No.S.520/2017

CIRCULAR NO.12/2017

Sub:- Progress Reports in Cases/Enquiries – reg.

At present there is no structured and systematic method of monitoring the investigation/enquiry by the 1st Level, 2nd level or 3rd level Supervisory Officers. Supervision of enquiry or investigation is very crucial to get the best results.

02. In a unit headed by a DySP, he is the First Level Supervisory Officer of the cases and enquiries conducted by the Inspectors or Sub Inspectors working under him. In Special Units, the SPs concerned are the First Level Supervisory officers. In the Range offices, SPs are the First Level Supervisory Officers. The Range SPs are Second Level Supervisory Officers in the cases or enquiries handled by the District Units which report to them. The ADGPs are the 2nd level supervisory officers for the Special Units, Range SPs and they are the Third Level Supervisory Officers for the district units.

03. Progress Report (PR) in a scientific format (Annexed) is an excellent monitoring tool for supervising officers. These progress reports provide them opportunity to assess the progress made in an investigation/enquiry and to issue timely directions in the ongoing investigations or enquiries. Progress Reports shall be prepared for VCs and QVs/PEs and sent.

04. Progress Reports on the ongoing enquires/investigations should be prepared by the First Level Supervisory Officer and sent upwards. In the
enquiries/investigations conducted in a District Units the Unit Heads shall prepare the Progress Reports himself on the basis of the Case Diaries and other documents and only after discussing with the Investigating Officer/Enquiry Officer and send the Progress Report so prepared to the Range SP. In case of Special Units the SP will do the same as DySP of a district Unit.

**05.** In the enquiries and investigations against Class I officers or senior political executives both serving as well as the former and in sensational cases/enquiries, Progress Reports shall be sent by the SP of the Range/Spl. Unit to the ADGP concerned. The concerned ADGP will submit the progress report to the Director if the enquiry or investigation is against an All India Service Officer/Ministers/Ex-Minister (and other sensational and important cases as considered by the ADGP).

**06.** In respect of enquiries and investigations conducted by Special Units the 1st level supervisory officer ie. the SP shall send the Progress Report to the ADGP concerned in the Directorate and ADGP shall submit the Progress Report to the Director (as mentioned above). It may be noted here that special units investigate important cases and conduct important enquiries.

**07.** The 1st level Supervisory Officer who prepares the Progress Reports, the second level supervisory officer and even the Director are required to issue comments/Remarks and instructions like the investigation/enquiries are in correct line or not, being delayed or such and such steps are to be taken, such and such documents are to be seized, such and such witnesses to be examined or re-examined etc. Without the comments or instructions Progress Reports become ineffective and meaningless.

**08.** The First Progress Report is very crucial. It will enclose Plan of Action (PoA) (drawn by the IO, SP and the Law Officer sitting together), indicate specific allegations in detail made in the Enquiry Registration Report or in
the FIR on which the enquiry or investigations are to be conducted. The first progress report shall be submitted by the First Level Supervisory Officer to the Second Level Supervisory Officer after **fifteen days** of the registration of enquiry or investigation.

**09.** The second Progress Report which will include the allegations in brief and report the results and developments in the investigation or enquiries vis-à-vis each allegation. The second Progress Report shall be sent after 30 days of sending the first progress report. Subsequent progress reports shall be sent on 30 days interval only till the completion of enquiry or investigation.

**10.** In the cases where **further investigation** U/s 173(8) CrP.C is conducted Progress Reports (PRs) also to be sent every 30 days till further investigation is complete.

**11.** Some of the important points which are to be mentioned in such progress reports are as below:-

1. List of evidence collected by examining witnesses.
2. List of evidence gathered from the documents seized.
3. Chronological statement of important developments in the investigation till date.
4. Summarizing the evidence vis-à-vis each allegation.
5. Discovery of any new fact (or new evidence collected) during the period under review.
6. The first level supervisor is required to record his remarks in specific terms to set out a definite route map for the enquiry or investigation.
7. Routine and vague instructions, impractical instructions must be avoided.
8. The reason for delay and the important points of which enquiry or investigation which remain to be completed must be pointed out.

9. In case any fresh allegations arise, during the ongoing enquiry or investigation or some new person(s) is/are suspected this should be specifically mentioned in the progress report.

10. In case any difficulty is encountered during the enquiry or investigation, a specific mention of the same and steps taken to overcome that may be mentioned by the 1st level supervisory officer.

11. The Progress Report should be made in triplicate (3 copies). One copy should be immediately given to the IO by the 1st level supervisory officer. The other should be sent to the 2nd level supervisory officer by the 1st level supervisory officer and the 3rd copy will be retained by the author i.e. the first Level Supervisory Officer.

12. The progress report can also be sent by official e-mail to the Directorate. A copy of the Progress Report should be kept in the crime file (not in the CD) in the unit itself. The Directorate may also keep a hard copy in the crime file by creating a separate folder called ‘Progress Report Folder’ attached with the crime file. A copy of the PE/QV Registration report in case of enquiry and FIR in case of VC shall be attached to the 1st Progress Report (if not sent already immediately after the registration of such enquiry or investigation.

13. There will be no compromise on the part of any officer not to send the Progress Reports or discontinue sending of Progress Reports during the course of enquiries/investigations. Timely
sending of Progress Report is to be monitored by the 2\textsuperscript{nd} level supervisory officer meticulously.

14. The Progress Reports will help in writing the Final Report.

This system of Progress Reports in Investigation/Enquiries shall be implemented with immediate effect.

(In respect of ongoing investigations/enquiries (QVs/PBs) Progress Reports should be sent w.e.f. 05-07-2-17 without any excuse.)

LOKNATH BEHERA IPS
DIRECTOR

Copy to:
All Unit Heads
All Officers in the Directorate
Manager/Accounts Officer/Administrative Assistant
CAs to Director/ADGP-I/ADGP-II/SP(Int.)/ADP(V)/EE
Stock File
FORMAT FOR THE PROGRESS REPORT

Name of VACB Unit:

1. PE/QV/VE/SC along with name of the Unit:

2. Date of Registration:

3. Section of Law (in case of VC):

4. Name(s) of the Investigating/Enquiry Officer:

5. Details of accused/suspect:
   (a) Number of accused/suspect:
   (b) Name(s) of main accused/suspect:
   (c) Whether arrested, or not:
   (d) If arrested whether on bail or in VACB/Judicial custody;
   (e) In case accused is absconding whether proceeding under section 82 & 83 Cr.P.C. have been initiated.

6. Whether any search was conducted during the period under review:
   (If yes, whether any incriminating document/material to prove the allegations were found or not.)

7. Whether any documents/material have been collected during period under review or and any expert opinion received.

8. Details pertaining to investigation:
   (i) The allegation(s) in brief (gist maybe given point wise);
   (ii) A brief chronological statement of important developments in the investigation till date (which would include details of important searches/result of scrutiny of documents);
   (iii) Development in the investigation vis-à-vis each allegation during the period under review;
   (iv) How far the allegation(s) have been substantiated and where the investigation is leading (in case of disproportionate asset case, the A, B, C, D statements may be incorporated);
(v) Discovery of any new fact and gist of crucial evidence/material gathered during the investigation/enquiry whether by way of examination of witnesses or by way of scrutiny of documents/material seized (it would also be mentioned what documents/material have been sent for Expert examination);

(vi) Whether any application with regard to enquiry/investigation or related matters have been moved in any Court and if so, the details of the same and what action has been taken in the matter;

(vii) Instruction given to the Investigating/Enquiry Officer for continuing investigation/enquiry

(viii) Action taken on instructions issued on the previous PR by SP/ADGP/Director

(ix) Important points on which enquiry/investigation remains to be completed;

(x) Difficulties encountered during enquiry/investigation, if any, and steps taken to overcome these;

(xi) Reasons for delay in submitting the PR and steps taken to avoid further delay;

(xii) Further time to be taken for completing the investigation/enquiry.

(xiii) Details of case diaries (such as numbers and dates) perused by the SP based on which the PR is based.

(Signature of Unit Head with date)

Remarks of 2nd Level Supervisory Officer:

Signature:
Date:

Remarks of 3rd Level Supervisory Officer:

Signature:
Date: