

C.No.D-X/3827/SCRB/2013

CIRCULAR MEMORANDUM

Sub : CCTNS – Data entry by handholding persons appointed for six months by the System Integrator(NTL) – Clarification issued – Reg.
Ref : Rc.No.D-X/1279/SCRB/2013 dated 22.08.2013
-oOo-

One of the responsibilities of Hand Holding Person(HHP) is to make data entry in the police station. It is learnt that there is lack of clarity on the roles of the HHPs and Police Data Entry Operator(PDEO) in entering data in the police station.

2. Hence, the following guidelines were already issued in order to ensure uniformity and accuracy in the data entry work assigned to HHPs and PDEOs vide reference cited.

- i) HHP will enter historical data for the cases registered from 01.01.2012 to 31.12.2012. PDEO will provide the case files/records and validate the data entry made by HHP on daily basis.
- ii) HHP will enter minimum of 15 case files of the year 2012 per day.
- iii) HHP and PDEO will jointly enter the cases registered from 01.01.2013 to the date of “Go-Live” so that, hands on practice and knowledge transfer will be gained by PDEO.
- iv) PDEO will enter cases registered from the date of Go-Live. HHPs will not enter the live cases.

3. An audit done of the entry of data both historical and live at the police stations in some districts has brought forth the following issues.

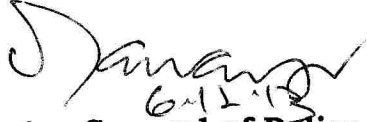
- a) The HHPs are entering only details of FIRS in the registration module. Case progress is not captured in the INVESTIGATION, PROSECUTION modules as relevant case dairies/files are not made readily available to HHHPs as the same is not being furnished by the station writers.
- b) Entries are made only from the FIR index and as such only minor cases of 75 of MCP Act, 41(1)(2) CrPC are being entered in the CIPRUS application.
- c) Important IPC cases both pertaining to PROPERTY and LAW & ORDER are not being entered on regular basic. Old cases are not being updated.
- d) There is total disconnect between the SHO, Station Writer and the Data Entry Operator (HHPs and PDEOs) resulting in poor co-ordination and as a result poor data entry.
- e) The court constables are not furnishing court progress to the computer staff for updating the court progress in the prosecution module.
- f) The PDEOs are often disturbed for routine bandobust and Law and Order duties.
- g) The Sub Divisions officers do not monitor the entry of data on regular basis or during visits to the police station.

Therefore, in order to streamline the entry of data the following instructions are issued:-

- i) For all backlog cases pertaining to the year 2012, the required case details for UI, PT and disposed cases should be first entered in the pre-designed datasheet and filled up by the designated police station staff/PDEO and then furnish to the HHPs.
- ii) The HHPs should ensure that the complete case details are filled in all these modules – Registration, Investigation and Prosecution depending on the stage of case.
- iii) The PDEOs will validate the entry made by the HHPs before freezing the data.
- iv) The SHO will give clear instruction to the station writer to make available the required CDs for capturing the data in the prescribed datasheet (Model sheet enclosed in Annexure-I).
- v) SHO will ensure that all entry of backlog cases pertaining to 2012 is entered on day to day basis by the HHPs by making sample checks. It may be noted that the HHPs have been posted in the police station for a period of 6 months during which all backlog data pertaining to 2012 must be updated. In the event backlog data for that year is not completed at the end of the 6 months period, the same will have to be completed by the PDEOs designated for the purpose.
- vi) The data entry status as per server log is enclosed by Annexure-II. The case progress of these cases should be updated.
- vii) A hand book “**Hand Holding - Ready Reckoner**” has been prepared and supplied to all the police stations for guidance in monitoring the work of HHPs and the same may be followed.
- viii) SPs/COPs may allocate time during their monthly crime meeting to review the entry of both historical and live data at the police stations. The respective district SCRB detachment should put up a report on progress made in each police station Sub Division wise in the prescribed format herewith attached as annexure-III.

The good practices of Madurai City which has done exceedingly well in the entry of data is worth emulating by other districts/commissionerates. A core group of station writer, PDEO and HHP has been formed in each police station for co-ordination. Refresher classes is convened every Saturday at District Training Centre. This opportunity is also being used to share some of the issues arising during the data entry and to evolve uniform resolution strategy and to implement the same across all the police stations in the city. No doubt the efforts have borne good results as already stated and other districts/commissionerates will do well to replicate the same.

5. This circular memorandum may be acknowledged and the action taken report sent to ADGP, SCRB in 15 days.


6-12-12
Director General of Police,
Tamil Nadu, Chennai-4.

To
All SPs (Including Railways) and COPs
Copy to:- The ADGP- L&O & ADGP-SCRB

CCTNS DATA SHEET
(PT / DISPOSED CASES)

DISTRICT :

PS:

CASE TYPE (✓): (L&O, Crime, Road Accident, Prohibition, Other Acts)

SUB CASE TYPE:

I. FIR REGISTRATION

1.	<i>Crime No. & Section of Law</i>	
2.	<i>Date & Time of Occurrence</i>	
3.	<i>Date & Time of Report</i>	
4.	<i>Mode of Complaint (✓)</i>	(Oral /Written / Suo Motu /Transfer From PS/Govt Endorsement /Court Endorsement)
5.	<i>M.O.(For crime cases only)</i>	
6.	<i>Place of Occurrence</i>	
7.	<i>Distance & Direction from PS</i>	
8.	<i>Beat & Village</i>	
9.	<i>Name & Address of Complainant</i>	
10.	<i>Name & Address of Accused</i>	
11.	<i>Details & Value of Property Lost(For crime cases only)</i> 1. 2.	
12.	<i>Vehicle Details– (For accident cases only)</i> Reg. No. : Engine No. : Chassis No. : Make : Colour :	

VII. FINAL REPORT

44.	Date of Final Report	
45.	Type of Final Report (✓)	CHARGED / REFERRED
46.	If Referred, Details(✓)	UN / CA / Transferred / False / FAD / LF
47.	Accused (To be selected from the list of Accused) 1. 2.	
48.	Witnesses(Memo of Evidence) (Only for PT Cases) (To be selected from the list of witnesses) which is mentioned in Serial No.43	

VIII. FINAL REPORT TAKEN ON FILE

49.	Court Ref. No.	
50.	Date of Taken on File	
51.	Next Hearing Date	
52.	Reason for Next Hearing	

IX. COURT DISPOSAL

53.	Date of Disposal	
54.	Details of Disposal (Convicted/ Acquitted/ Compounded / Bond Executed)	

X. DETAILS OF CONVITCTION MEMO:

55.	Sent to :	
	Sent through :	
	Received by :	
	Conviction Memo.No./Date :	

XI. DETAILS OF RCN/NCN :

56.	Select :	
	Received Through :	
	Ref.No./Date :	
	Matched (✓) :	YES / NO
	Criminal No. Type (✓) :	RCN / NCN
	Criminal No. :	

DOCUMENTS TO BE SCANNED:

PT	Accused Photo, Confession Statement, Finger Print, PM /Wound Certificate
Disposed	Accused Photo, Confession Statement, Finger Print, Judgment Copy (If any)

Certified that all the particulars given in the CCTNS – DATA SHEET are correct, as per the Station Records.

(Signature of SHO with Seal)

District: Kancheepuram

Data Available in the Server From 01-01-1990 To 31-12-2011

S. No.	Police Station	No. of Cases							
		Registered	Frozen	UI	NTF	PT	Referred	Disposed	Not Frozen
1	AWPS-CHENGALPET	22	-	-	-	7	3	12	-
2	AWPS-KANCHEEPURAM	36	3	-	-	10	2	21	-
3	AWPS-MAMALLAPURAM	27	-	2	3	18	-	4	-
4	AWPS-MELMARUVATHUR	43	1	1	-	30	1	10	-
5	AWPS-SRIPERUMBUDUR	43	6	-	1	11	5	20	-
6	BALUCHETTYCHATRAM	1217	209	120	39	102	191	492	65
7	CHENGALPATTU TALUK	1220	51	71	62	222	264	546	4
8	CHENGALPATTU TOWN	1033	73	49	43	16	273	493	86
9	CHEYYUR	* 1122	86	270	23	79	278	168	219
10	CHITTAMUR	552	80	69	10	61	199	131	2
11	CHUNAMBEDU	1293	50	143	22	104	580	387	7
12	GUDUVANCHERI	1289	65	163	35	159	264	554	50
13	KALPAKKAM	507	57	48	1	32	123	186	60
14	KANCHI TALUK	2455	348	182	90	291	344	900	301
15	KELAMPAKKAM	1022	21	18	14	124	368	366	111
16	KOOVATHUR	724	22	32	12	103	168	294	93
17	MADURANTHAKAM	1264	64	200	64	164	269	269	234
18	MAGARAL	405	39	97	29	42	10	102	86
19	MAMALLAPURAM	1122	15	63	9	195	499	281	60
20	MANAMPATHI	23	2	9	2	4	-	6	-
21	MANIMANGALAM	734	17	14	3	114	277	298	11
22	MARAIMALAI NAGAR	998	26	98	31	161	124	544	15
23	MELMARUVATHUR	461	9	63	25	76	66	178	44
24	ORAGADAM	531	38	30	22	114	165	159	3
25	ORATHI	350	34	48	19	31	165	29	24
26	OTTERI	436	18	31	8	97	76	180	27
27	PADALAM	802	17	61	110	123	87	401	3
28	PALUR	534	39	30	8	19	99	328	11
29	SADRAS	624	16	46	9	102	179	237	35
30	SALAVAKKAM	657	34	20	9	102	76	411	6
31	SIVAKANCHI	2012	212	58	25	116	428	1139	34
32	SOMANGALAM	350	4	4	9	89	89	155	-
33	SRIPERUMBUDUR	1361	171	139	49	319	293	368	21
34	SUNGUVARCHATRAM	1014	54	126	54	220	244	286	31
35	THALAMBUR	439	30	11	3	64	104	192	37
36	THIRUKALUKUNDRAM	770	25	54	5	45	314	326	2
37	THIRUPORUR	530	56	33	7	59	272	99	4
38	UTHIRAMERUR	993	40	43	17	201	353	305	35
39	VISHNUKANCHI	1296	116	38	37	125	235	742	5
40	WALAJABAD	1318	135	173	75	63	142	695	62
Grand Total		32296	2321	2762	1019	4144	7829	12376	1885

