

**C.No.D-X/2142/SCRB/2013**

**CIRCULAR MEMORANDUM**

Sub : CCTNS – Implementation - Go-Live status achieved in all the police stations – Regular and accurate data entry in the CIPRUS application by the police stations – Instruction issued – Reg.

-oOo-

CCTNS project “Go-Live” status has been achieved in all the districts and commissionerates on 25.09.2013 and all police stations have been connected through separate network with State Data Center(SDC) and Citizen Portal <http://eservices.tnpolice.gov.in> has been enabled online. At this juncture, it is essential to ensure entry and updation of historical data and live entry of cases in the police stations.

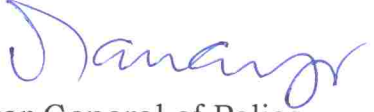
2. Instruction have already been given to issue computer generated CSR receipt to the petitioners. Apart from that necessary G.O has also been issued to use computer generated FIR through CIPRUS application and amendment to PSO-551 is underway. It is proposed to use the computer generated FIR from 1<sup>st</sup> January, 2014 and also to generate monthly crime review out of CIPRUS application. A gradual transition from manual record keeping system to electronic maintenance of manual record in a phased manner is also envisaged.

3. It is emphasized that the benefit of CIPRUS application for both the investigation and supervisory officers can be derived only if, regular and accurate data entry happens in the police stations.

4. Hence, the following shall be ensured in the police stations:-

- a) As and when the petition is disposed, nature of disposal of the CSR should be updated on the same day itself.
- b) All UI and PT cases progress should be updated in the system without delay.
- c) The court constables should be instructed to enter the court progress or furnish the data to the operator as and when there is progress during each hearing.
- d) The photos of accused, missing persons, un-identified bodies should be uploaded.
- e) Confession Statement, Finger Print, PM/Wound Certificate, rough sketch, expert opinion to be scanned and uploaded along with the respective cases.
- f) CIPRUS contains Admin Module, Station Data Bank and Staff Management Modules. In Admin Module-the nominal roll of staff with photograph to be updated. In Station Data Bank -Gun License register, Explosive Shop details, Arm Deposit register, Superior officer visiting book, etc., to be entered. In Staff Management Module-Duty rooster, Leave register, Field duty register, Arm issued register to be updated.

- g) The citizen/complainant can view the status of case/CSR online using Citizen Portal. Hence, accuracy of data should be ensured by way of frequent checks by the SHO and random checks by the SDOs.
- h) The data entry progress should be reviewed once in a week by SDOs and once in fortnightly by SPs/COPs.
- i) Facility to view the case progress through officers login has been provided in the Citizen Portal(<http://eservices.tnpolice.gov.in/CCTNSNICSDC/Login>) for senior officers from the rank of DSPs to ADGPs. The user name and passwords have been already shared from SCRB.
5. DSPs/ACPs and SPs/COPs should review the entry of data and upkeep of CCTNS hardware/infrastructure during their visits/inspections to police stations and incorporate their remarks in the visiting/inspection notes.
6. All SPs and COPs are instructed to ensure that the police station staff and SDOs are sensitized properly on the seriousness of data entry in the light of the above.
7. The receipt of this memorandum may be acknowledged and send to SCRB.

  
Director General of Police,  
Tamilnadu 10.X.13.

**To**

All Superintendents of Police (Including Railways)

All Commissioners of Police,

**Copy to:-**

ADGP(L&O) for information.

All Zonal IGPs,

All Range DIGs,