

Office of the  
Director General of Police,  
Tamil Nadu,  
Chennai- 600 004.

**C.No.D-X/177/SCRB/2013**

**Date:14.02.2013**

**CIRCULAR MEMORANDUM**

- Sub. : CCTNS – Pilot phase implementation - Phasing out of manual records in the police stations – Instruction issued - Reg.
- Ref 1) Minutes of the meeting of SEC on 08.01.2013  
2) Minutes of meeting of TNPe-GP committee on 21.01.2013

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As you are aware, the pilot implementation of CCTNS Project in Tiruvallur, Ariyalur, Sivagangai Districts and Coimbatore City have been successfully completed and pilot “Go-Live” status has been achieved. Currently live data is being entered in CIPRUS Software and sent to State Data Centre (SDC) online.

To ensure gradual transition from manual record keeping system to electronic maintenance of records in police stations, it has been decided to phase out the practise of maintenance of manual record in a phased manner. As a first step, the following records/registers may be phased out,

**Manual records to be phased out** – 1. Loose Leaf Index, 2. Ex-Convict Register 3. Community Service Register, 4. Name War Index, 5. MV Petty Case Register, 6. Ordinary Petty Case Register 7. Crime Abstract and 8. Rowdy Register

As the maintenance of other police station records are dependent on the development of all the six modules of the CIPRUS Software, the following records/registers may be maintained as under till further notice.

**Records to be maintained manually** – 1. RCS Notice, 2. Arrest Memo, 3. Search List, 4. GCR Part-III, 5. Part-IV, 6. Part-V, 7. KD Check Register, 8. Village Roster, 9. Village Roster, 10. Duty Roster, 11. Nominal Roll 12. Beat Book, 13. Gun License Register, 14. Explosive Shop Register, 15. Process Register, 16. Government Property Register, 17. Arms Deposit Register, 18. Antecedents Verification Register, 19. Superior Officer Visiting Book, 20. O.R. Register and 21. Sentry Relief Book

**Records to be maintained in soft & hard copies** – 1. FIR, 2. FIR Index, 3. Arrest Card, 4. Form-95, 5. Final Report, 6. Part-I, 7. Case Diary, 8. PSR

Receipt of this Circular may be acknowledged. Action taken report should be sent to Chief Office with a copy marked to ADGP,SCRB.

(Sd/- K.Ramanujam)  
Director General of Police,  
Mylapore, Chennai – 04.

To  
The Superintendents of Police – Thiruvallur, Ariyalur & Sivagangai districts  
The Commissioners of Police – Coimbatore City

**Copy to:- ADGP(L&O), IGP/ NZ, CZ, SZ, DIGs/TRI, RMD, KPM**

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ADGP, SCRB, CNI-28.