REPORT OF STATION WRITERS
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

1	Pendency of UI Cases as against the target of 3 months reported cases
2	No. Of accused persons data captured and sent to CCRB during the month
3	No.of references pending at end of the month
4	No.of FIRs registered on enterprise e-Cops during the month
5	No.of proposals under PD act sent to PD Cell against the offenders during the month
6	No.of Remands written along with past history of Crime & Convictions during the month
7	No.of persons taken in to police custody during the month
8	No.of TIPs proposals prepared during the month
9	No.of bails opposed successfully during the month
10	IRs with family tree documented and submitted to CCRB during the month
11	CCTV/Electronic Evidence processed through FSL and filed in the court during the month
12	No.of History Sheets opened for offender other than property offences during the month
13	Extent of Use of Technology Applications
14	Citizen Satisfaction Ratings for the Month.
15	% of Increase in PS Citizen Satisfaction Ratings when compared to previous month

Mail ID: data.ccrb@hyd.tspolice.gov.in

Note : This form should be filled up by the process owner (Station Writer) by himself / herself. It shall not be delegated to Tech team (Ecops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

1. MONTHLY PERFORMANCE REPORT OF RECEPTION STAFF
For the month ending-----
KEY PERFORMANCE INDICATORS (KPIs)

Total number of petitions received during the month	Total number of petitions entered with Mobile Numbers in the reception management system during the month	Total number of petitions disposed off during the month	Total number of petitions pending at end of the month	Extent of Use of Technology Applications	Citizen Satisfaction Rating for the Month.	% of Increase in PS Citizen Satisfaction Rating when compared to previous month
1	2	3	4	5	6	7

Email ID: data.ccrb@hyd.tspolice.gov.in

Note : This form should be filled up by the process owner (Reception Duty) by himself / herself. It shall not be delegated to Tech team (Ecops staff).

Name:	
Police Station:	
Rank & G.No:	
Nature of Duty:	
Cell Number:	
E Mail ID:	

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Annexure-I
Police Station Work
LIST OF FUNCTIONAL VERTICALS

- 1 Reception Staff
- 2 Station Writer
- 3 Crime Writer
- 4 Blue Colts Staff
- 5 Patrol Staff
- 6 Court Work Staff
- 7 Warrant Staff
- 8 Summons Staff
- 9 Tech Team
- 10 Investigation Staff (SIs/DSIs)
- 11 Crime Staff
- 12 Medical Certificate Staff
- 13 Section Incharge
- 14 General Duty Staff
- 15 Detective Inspector (DIs)
- 16 Station House Officer (SHOs)