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No. D7(a)/171003/2017/PHQ

Police Headquarters
Thiruvananthapuram

Date: 16.03.2018

Executive Directive No. 10/2018

Sub: Registration of missing person cases – New proforma for the details of the missing persons issuing of –reg.

Ref: This office proceedings dated, 02.09.2017, 27.02.2017 & 24.02.2018

At present, the FIRs in respect of the missing persons are being registered under section 57 of KP Act and then the copies of the FIRs sent to the concerned Magistrate Court. In the event the investigation shows a cognizable offence like kidnapping/ abduction/ homicide etc., additional sections of law are added and the concerned Judicial Magistrate Court is intimated and investigation undertaken.

02. As far as missing persons are concerned, we have constituted 2 State Level Teams to ensure that proper investigation takes place and missing persons are traced. Some good results have also come out. While reviewing the missing cases, it has also come to our notice that, while registering a missing case, the details are not recorded properly in the FIR.

03. Even after few months, sometimes, even the photographs of the missing persons are not available in the CD. These are highly unprofessional practice and the supervisory officers, even the DPCs have failed to do their supervisory duties. The investigation to trace the missing person is very crucial considering the societal and personal aspects.

Hence it has been decided that the **personal details of the missing persons** are to be collected immediately by the SHOs during the registration of the case. A Template (annexed) can be filled up by the complainant with the help of the SHO concerned immediately before/ after the registration of the case.

04. It is to be ensured that, the proforma is available in every police station and the DPCs shall be personally responsible for the availability of the proforma and filling it up at the time of registration of a man missing case. The copy of the FIR and the proforma –duly filled must be available in the CD File itself. This proforma will be helpful during the investigation in many aspects and even for sending Lookout Notices etc.

W 16/3
Loknath Behera IPS
DGP & State Police Chief

To

DGP NZ/ ADGP SZ/ All Range IsGP/
All DPCs/ All SDPOs/ All SHOs

Copy to : DGP SCRIB to publish the circular in the website
All officers in PHQ for information/ DD PIC, PHQ for n/a
Circular File

G1
From
M/S
M/W



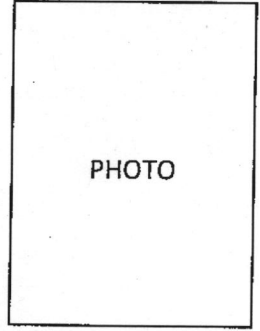
KERALA POLICE

DETAILS OF THE MISSING PERSON

I. Personal Details

1. General

- a) Name of Missing Person :
- b) Sex : Male Female TG
- c) Date of Birth & Age :
- d) Mobile/Phone No :
- e) Email ID :
- f) Aadhar No. :
- g) Colour & Type of dress at the time of missing :



2. Physical

- a) Height :
- b) Weight :
- c) Colour of the skin (fair & dark) :
- d) Colour of Iris :
- e) Way of dressing
- Male (Shirt/Pant/Mundu) :
 - Female (Saree/Salwar/Others) :
 - Child (Specify) :

- f) Hair Style :
 ➤ Colour of hair :
 ➤ Length (Short/Medium /Long) :
- g) Identification Marks : 1)
 : 2)
- h) Peculiar Style, if any
 ➤ Eating Habits :
 ➤ Style of Walking :
 ➤ Speech :
- (i) If differently abled
 (Specify category and
 percentage of disability) :

3. Education

- a) Qualification
 (at the time of missing) :
- b) Name of the school
 (year of completion) :
- c) Name of the College
 (Year of completion) :

4. Employment

- a) Name of the firm :
- b) Designation :
- c) Working since :

5. Social behavior

- a) Frequently visited places :
- b) Name, age & address
 of the close Associates of
 the missing person :