



'CORRUPTION. A CRIME AGAINST NATION'

Vigilance & Anti-Corruption Bureau  
Thiruvananthapuram

No.S-520/2017

Dated: 30.05.2017

Circular No.4/2017

Sub:- Use of CCTNS forms in Vigilance & Anti-corruption Bureau -reg.

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A new format of the FIR and other important forms being used all over the country need to be adopted in Vigilance & Anti-corruption Bureau which is an investigation agency of the Government. Moreover all VACB Officers are declared as Police Stations. Therefor now onwards all units will use the CCTNS forms like:

- (1). FIR
- (2). Arrest/Court surrender form
- (3). Property Search and Seizure form.
- (4). Final Form/Report
- (5). Court disposal form
- (6). Result of appeal form
- (7). Crime details form

Copies of the formats are enclosed herewith.

Loknath Behera IPS  
Director

To

1. The ADGP – I
2. The ADGP – II
3. All Unit Heads
4. LA/ALAs
5. IB Inspector
6. Manager/Accounts Officer  
Audit Officer/Administrative Assistant/SS/JS
7. CAs to the Director/ADGP I & II/SP(Int.)

**FIRST INFORMATION REPORT**  
(Under Section 154 Cr.P.C.)

1. District..... P.S. .... Year..... FIR No. .... Date.....
2. (i) Act ..... Sections .....
- (ii) Act ..... Sections.....
- (iii) Act ..... Sections .....
- (iv) Other Acts & Sections .....
3. (a) Occurrence of offence: Day..... Date from..... Date to.....  
Time Period ..... Time from..... Time to.....
- (b) Information received at P.S.: Date ..... Time .....
- (c) General Diary Reference : Entry No. .... Time .....
4. Type of Information : Written / Oral
5. Place of Occurrence : (a) Direction and distance from P.S. ....  
..... Beat No. ....
- (b) Address.....
- (c) In case, outside the limit of this Police Station, then  
Name of P.S. .... District .....
6. Complainant / Informant :  
(a) Name .....
- (b) Father's/Husband's Name .....
- (c) Date/Year of Birth ..... (d) Nationality .....
- (e) Passport No. .... Date of Issue ..... Place of Issue .....
- (f) Occupation .....
- (g) Address .....
7. Details of known/suspected/unknown accused with full particulars:  
(Attach separate sheet, if necessary)  
(1) .....
- (2) .....
- (3) .....
8. Reasons for delay in reporting by the complainant / informant  
.....
9. Particulars of properties stolen ( Attach separate sheet, if necessary )  
.....

Physical features, deformities and other details of the suspect/accused : ( If known / seen )

Sl. No.	Sex	Date/Year of Birth	Build	Height (cms.)	Complexion	Identification Mark(s)	
1.	2.	3	4	5	6	7	

Deformities/ Peculiarities	Teeth	Hair	Eyes	Habit(s)	Dress Habit(s)
8	9	10	11	12	13

LANGUAGE/ DIALECT	PLACE OF				
	Burn Mark	Leucoderma	Mole	Scar	Tattoo
14	15	16	17	18	19

These fields will be entered only if complainant/informant gives any one or more particulars about the suspect/accused.



**ARREST/ COURT SURRENDER FORM**

(Separate form for each accused)

1. District..... P.S. .... Year..... FIR/Proceeding /G.D. No. .... Date.....  
Alphanumeric code of the accused..... (Write A1 to A9 for the first 9 persons, B1 for 10th person & so on)
2. Date, Time and Place of arrest/surrender: Date ..... Time..... G.D.No.....  
Place of arrest : P.S. .... District .....
3. Name of the court (if surrendered): .....
4. Acts and Sections: .....
5. Arrested and forwarded/ Arrested and released on bail or PR bond/ Arrested but released on anticipatory bail/  
Arrested and remanded to police custody/ Surrendered in court and bailed out/ Surrendered in court and sent to  
judicial custody/ Surrendered in court and remanded to police custody.  
(tick '✓' applicable portion).
6. Particulars of the arrested person:
  - (i) Name .....
  - (ii) Father's / Husband's Name.....
  - (iii) First Alias ..... (iv) Second Alias .....
  - (v) Nationality ..... (vi) (a) Voter Id. card No. ....  
(b) Passport No. .... (c) Date of issue ..... (d) Place of issue.....
  - (vii) Religion ..... (viii) Caste/Tribe.....
  - (ix) SC/ST/OBC..... (x) Occupation .....
  - (xi) Permanent Address ..... Distt..... P.S.....
  - (xii) Present Address ..... Distt ..... P.S.....
7. Injuries, cause of injuries and physical condition of the arrested person (Indicate if medically examined) :  
.....  
.....
8. The arrested person, after being informed of the grounds of arrest and his legal rights, was duly taken into  
custody on.....(date) at .....(hours) at ..... (place). The following article(s) was/were found  
on physical search, conducted on the person of the arrested person and was/were taken into possession, for which  
a receipt was given to the arrested person. If no article found, 'NIL' may be indicated.  
(1) ..... (2) .....  
(Attached separate sheet, if required).  
  
Necessary wearing apparels were left on the arrested person for the sake of human dignity and body protection.  
  
The arrested person was cautioned to keep himself/ herself covered for purpose of identification.  
  
Intimation given to Shri/Smt. .... (relation of) ..... on (date)..... at (hrs.).....

--- : 1/2 : ---

9. Physical features, deformities and other details of the arrested person:

Physical features, deformities and other details of the suspect/accused : ( If known / seen )

Sl. No.	Sex	Date/Year of Birth	Build	Height (cms.)	Complexion	Identification Mark(s)
1.	2.	3	4	5	6	7

Deformities/ Peculiarities	Teeth	Hair	Eyes	Habit(s)	Dress Habit(s)
8	9	10	11	12	13

LANGUAGE/ DIALECT	PLACE OF				
	Burn Mark	Leucoderma	Mole	Scar	Tattoo
14	15	16	17	18	19

These fields will be entered only if complainant/informant gives any one or more particulars about the suspect/accused.

**PROPERTY SEARCH & SEIZURE FORM**  
(Search/Production/Recovery u/s 51/102/165 Cr.P.C..... etc.)

1. District ..... P.S. .... Year ..... FIR/G.D.No. .... Date.....
2. Acts and Sections .....
3. Nature of property seized: Stolen/Unclaimed/Unlawful possession/Involved/Intestate.
4. Property seized/ recovered: (a) Date..... (b) Time.....  
(c) Place .....
- (d) Description of the place .....
5. Person from whom seized /recovered :  
Name..... Father's/Husband's name .....  
Sex ..... Age ..... Occupation .....  
Address .....  
Professional receiver of stolen property. Yes/No
6. Witnesses:  
(i) Name ..... Father's/Husband's name .....  
Age ..... Occupation ..... Address .....  
.....  
.....  
(ii) Name ..... Father's/Husband's Name .....  
Age ..... Occupation ..... Address .....  
.....  
.....
7. Action taken/recommended for disposal of perishable property.....
8. Action taken/recommended for keeping of valuable property .....
9. Identification required. Yes/No
10. Details of properties seized/ recovered ( Use appropriate prescribed form(s) and attach).  
(1) .....  
(2) .....  
(Attach separate sheet, if required)

11. Circumstances/grounds for seizure

12. The above mentioned properties were seized in accordance with the provisions of law in the presence of the above said witnesses/\* and a copy of the seizure form was given to the person/ the occupant of the place from whom seized.

13. The following properties were packed and/or sealed and the signature of the above said witnesses obtained thereon or on the body of the property.

Sl. No.	Property	Indicate whether signature obtained on the packet or on the body of the property
1	2	3

-----  
Signature of the person from whom seized  
(if present)

Specimen of the seal is given below

**Witness-1**

Signature

.....  
Signature of Investigating officer

**Witness-2**

Name .....

Rank .....No.....

Place..... Date.....

Signature

\* In case the property is seized from such a place that no receipt is required to be given to anybody, this portion of the sentence should be struck off.



Attachment to Item 10 of Property Search & Seizure Form.

N.C.R.B.

Details of Counterfeit Currency recovered/seized :

District ..... P.S. .... Year..... FIR No. .... Date.....

Sl. No.	Number of pieces	Series	Serial Number	Type of currency	Denomination	Visible counterfeiting mark(s)
1	2	3	4	5	6	7

Witness-1

Signature

Witness - 2

Signature

Signature of Investigating Officer

Name .....

Rank ..... No. ....



Attachment to Item 10 of Property Search & Seizure Form.

N.C.R.B.

Details of Narcotic drugs recovered/seized:

District ..... P.S. .... Year ..... FIR No. .... Date .....

Sl. No.	Name of drug	No. of packets	Weight (kg./gms.)	Description of the packing and marking, if any	Method of concealment	Estimated value (Rs.)
1	2	3	4	5	6	7

Whether the notice under Section 50 of NDPS Act served on the person ? Yes/No

Whether the Laboratory analysis form filled on the spot ? Yes/No

Witness-1

Signature of Magistrate (when present) /Gazetted Officer

Signature of Investigating Officer

Signature

Name .....

Name .....

Witness - 2

Court .....

Rank ..... No. ....

Signature

**FINAL FORM/ REPORT**  
(Under Section 173 Cr.P.C.)

IN THE COURT OF .....

1. District ..... P.S. .... Year..... FIR No..... Date .....
2. Final Report / Charge Sheet No ..... 3. Date.....
4. (i) Act..... Sections .....
- (ii) Act ..... Sections .....
- (iii) Act ..... Sections .....
- (iv) Other Acts & Sections .....
5. Type of Final Form/Report: Charge Sheet / Not charge sheeted for want of evidence / FR True, Undetected / FR True, Untraced / FR True, offence abated / FR Unoccurred.  
(tick '✓' applicable portion).
6. If FR Unoccurred: False/Mistake of Fact/Mistake of law/Non cognisable /Civil nature.  
(tick '✓' applicable portion).
7. If Charge sheet : Original / Supplementary.  
(tick '✓' applicable portion).
8. Name of I.O. .... Rank ..... No. ....  
(at the time of charge sheet)
9. (a) Name of complainant / informant .....
- (b) Father's / Husband's name .....
10. Details of Properties/Articles/Documents recovered/seized during investigation and relied upon (separate list can be attached, if necessary).

Sl. No.	Property description	Estimated value (Rs.)	P.S. Property Register No.	From whom/ where recovered or seized	Disposal
1	2	3	4	5	6

11. Particulars of accused persons charge-sheeted: (Use separate sheet for each accused)  
Sl. No. ....
- (i) Name ..... Whether verified .....
- (ii) Father's/Husband's name ..... (iii) Date/ Year of birth .....
- (iv) Sex ..... (v) Nationality ..... (vi) Passport No. ....  
Date of Issue ..... Place of Issue .....
- (vii) Religion ..... (viii) Whether SC/ST/OBC ..... (ix) Occupation .....

- (x) Address ..... Whether verified .....
- (xi) Provisional criminal No. ....
- (xii) Regular criminal No. (if known) ..... (xiii) Date of arrest .....
- (xiv) Date of release on bail ..... (xv) Date on which forwarded to court.....
- (xvi) Under Acts & Sections .....
- (xvii) Details of bailers / sureties:
- Name ..... Father's/Husband's name .....
- Occupation ..... Address .....
- Identification .....
- (xviii) Previous convictions with case references .....
- .....
- .....
- (xix) Status of the accused:  
Forwarded / Bailed by police / Bailed by court / Judicial custody / Absconding / Proclaimed offender  
(tick '✓' applicable portion).
12. Particulars of accused persons - not charge sheeted (suspect) : (Use separate sheet for each suspect)
- Sl. No. ....
- (i) Name ..... Whether verified.....
- (ii) Father's/Husband's Name ..... (iii) Date/Year of birth .....
- (iv) Sex ..... (v) Nationality ..... (vi) Passport No. ....
- Date of Issue..... Place of Issue .....
- (vii) Religion ..... (viii) Whether SC/ST/OBC ..... (ix) Occupation .....
- (x) Address.....
- ..... Whether verified .....
- (xi) Provisional criminal No. ....
- (xii) Suspicion approved : Yes/No
- (xiii) Status of the accused (suspect):  
Bailed by police/Bailed by court/ Judicial custody/Not arrested  
(tick '✓' applicable portion).
- (xiv) Under Acts & Sections .....
- (xv) Any Special remarks including reasons for not charge sheeting .....
- .....
- .....
- .....

13. Particulars of witnesses to be examined:

Sl. No.	Name	Father's/Husband's name	Date/Year of birth	Occupation	Address	Type of evidence to be tendered
1	2	3	4	5	6	7

14. If FR is false, indicate action taken or proposed to be taken u/s 182/211 I.P.C .....

15. Result of Laboratory analysis .....

16. Brief facts of the case (Add separate sheet, if necessary) .....

17. Refer Notice served : Yes/No Date.....  
(Acknowledgement to be placed)

18. Despatched on .....

19. No. of enclosures .....

20. List of enclosures : As annexed

Forwarded by Officer in charge

Name .....

Rank .....No. ....

Signature of Investigating Officer  
submitting Final report/Charge sheet

Name .....

Rank ..... No. ....



## COURT DISPOSAL FORM

IN THE COURT OF .....

1. District ..... P.S. .... Year ..... FIR / Proceeding No. .... Date ..... 2. Charge sheet No. .... Date .....
3. Judicial file/Court case No. .... 4. Acts & Sections of Law .....
5. Date of framing charge in court ..... 6. Type of case ..... 7. Date of judgement .....
8. Name(s) of the prosecutor .....
9. Details of court disposal in respect of the adult accused persons :

[illegible]

## 10

[illegible]11. **Reasons of Acquittal** .....

12. Other comments / strictures passed by the court

13. Appeal preferred Yes / No - By State / By accused / By complainant

Signature of the P.P./A.P.P. preparing the form

Name .....

Date .....

**RESULT OF APPEAL FORM**

IN THE COURT OF .....

1. District ..... P.S. .... Year ..... FIR / Proceeding No. .... Date .....
2. Charge sheet No. .... Date .....
3. Judicial file/Court case No. ....
4. Appellant party : State / Accused / Complainant
5. Appeal No. .... 6. Date of appeal.....
7. Date of judgement .....
8. **Particulars of the results of appeal in respect of the adult accused persons :**

Sl. No.	Name of the accused	Provisional criminal number	Regular criminal number	Acts & Sections of law under which convicted	Result of appeal	Type of punishment	Period of punishment	Amount of fine (Rs.)	Period of bond	Amount of bond (Rs.)
1	2	3	4	5	6	7	8	9	10	11

The columns showing "Acts & Sections of Law" onward should be filled up only in case there is change in punishment in case of conviction or when acquittal is set aside, both in respect of adults and juveniles.

## 9 Particulars of the results of appeal in respect of Juveniles:

[illegible]

10. Any notable observations of the Appellate court on the Investigation / Prosecution / Lower courts :
11. Other comments / strictures passed by the court :
12. Remarks, particularly in regard to further appeal, if any :

Signature of the P.P./A.P.P. preparing the form

Name .....

Date .....



### CRIME DETAILS FORM

5. Particulars of the victim(s) (Attach separate sheet, if required):

[illegible]

6. Motive of crime .....
7. Details of properties stolen/involved (Use appropriate prescribed form(s) and attach).
8. Date and time of visit to the place of occurrence:  
 Date ..... Time .....
9. Description of the place of occurrence.

10. Description of physical evidence from the scene of crime for the property recovered/seized for the purpose of investigation.

(i) Witness: Name .....

Address .....

(ii) Witness: Name .....

Address .....

11. Sketch/ Map of the place of occurrence (Attach sketch/ map with legends separately, if needed. If to scale, indicate so. May be certified and signed by witnesses, if required).

Whether the Sketch/Map prepared by draftsman? Yes/No

Signature of Investigating Officer

Name .....

Place .....

Rank ..... No. ....

Date : .....

N.C.R.B.

District..... P.S. .... Year ..... FIR No. .... Date.....

[illegible]

Signature of Investigating Officer

Name .....

Rank ..... No. ....

Signature

## Attachment to Item 7 of Crime Details Form or Item 10 of Property Search &amp; Seizure Form.

N.C.R.B.

## Details of Cultural property seized/recovered/stolen:

District..... P.S. .... Year..... FIR No. .... Date.....

Sl. No.	Type	Material used	Nomenclature	Height	Breadth	Depth	Weight	Age AD/BC	Estimated Value (Rs.)	Special features			Seized/Recovered/ Stolen	Photograph collected Ycs/No	ASI certificate No.	Insurance certificate No. and name of the company
				cm-mm	cm-mm	cm-mm	kg.-gm.			-1	-2	-3				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

Witness-1

Signature

Witness-2

Signature

Signature of Investigating Officer

Name .....

Rank ..... No. ....



N.C.R.B.

## District ..... P.S. .... Year ..... FIR No. .... Date .....

[illegible]

Signature of Investigating Officer

Name .....

Rank ..... No. ....