

CIRCULAR No. 10/2010.

Sub: Missing Persons – Registration and Investigation of Cases –
Instructions issued – Reg:

Ref: PHQ Circular No.32/2009 dated 12.08.2009

Detailed instructions regarding registration and investigation of complaints relating to 'Missing Persons' were issued vide Circular No.32/2009 dated 12-08-2009. The following instructions are issued in addition to those issued earlier:-

- i) On receipt of complaints relating to 'Missing Persons', the SHO will prepare a profile of the 'Missing Person' as prescribed in **Annexure-A**.
- ii) The 'Register of Missing Persons' will be maintained as indicated in **Annexure-B**.
- iii) Missing Persons Enquiry Cell (MPEC) functioning in each Police Station will send a copy of the Profile sheet of the Missing Person to the SCRB through the DCRB (which is designated as the District Missing Person Unit) 7 days after the receipt of such complaints, in cases where the Missing Persons have not been traced. The MPEC will inform the DCRB / SCRB as soon as any of the Missing Persons is traced. This procedure will be followed by the SCRB with regard to its correspondence with NCRB and CBI.
- iv) The SCRB will inform the CBI Headquarters of the details of the Missing Persons on a monthly basis with their profiles.
- v) The Investigating Officer of the Missing complaint should periodically keep in touch with the complainant and update him on the efforts made by the Police and ascertain further clues, if any, in the matter.
- vi) Any one can complain regarding a Missing Person with the Police number 100 or 9846100100 or 1090. The Police Officer manning the number should obtain full description, to the extent readily possible, of the Missing Person as prescribed in the Profile of Missing Person. The officer will immediately inform the Police Station having jurisdiction as well as the District Missing Person Unit of such complaint. It will also alert the Control Room Mobiles and the Police Station Mobiles. The officer will note the name and address of the complainant as well as his contact number.

- vii)** It will be the responsibility of the SHO concerned, on receipt of information regarding Missing Persons from the Police officer referred to above, to depute an officer not below the rank of an ASI to contact the complainant and collect all relevant details about the missing person as indicated in Annexure-A.

- viii)** Lady Police Officers will be associated with the investigation of cases of missing Women and Minor Girls wherever possible.

DIRECTOR GENERAL OF POLICE

ANNEXURE - A

PROFILE OF MISSING PERSON

1. POLICE STATION:					7. Sex M/F:	<input type="checkbox"/>	8. Age:	<input type="text"/>	Years.	<input type="text"/>								
2. Date from which missing:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	9. Date of Birth:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>								
3. Date of Reporting:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10. Height (Cms):	<input type="text"/>												
4. Name of the Missing Person:	<input type="text"/>																	
	Son/Daughter/Husband/Wife/Father/Mother of:	<input type="text"/>																
5. Address:	<input type="text"/>																	
	<input type="text"/>																	
	<input type="text"/>																	
6. Religion:	<input type="text"/>																	
16. Mind:					Normal	<input type="checkbox"/>	Abnormal	<input type="checkbox"/>										
17. Languages known: (Tick Mark)	Malayalam	<input type="checkbox"/>	English	<input type="checkbox"/>	Hindi	<input type="checkbox"/>	Tamil	<input type="checkbox"/>	Others	<input type="text"/>								
18. Physical Features : (Tick Mark)	Normal	<input type="checkbox"/>	Muscular	<input type="checkbox"/>	Fat	<input type="checkbox"/>	Thin	<input type="checkbox"/>	Lanky	<input type="checkbox"/>	Strong	<input type="checkbox"/>	Stout	<input type="checkbox"/>				
19. Complexion:	Dark	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Very Fair	<input type="checkbox"/>	Wheatish	<input type="checkbox"/>	Shallow	<input type="checkbox"/>								
20. Face:	Round	<input type="checkbox"/>	Long	<input type="checkbox"/>	Oval	<input type="checkbox"/>	Injury Marks	<input type="checkbox"/>	21. Forehead:	Broad	<input type="checkbox"/>	Narrow	<input type="checkbox"/>					
22. Teeth:	Natural	<input type="checkbox"/>	Artificial	<input type="checkbox"/>	Missing	<input type="checkbox"/>	Filled	<input type="checkbox"/>	23. Ear:	Large	<input type="checkbox"/>	Small	<input type="checkbox"/>	Pierced	<input type="checkbox"/>			
24. Beard:	Black	<input type="checkbox"/>	Grey	<input type="checkbox"/>	Shaven	<input type="checkbox"/>				25. Moustache:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Black	<input type="checkbox"/>	Grey	<input type="checkbox"/>
26. Hair:	Normal	<input type="checkbox"/>	Curly	<input type="checkbox"/>	Straight	<input type="checkbox"/>	Bald	<input type="checkbox"/>	Dark	<input type="checkbox"/>	Black	<input type="checkbox"/>	Grey	<input type="checkbox"/>	Black & Grey	<input type="checkbox"/>		
27. Eyes:	Black	<input type="checkbox"/>	Brown	<input type="checkbox"/>	Blue	<input type="checkbox"/>	Squint	<input type="checkbox"/>	Blind	<input type="checkbox"/>	With Spectacles	<input type="checkbox"/>	Contact Lens	<input type="checkbox"/>				
28. Clothes:	Upper	Colour	<input type="text"/>			Lower	Colour	<input type="text"/>										
		Tailor Mark	<input type="text"/>				Tailor Mark	<input type="text"/>										
29. Footwear:	Chappal(Make)	<input type="text"/>			Shoes(Make)	<input type="text"/>		Socks (Colour)	<input type="text"/>		Barefoot	<input type="checkbox"/>						
30. Ornaments:	Ear studs	<input type="checkbox"/>	Ring	<input type="checkbox"/>	Nose Stud	<input type="checkbox"/>	Neck Chain	<input type="checkbox"/>	Anklets	<input type="checkbox"/>	Toe Rings	<input type="checkbox"/>	Wrist Watch(Make if known)	<input type="text"/>				
31. Physical Deformity, If any:	<input type="text"/>										(Photo)							
32. Any other Striking Feature/s:	<input type="text"/>																	