

Fax/Email



**ODISHA POLICE  
CRIME BRANCH  
CRIMINAL INVESTIGATION DEPARTMENT**

No. 20727 /CID-Law

Date 16 .08.2019

To

All District Ss.P of Odisha/  
DCP, Bhubaneswar & Cuttack/  
SRP, Cuttack/Rourkeia.

**Sub: Special monitoring of Murder Cases by SR Section of DPO-CB  
Circular No.6/2019**

Enclosed, please find herewith Proforma/Check List for monitoring specific steps of investigation and trial of murder cases. This shall be maintained in SR Section of DPO by SR reader on the note sheet page of concerned SR record for quick appreciation by SP. Copy of the check list shall be duly forwarded to CID, CB/HRPC as the case may be.

Receipt of the circular may please be acknowledged.

(S.K.Upadhyay)  
Additional Director General of Police,  
CID-Crime Branch, Odisha, Cuttack.

**PROFORMA FOR THE MURDER CASE**  
**CB CIRCULAR-6/2019**  
**MANDATORY PROCEDURE TO BE FOLLOWED BY SR SECTION READER**  
**WHILE MAINTAINING SR CASES AT DPO**

1.	SR No.(Special Report No.) & Name of PS	
2.	Case No. & Sec. of Law	
3.	Date, time & place of occurrence	
4.	Date & time of report	
5.	Name of the S.O.	
6.	Name & rank of the I.O with mobile No.	
7.	Date & time of inquest	
8.	Date of receipt of inquest report at court	
9.	Name of the complainant with address	
10.	Names of the accused with address	1. 2. 3. 4.
11.	Name of the deceased with address	
12.	Date & time of visit of Dog Squad at Scene of Crime	
13.	Date & time of visit of F.P. Expert at Scene of Crime	
14.	Date time of visit of Scientific Expert at Scene of Crime	
15.	Whether Viscera were preserved?	
16.	Whether Hyoid Bone was preserved?	
17.	Date of handing over of Viscera and Hyoid bone at F.S.L with reference No.	
18.	Date of receipt of Viscera analysis report	
19.	Date of receipt of Histo Pathological Examination Report	
20.	Whether Superimposition technique adopted During investigation?	
21.	Whether final opinion of the Medical Officer for cause of death obtained?	
22.	Whether Test Identification Parade (TIP) conducted or not? ( if the names of the accused are not noted in the complaint).	
23.	Date of TIP and its details	
24.	Date of examination of the Medical Officer	
25.	Whether motor vehicles were involved in the occurrence? If so, details	
26.	Whether the motor vehicles involved in	

	the case were sent to the MVI for inspection?	
27.	Date of receipt of MVI's Report	
28.	Details of the accused arrested	
29.	The details of weapons used by the accused as per complaint	
30.	Whether Disclosure statement was recorded?	
31.	The details of weapons recovered by the IO through Disclosure statement of the accused	
32.	Date of Seizure List at the Scene of Crime	
33.	Seized property sent to SFSL/RFSL with C.C. No.	
34.	Date of seizure list ( U/s 27 Evidence Act)	
35.	If the accused surrendered, whether the accused were taken on police custody?	
36.	Whether all the accused were arrested?	
37.	Date of receipt of A.P.P/P.P's opinion	
38.	Court Case No. (GR/CT/ST No.)	
39.	Date of charge	
40.	No. of witnesses cited by the prosecution	
41.	No. of witnesses examined	
42.	No. of witnesses to be examined	
43.	Whether all the accused were present?	
44.	Details of NBW if any?	
45.	Whether written argument u/s 314 Cr.P.C filed	
46.	Date of judgement	
47.	Details of appreciation by court	
48.	Whether any strictures in the judgement?	
49.	Details of Appeal, if any	

Certified that the proforma has been personally prepared by me and the details recorded in the respective columns are correct.

Signature of the Inspector of Police (SR Section) or SR Reader.

Signature' of the Addl.SP/Dysp Incharge of SR Section.