

Section of BNSS

63-71

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DIRECTOR GENERAL OF POLICE
MEGHALAYA : : : SHILLONG

CIRCULAR NO. 4/ 2025

**Section 63 - 70 of BNSS: Form of Summons, Process of Receipt, and
Repository**

1. Issuance of Summons:

- i. Every summons issued by a court under BNSS must be in writing, prepared in duplicate, and signed by the presiding officer of the court.
- ii. The High Court may authorize another officer to issue summons as per prescribed rules.
- iii. Every summons must bear the official seal of the court.

2. Electronic Summons:

- i. If a summons is issued in an encrypted format or via electronic communication, it must include the digital signature or an image of the court's seal (excluding e – Summons).
- ii. The police officer serving the summons must verify the authenticity of the recipient's identity before proceeding with electronic service.

3. Modes of Service:

- i. The police officer must communicate with the recipient (witness or accused) via their registered mobile number or electronic communication address. The contact details are presumed correct unless proven otherwise.
- ii. If electronic delivery is not feasible, summons shall be served through conventional methods such as registered post or personal delivery.
- iii. When sent via encrypted messaging apps (e.g., WhatsApp, Telegram) or other electronic modes (e.g., SMS, MMS, email), the summons remains stored in the respective application on the recipient's device as part of its repository.
- iv. Every police station shall maintain a register as per the format prescribed herein as **Annexure – A**.

4. Service of Summons:

- i. Service of summons on a company or corporation may be effected by serving it on the Director, Manager, Secretary, or other officer of the company or corporation.

- ii. Service of summons on a firm or other association of individuals may be effected by serving it on any partner of such firm or associations or by letter sent by registered post addressed.
- iii. When a person cannot be found, the summons may be served by leaving one of the duplicates with some adult member of the family residing with the person, and the person with whom the summons is left shall sign a receipt on the back of the duplicate.
- iv. If after due diligence, summons cannot be served, the serving officer shall affix one of the duplicates to some conspicuous part of the house or homestead in which the person summoned ordinarily resides.
- v. In case of a government servant, the summon shall be served to the head of the office and return to Court with endorsement.
- vi. Service of summons outside local limits shall be sent to a Magistrate within whose local jurisdiction the person summon resides.

5. Proof of Service:

- i. The police officer must collect an acknowledgment of receipt for electronically served summons.
- ii. A hard copy of the acknowledgment shall be obtained, duly attested with the officer's designation and seal.
- iii. This document, along with a formal report, must be submitted to the court for record purposes.
- iv. An affidavit attached to the duplicate of the summons, purporting to be made before a Magistrate that the summons has been served as per section 64 and 66 of the Sanhita shall be admissible, in case the serving officer is not present during hearing of the case.
- v. All summons served through electronic communication under section 64 to 71 (both inclusive) shall be considered as duly served.

6. Review & Updates

This Circular is subject to modifications based on field feedback after the implementation of the new criminal laws (BNSS/BSA 2023).

Sd/-
(Smti. I. Nongrang, IPS)
Director General of Police,
Meghalaya, Shillong.

Memo No. ADG/L&O/C-150/2024/474-A

Dated Shillong the 11th April, 2025

Copy for favour of kind information and necessary action, if any, to:-

1. The Director General of Police, Meghalaya, Shillong.
2. The Inspector General of Police (Police Welfare/Commn.) / (SB/Borders), Meghalaya, Shillong.
3. The Dy. Inspector General of Police (ER) / (CID) / (WR) / (A), Meghalaya, Shillong / Tura.
4. The Sr. Superintendent of Police, Ri-Bhoi, Nongpoh/ (TAP), Meghalaya, Shillong.
5. The Principal, Police Training School, Meghalaya, Umran.
6. The Spl. Superintendents of Police (SB-I) / (SB-II), Meghalaya, Shillong.
7. The Asstt. Inspectors General of Police (R)/ (A) / (E), Meghalaya, Shillong.
8. The Superintendents of Police, East Khasi Hills, Shillong/ South Garo Hills, Baghmara/ East Jaintia Hills, Khliehriat/ South West Garo Hills, Ampati/ West Garo Hills, Tura/ North Garo Hills, Resubelpara/ West Jaintia Hills, Jowai/ East Garo Hills, Williamnagar/ West Khasi Hills, Nongstoin/ South West Khasi Hills, Nongstoin/ Eastern West Khasi Hills, Mairang / (ANTF), Shillong / (Anti-Infiltration Dte.), Shillong / (Anti-Infiltration Dte.), Tura / (Cyber) / (CID) / (F&ES), Shillong / (F&ES), Tura / (Security) / (VIS) / (EOW) / (SCRB) / (Borders) / (MPRO) / (ATS) / (R/PR), Meghalaya, Shillong.
9. The Commandants, 1st MLP Bn., Mawiong / 2nd MLP Bn., Goeragre / 3rd MLP Bn., Sahbsein / 4th MLP Bn., Sohpiian / 5th MLP Bn., Samanda / 6th MLP Bn., Umran / SF-10, Meghalaya, Shillong.


Asstt. Inspector General of Police (L&O),
Meghalaya, Shillong.

Annexure – A

Register to be maintained u/s 64 (1) of BNSS, 2023.

1. Serial number:
2. Number and nature of process, divided into:
 - 2.1 Summons:
 - 2.2 Warrant:
 - 2.3 Proclamation and Attachment:
3. Name of issuing court:
4. Name, mobile number, email, unique government identity number, social media address and residential or/and working address of the person against whom the process issued:
5. FIR / CR number and Section(s) of law:
6. Date of receipt in the Police station:
7. Name of the officer deputed:
8. Date when process made over to officer:
9. Date of his return to police station:
10. Method of service:
11. Date of return of process or of submission of report to issuing court:
12. Remarks:

(Any modification, if required, in the above list shall be made by an order from Competent Authority.)

GOVERNMENT OF ARUNACHAL PRADESH
OFFICE OF THE DIRECTOR GENERAL OF POLICE
POLICE HEADQUARTERS::ITANAGAR

NO. PHQ/SP (CR) CELL-13/2024 (P-I)

Dated Itanagar the 28th March' 2025

SOP No: 32

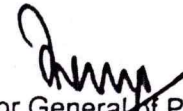
SOP ON SERVING OF SUMMONS

Section 70 of BNSS : Proof of service of summons – SOP on documenting the proof of service of summons through electronic communications (SOP creation). The section 70 of BNSS of the corresponding section of sec 68 of CrPc.

- When a summons issued by a court is served outside its Local Jurisdiction, the judicial Magistrate of such court outside of its Local Jurisdiction, who received summons may depute any Officer of the court to serve summons in its jurisdiction.
- An officer who served the summons is not present at the hearing of the case, an affidavit purporting to be made before a Magistrate, that such summons has been duly served.
- The Affidavit itself is sufficient that the summons are duly served by him other than in its local Jurisdiction of such court, which issued the summons.
- A duplicate of the summons purporting to be endorsed (In the manner provided in the section 64 & 66 by the provision, to whom it was delivered, or tendered or with whom it was left, shall be admissible in evidence).
- The statements made there in shall be deemed to be correct unless and until, the contrary is proved, means a statement is made that service of summons it was made and it is deemed to have served.
- The Affidavit made by the Officer who served summons out of the Local Jurisdiction of the court may be attached to the duplicate of the summons and returned to the court.
- Even any Officer Incharge, or HOD , to whom the court sends summons to serve the summons out of its Local Jurisdiction may make an affidavit and send the same along with the duplicate of summons return to the court.
- This is a new provision in clause 3 of section 70 of BNSS, which was not existed in old CrPC.

- All summons served through electronic communication either in encrypted (Ex: Whats App) in any other electronic mode i.e. E-mail, SMS, MMS etc, the acknowledgment of the same shall be considered as duly served and a copy of such summons to be attested and kept as a proof of service of summons.

This SOP is issued in accordance with the provisions of the Bharatiya Nagrik Suraksha Sanhita and is effective immediately.



Director General of Police
Police Headquarters, Itanagar
Arunachal Pradesh

Dated Itanagar the 21st March' 2025

Memo NO. PHQ/SP (CR) CELL-13/2024 (P-I)

Copy to: -

1. The OSD to DGP AP, PHQ Itanagar.
2. The SO to ADGP AP, PHQ Itanagar.
3. The SO to IGP (Crime)/IGP (L&O)/IGP (A), PHQ Itanagar.
4. All IGsP/DIGsP Ranges, Arunachal Pradesh.
5. The SO to DIGP (Crime)/DIGP (HQ), PHQ Itanagar.
6. The SO to SP (Crime), PHQ Itanagar.
7. All district Superintendents of Police, Arunachal Pradesh for compliance.
8. Office copy.



Director General of Police
Police Headquarters, Itanagar
Arunachal Pradesh

63

GOVERNMENT OF ARUNACHAL PRADESH
OFFICE OF THE DIRECTOR GENERAL OF POLICE
POLICE HEADQUARTERS::ITANAGAR

NO. PHQ/SP (CR) CELL-13/2024 (P-I)

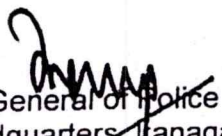
Dated Itanagar the ¹⁴28th March' 2025

SOP No: 33

SOP ON SEC.63 OF BNSS:- FORM OF SUMMON PROCESS OF RECEIVING SUCH SUMMONS FROM COURT AND ITS REPOSITORY

1. Every summons issued by a court in BNSS should be, in writing, in duplicate, signed by the presiding officer of such court or The High court may order by rule any other officer to issue summons. Every summons issued by the court shall bear the seal of the court.
2. A summon which is issued in an encrypted mode or any other form of electronic communication shall bear the image of the seal or digital signature of the concerned court.
3. The police officer shall ascertain genuineness of the identity of a person to whom the summon purported to be issued by a court to serve him in electronic mode.
4. The police officer shall communicate with a person to whom a summon purporting to be sent to the witness / accused through Mobile phone, or any other electronic communication address which is available and shall be deemed to be correct unless and until the contrary is proved. Otherwise, summons shall be served in ordinary course, such as, in Register Post or summons served personally. Where a summon sent in an encrypted mode (which is especially in the knowledge of a person who sent and a person who received a particular summons, (Ex- WhatsApp and Telegram etc) or where a summon sent in any other form of electronic communication (Ex i.e. SMS, MMS and E-mail etc). A summon which was sent through encrypted mode or any other electronic communication mode could be in a repository position in a storage of the respective APPs of particular person electronic devices.
5. The Police officer shall collect the acknowledgement of receiving of a summon which was sent through electronic communication and shall collect the hard copy of the same and attest it in a proper manner with his designation and seal and file with a report in a court of law.

This SOP is issued in accordance with the provisions of the Bharatiya Nagrik Suraksha Sanhita and is effective immediately.

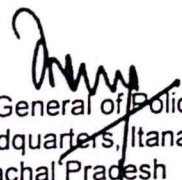

Director General of Police
Police Headquarters, Itanagar
Arunachal Pradesh

Memo NO. PHQ/SP (CR) CELL-13/2024 (P-I)

Dated Itanagar the ¹⁶16 March' 2025

Copy to: -

1. The OSD to DGP AP, PHQ Itanagar.
2. The SO to ADGP AP, PHQ Itanagar.
3. The SO to IGP (Crime)/IGP (L&O)/IGP (A), PHQ Itanagar.
4. All IGsP/DIGsP Ranges, Arunachal Pradesh.
5. The SO to DIGP (Crime)/DIGP (HQ), PHQ Itanagar.
6. The SO to SP (Crime), PHQ Itanagar.
7. All district Superintendents of Police, Arunachal Pradesh for compliance.
8. Office copy.


Director General of Police
Police Headquarters, Itanagar
Arunachal Pradesh

GOVERNMENT OF ARUNACHAL PRADESH
OFFICE OF THE DIRECTOR GENERAL OF POLICE
POLICE HEADQUARTERS::ITANAGAR

NO. PHQ/SP (CR) CELL-13/2024 (P-I)

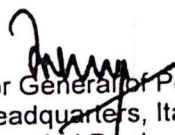
Dated Itanagar the 28 March' 2025

SOP No: 34

SOP ON SECTION 71 OF BNSS:- SERVICE OF SUMMONS ON WITNESS

1. Court may simultaneously issue both direct summons, electronic communication, registered Post.
2. Any endorsement by postal employee that the witness refused to take delivery of summons shall be deemed to be duly served.
3. Summons shall be served by the Police Officer or any other public servant authorized by State Government.
4. Register to be maintained at Police Station to enter the address, email address, phone number and other details as specified by State Government.
5. Summons to be served personally on the person summoned by giving him one of the duplicates of the summons.
6. Summons may also be served by electronic communications in such a means as prescribed by the State Government with the image of Courts Seal.
7. The person on whom the summon served shall sign on the back of the other duplicate.

This SOP is issued in accordance with the provisions of the Bharatiya Nagrik Suraksha Sanhita and is effective immediately.

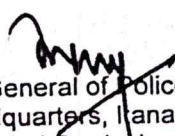

Director General of Police
Police Headquarters, Itanagar
Arunachal Pradesh

Dated Itanagar the 28 March' 2025

Memo NO. PHQ/SP (CR) CELL-13/2024 (P-I)

Copy to: -

1. The OSD to DGP AP, PHQ Itanagar.
2. The SO to ADGP AP, PHQ Itanagar.
3. The SO to IGP (Crime)/IGP (L&O)/IGP (A), PHQ Itanagar.
4. All IGsP/DIGsP Ranges, Arunachal Pradesh.
5. The SO to DIGP (Crime)/DIGP (HQ), PHQ Itanagar.
6. The SO to SP (Crime), PHQ Itanagar.
7. All district Superintendents of Police, Arunachal Pradesh for compliance.
8. Office copy.


Director General of Police
Police Headquarters, Itanagar
Arunachal Pradesh

**SEC.63 FORM OF SUMMONS: - PROFORMA FOR ACKNOWLEDGEMENT OF
ELECTRONIC FORM OF SUMMONS**

PROFORMA
IN THE COURT OF
AT
CC. No SC. No

Between:

OFFICER IN-CHARGE, PS _____

AND

ACCUSED

Acknowledgment of summon to accused

I _____ Officer In-Charge of PS _____ received the summons of the accused for the offence U/s _____ on _____ from the court with a seal /Digital Signature and served on him/her in an encrypted mode / Electronic Communication mode on _____ and the same was served through _____ and received the copy of the acknowledgment of the same U/s 70 (3) of BNSS and duly attested by me and filing before the court with a copy of the Online acknowledgment.

Date:

Signature

Officer In-Charge

**SEC.64 (2)-FORM OF SUMMONS:- PROFORMA FOR ACKNOWLEDGEMENT OF
ELECTRONIC FORM OF SUMMONS**

PROFORMA
IN THE COURT OF
AT
CC. No SC. No

Between:

OFFICER IN-CHARGE, PS _____

AND

ACCUSED

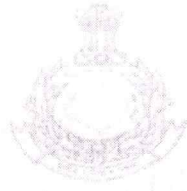
ACKNOWLEDGMENT OF SUMMON OF WITNESS

I _____ Officer In-Charge of PS _____ received the summons of the witness for the offence U/s _____ on _____ from the court with a seal /Digital Signature and served on him/her in an encrypted mode / Electronic Communication mode on _____ and the same was served through _____ and received the copy of the acknowledgment of the same U/s 70 (3) of BNSS and duly attested by me and filing before the court with a copy of the Online acknowledgment.

Date:

Signature

Officer In-Charge



DIRECTOR GENERAL OF POLICE,

POLICE HEADQUARTERS, OPP. AZAD MAIDAN, PANAJI-GOA, 403 001.

Office No.0832-2428360.Tel-fax No.0832-2428073.

Email ID:- dgpgoa@goapolice.gov.in

No. MISC-I(A)/Trg/S.O./ 7556 /2024

Dated: 11 /07/2024

STANDING ORDER NO. 67/2024

**SOP ON PROOF OF SERVICE OF SUMMONS ISSUED BY
COURT ON WITNESSES ON ALTERNATIVE MODE THROUGH
ELECTRONIC COMMUNICATIONS**

(SECTION 71 OF BNSS-2023)

Court may simultaneously issue both direct summons,
electronic communication, registered Post.

- Any endorsement by postal employee that the witness refused to take delivery of summons shall be deemed to be duly served.
- After service of Summons, the person who served the Summon should attach the photograph of served summon, as proof of service for submitting the same before the Court.
- Summons shall be served by the Police Officer or any other public servant authorized by State Government.
- Register to be maintained at Police Station to enter the address, email address, phone number and other details as specified by State Government.
- Summons to be served personally on the person summoned by giving him the duplicate of the summon.
- Summons may also be served by electronic communications with the image of Courts Seal. Example via Email, MMS, Whatsapp etc.

The person on whom the summon is served shall sign on the back of the duplicate.

If the witness refuses to take a summon issued by a court by way of electronic communication, the court deems fit that the summons has been duly served.

For example if summons is sent to the Head of the Office in which a person works/actively working or to the court out of his Jurisdiction and in turn the court deputed any Officer to serve the summon on a witness in its Jurisdiction but a witness refuses to take the summons, the same has to be reported by the Head of the Office or the Officer deputed by the court and send a report with regard to refusal of a witness to receive the summons, to the official website or email address of the concerned court which issued the summons and it shall be deemed to be duly served by the Officer or by the court as the case may be.

(Jaspal Singh, IPS)
Director General of Police,
Goa.

To,

All SsP /DySP's/PT's/PST's