



ODISHA POLICE  
CRIME BRANCH  
CRIMINAL INVESTIGATION DEPARTMENT

CRIME BRANCH CIRCULAR NO. 01/2018

Sub: **Issue of "Plan of Action" on receipt of Sitrep/FIR in SR/sensational cases in order to avoid loss of evidence**

It has come to the notice of the undersigned that the Supervision Notes are being released by the Supervising Officers belatedly which are reaching at the DPO as well as Crime Branch after two/three months of the registration of the case. By the time the SP/DCP issue instructions to the IOs, **many of the fragile evidence** such as **CCTV footage, nail clippings, blood stains, chance/latent Fingerprints**, and other **physical evidence/ digital evidence** ( cell phone data/mail contents/deleted data etc) are found to have been perished/decayed. Most of the Investigating Officers are not aware of the fact that durability of CCTV's footages **range from seven days to one month**. Due to delayed release and receipt of S.Notes, further instructions imparted by SP/DCP and other Senior Officers are becoming irrelevant and unproductive due to non- accessibility to many important material evidence.

2. In order to enforce better standard of investigation especially pertaining to detection of offenders, it is advised that **"Plan of Action" will be issued by district SP/DCP/SRP himself giving specific points of instructions for verification/ preservation/ collection/ despatch of physical/digital/material evidences mentioning the time frame of each action**. A sample copy of Plan of Action is attached herewith.

Such instructions **must be sent at once** to the concerned IIC/OIC/SDPO **on receipt of daily sitrep/FIR** with a copy to Crime Branch/EOW/STF, as the case may be. Personal supervision and monitoring by the SP/DCP will definitely boost the quality investigation.

Receipt of the letter may be acknowledged.

This order shall come into effect immediately.

(S. K. Upadhyay)


Additional Director General of Police  
CID/Crime, Odisha

Memo No. 12014 /CID (Law)

Dt. 29.03.2018

Copy forwarded to:

- All District SsP including SsRP, Rourkela & Cuttak/DCsP, Cuttack & Bhubaneswar
  - Addl. DGP, Railways, Odisha, Cuttack/Commissioner of Police, Bhubaneswar
  - All Range IsGP/DIsGP
- for information and necessary action.

  
(S. K. Upadhyay)  
Additional Director General of Police  
CID/Crime, Odisha

### Illustrative Plan of Action (Sample)

PS Case No.

S1.No.	Actionable Points	Time frame from date of reporting
1	Recovery, retrieval of CCTV footage of spot and from shops/ institutions etc. in nearby vicinity	7 days
2	Preserve nail clippings of victim , accused	Day of reporting ( victim) Day of arrest ( accused)
3	Search & Preserve chance/latent Finger Prints	Day of reporting
4	Tower dump analysis and CDR analysis	Immediately
5	Trail analysis of movement of accused to spot and from spot after occurrence ( by CDR analysis)	7 – 10 days
6	Obtaining PM Report/Medico-legal reports etc.	3-7 days
7	Medico-legal examination of victim in crimes against women	Same day
8	Obtaining query report in all medico-legal cases.	10-15 days
9	Recording of 164 statements and audio-visual recording in rape cases etc.	Immediately
10	Despatch of exhibits with proper preservation including DNA- related exhibits	7-10 days
11	Seizure of incriminating articles/weapon of offence and query to M.O. about possibility of injury by the said weapon of offence	1-15 days
12	Pursuing CE Reports etc. from State FSL/RFSL	30-45 days
13	Collection of digital evidence and despatch of exhibits to Cyber Forensic Lab, FSL	Immediately
14	Verification of money trail ( in deserving cases)	15-30 days
15	Preparation of spot map with help of local R.I.	30 days
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Supdt. of District