

Chapter X
Office of the Addl. Director General of Police
C.I.D, West Bengal.

Office Order No.

Dated: August, 2005.

Sub: ORGANISED CRIME INFORMATION SYSTEM (OCIS) in CID
West Bengal

The following orders are issued in modification of CID Office Order No 17/02 dated 25th August, 2002 regarding the Crime Information Management System:

1. **CRIME INFORMATION MANAGEMENT SYSTEM:** The regulations contained in Chapter IX of PRB and the Rules of Business CID stipulate that one of the main functions of CID is the collection and distribution of information relating (i) Special classes of crime which are normally committed by professional criminals and (ii) Professional criminals whose operations extend beyond the limits of a single district. In order to perform these functions in a systematic manner Crime Information Management System (CIMS) is functional in the CID since 01.09.2002. The objective of the CIMS is to build up a quality data base of crime and criminals in a short time which will be of immense assistance in detection of cases.

2. **ORGANISED CRIME INFORMATION SYSTEM:** The Ministry of Home Affairs has felt the necessity of better coordination between states in the sharing of information pertaining to criminal gangs involved in organized crime. The National Crime Records Bureau have developed the **Organised crime Information System** for building up data on criminals and gangs which could be shared by the State Police Force. For the present only the offences falling under the categories mentioned below will fall under the purview of OCIS (Organised Crime Information System):

	MAJOR HEAD	MINOR HEAD
1	DACOITY/ROBBERY	1. Train 2. Highway 3. Bank 4. Others
2	Murder	1. By Professional Killers 2. By Tantriks/psychopaths 3. Contract killings
3	Vehicle theft/Hijacking	1. Theft of two wheelers 2. Theft of four wheelers 3. Hijacking of two wheelers 4. <i>Hijacking of four wheelers(LV)</i> 5. <i>Theft/Hijacking of Transport lorries</i> 6.
4	Professional cheating/fraud	1. Bank related 2. NBSI Related 3. Job related 4. Money laundering (including hawala) 5. Loan sharking/shylocking 6. Cricket betting racket 7. Fake credit cards racket 8. others
5	Counterfeit of currency	1. Rs 500 Notes 2. Others
6	Forgery	1. Govt. stamps 2. Share scripts 3. Mark sheets 4. Gun Licences

		<ol style="list-style-type: none"> 5. Passports 6. Others
7	Kidnapping	<ol style="list-style-type: none"> 1. For ransom 2. Others
8	Human trafficking	<ol style="list-style-type: none"> 1. For prostitution 2. Maid services/slavery 3. for camel racing 4. for begging 5. Sale and purchase of infants & adults 6. for others 7. Dealing in human organs
9	Receiving stolen property	<ol style="list-style-type: none"> 1. Ornaments 2. Electrical material 3. cultural property 4. others
10	Explosives	<ol style="list-style-type: none"> 1. Explosion 2. Theft of explosive 3. Sabotage
11	Theft of cultural properties	<ol style="list-style-type: none"> 1. Antiques 2. Paintings 3. other cultural artefacts
12	Arms	<ol style="list-style-type: none"> 1. Factory made 2. Improvised 3. Service 4. Thefts and recoveries
13	Narcotics	<ol style="list-style-type: none"> 1. Heroin including brown sugar 2. Ganja & other cannabis 3. others
14	Drugging	<ol style="list-style-type: none"> 1. Buses 2. Trains
15	Theft of wire & other electric equipment	<ol style="list-style-type: none"> 1. From transmission lines 2. From Godowns
16	Crime against state	<ol style="list-style-type: none"> 1. Attack/ambush of police personnel/ places 2. Murder/attack of civilians 3. Damage to property
17	Wild life	<ol style="list-style-type: none"> 4.
18	Organised crime	<ol style="list-style-type: none"> 1. Protection rackets 2. Contract killings 3. Contract evictions/forcible occupation 4. Illicit liquor 5. Matka, gambling, satta
19	Cyber Crime	
20	Smuggling	<ol style="list-style-type: none"> 1. Smuggling of narcotics/drugs 2. Contraband items 3. Sensitive material (Uranium etc)
21	VIDEO PIRACY	<ol style="list-style-type: none"> 1. Video piracy 2. Organised exhibition/publication of obscene literature/video films

22	IMMIGRATION OFFENCES	<ol style="list-style-type: none"> 1. Illegal immigration/emigration 2. Fake Passport/Visa racket
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3. INTERROGATION OF ACCUSED: The accused will be interrogated by the DDI staff (not below the rank of Sub Inspector) and the particulars collected are to be incorporated in the Interrogation Report Form (Appendix I).

4. **CRIME FILE:** Whenever a case falling under the above category is detected by CID or the local Police Station a **Crime File** will be opened by the DDI or Hq Cell. Whenever a criminal is arrested in connection with any of the category of offences mentioned above and the case is detected the DDI or the concerned HQ unit officer will thoroughly interrogate the criminal and open the Crime File. It is immaterial whether the case will ultimately end up in a charge sheet or not. It should be enough that the case is in all probability detected and the arrest is genuine. Based on the interrogation of the arrested accused the particulars will be entered in the Crime File under the following heads:

	Form	Particulars	Remarks
1	Form I – Gang Profile Form	This will contain the particulars of the gang which will include: <ol style="list-style-type: none"> (a) Target (Category to be mentioned from the chart in Para 3 above) (b) Membership details (c) Connections with other gangs; (d) Details of weapons/transport etc with the gang (e) Particulars of communication equipment;(Telephone/mobile/wireless set) (f) Hideouts etc 	Particulars that are available should be incorporated in Form No I. Where any information is not available the column to be kept blank
2	Form II – Gang Criminal Activity Details	This form contains: <ol style="list-style-type: none"> (a) Particulars of the victim – persons attacked/killed/assaulted) (b) Property taken away by the gang (c) Weapon details with the gang at the time of commission of the crime; (d) Explosives used by the gang – attack with bombs/laying of mines) (e) Particulars of the gang involved in the offence; 	

3	Form 3 – Member Details	This form is the History sheet of the Individual Criminals who has been apprehended. The particulars are automatically transferred from the Interrogation Report.	<p>Photograph: The photograph of the criminal is to be taken with the Digital Camera provided to the DD Unit. Three copies of the Photograph will be taken which is to be sent as follows:</p> <p>(a) To be pasted in form 3</p> <p>(b) To be pasted in Active Criminal Register Part II</p> <p>(c) To be maintained in Crime File of the DD Unit.</p> <p>Column 38 of the Form No 3 provides for facilities of short notes that can be made by the DD Officer. Search facilities on the Text entered in this column is available in the Software.</p>
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5. **NUMBERING THE CRIME FILES:** The Crime Files should have an annual serial number. The annual number can be like APD003/2002, which means the 3rd Crime File of Alipurduar DD for the year 2002. Such Crime File should be prepared in duplicate and the original should be sent to the CID HQ by post keeping the carbon copy at the respective DD.

The original Crime Files will be kept in the CID HQ centrally by the DS CIW in a file cabinet, having separate drawers for each DD/Unit for quick retrieval. Steps will be taken for computerizing these files at a later stage.

6. **CRIME INDEX FILE:** There shall be a **Crime File Index** of the Crime Files in all the DDs /Units. The Crime File Index will have a single-line entry for each Crime File with the following details.

- 1) Crime File No.; 2) Date of opening; 3) Name of the criminal 4) aliases if any 5) Classification of Crime 6) PS where case started; 7) Name of DD officer opening the Crime File; 8) Signature of the DD officer;

The DDI's will send the photocopy of this Index Register on 1st of every month (only the portion pertaining to the preceding month) to DS CIW by fax. (Fax no. 033-479 1901). These particulars will be stored in a computer in the Computer Section at the HQ and the Crime Files can be retrieved based on any of the parameters of the Crime File Index.

7. This Order is issued in partial modification of CID Office Order No 17/02 dated 25th August 2002. The Organized Crime Information System Files will now replace the CIMS files. Additional copies of the files are being separately to each of the DDI units.

(S.Ramakrishnan)
Addl. Director General of Police
CID, West Bengal.

FORM-1

GANG PROFILE FORM

1. * State/Agency.....
2. * Organisation Type : (Insurgent Org., Militant Org., Organised Crime Gang, Terrorist Org.)
3. * Gang/Organisation name..... 4. * Gang/Organisation leader name.....
5. * Status as on (Date) 6. Leader's Designation
7. State Gang Code..... 8. Type of activity.....
9. Area of operation

Sl No.	Country	State	District(s)

10. Primary Goals/Aims

11. Target(s)

12. Membership details (No. of Members)

(i) Total (No.).....

(ii) Underground Activists (No.).....

13. Gang/Organisation Chart – An Organisation chart showing various wings & hierarchy to be enclosed.

14. Source(s) of finance.....

15. Sources of Recruitment.....

16. Linkage with Local Groups etc (Communal Group/Ethnic Group/Caste Group/Advocate Smuggler) Type

Sl No.	Type	Name	Details

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OCIF-1

*(Note : * Mandatory field)*

OCIF-2004-1

17. External Support

SI No	Country	Organisation	Nature of Support

18. Tactics.....

19. Strategy

20. Documents (Audio/Video chips photographs as attachments documents) enclosed or not (Yes/No).....

21. Logistics

i) Transport Holding (LMV/HMV/Two Wheelers/Air Craft/Power Boats/Trawlers etc.)

SI No	Vehicle Type	Quantity

ii) Transport details

<u>Sl. No</u>	Auto type	Make	Registration No.	Chasis No.	Engine No	Owner's Name & Address

iii) Weapons holding

Sl. No.	Type	Source	Quantity

iv) Explosives holding

Sl. No.	Type	Source	Quantity

v) Communication Details (Cellular Phone, Telephone, Wireless, E-mail, Fax etc.)

Sl. No.	Type	Details

vi) Training Facilities (Within/Outside India)

Sl. No.	Country	State	District	Place	Training Details

vi) Gang/Organisation hideouts

Sl. No.	Country	State	District	PS	City	H.No., Street, Locality

Owner's name	Details of occupants
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22. Frontal Organisations (Students, Farmers, Labour, Political, Human Rights etc.)
(attach separate sheets for different organizations)

Type.....
.....

- i) Name of the Organisation
- ii) Leader Name & Designation
- iii) Approximate Strength.....
- iv) Address.....
- v) Charter of the Organisation
- vi) Activities.....
- vii) Details of linkages.....

23. General remarks with grading.....
.....
.....

24. U.O. Notes

Sl. No.	Reference No.	Date	Circulation

FORM-2

GANG/ORGANISATION CRIMINAL ACTIVITY DETAILS
(Fill separate sheet for each FIR)

1. * State/Agency.....
2. * Organisation Type : (Insurgent Org., Militant Org., Organised Crime Gang, Terrorist Org.)
3. * Gang/Organisation name..... 4. * Gang/Organisation leader name.....
- 5 * FIR Details
 - i) * FIR No. ii) * Date of FIR.....
 - iii) * State..... iv) * District..... v) * PS.....
 - vi) * Act..... Section.....

6. Case Status

7. **Investigating Officer's Details :**

Sl. No.	Name	Rank	Agency	Phone No.

8. **Victim details :**

Sl. No.	Name	Year of Birth	Sex	Victim type (Killed / Injured / Abducted, / Extorted)	Occupation	Address	Compensation paid (Rupees)

9. **Property Details**

1. Nature of property attacked

1.1 Details of property

10. Weapons details (only if weapons are looted/recovered in the case)

Sl. No.	Type	Number	Bore	License No.	Recovered/ Looted/N.A. (R / L)

11. Explosives details (only if explosives are looted/ recovered/ used in the case)

Sl. No.	Type	Weight in Kgs.	Detonation device (Electric Fuse/ Chemical Fuse/ Electronic / Remote Control)	Type of casing (Crude / Steel /Serrated / etc.)	Recovered/ Looted/ Used / N. A (R / L / U)

12. Gang Members : (Suspected, Injured, Killed, Arrested)

Sl. No.	Gang Member Status	Name	Father's Name	Address

13. Brief facts of the case

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FORM-3

Affix
photograph

FORM-3

MEMBER DETAILS

(Fill separate form for each Full Time Member only)

Affix
photograph

- 1. * State/Agency.....
- 2. * Organisation Type : (Insurgent Org., Militant Org., Organised Crime Gang, Terrorist Org.)
- 3. * Gang/Organisation name..... 4. * Gang/Organisation leader name.....
- 4. Member ID(A1-Z9)..... 6. * Member Name.....
- 7. Alias(es)..... 8. Father's/Husband's Name
- 9. Address & Contact Details:-

Sl.No.	Permanent Address	Present Address	Telephone Nos.

10. Personal details:

- (i) Sex(ii) Age(iii) Year of Birth..... (iv) Place of birth
- (v) Nationality(vi) Religion..... (vii) Caste/Category.....
- (viii) Blood group (ix) Edn. qualification
- (x) Occupation (xi) Sources of income.....
- (xii) Mother tongue (xiii) Languages known.....

(xiv) Identification marks.....

(xv) Dress habits

(xvi) Food preferences,,

(xvii) Diseases,,

(xviii) Weaknesses.....

11. Physical features:-

(i) Eyes (ii) Nose(iii) Lips

(iv) Teeth (v) Forehead.....(vi) Face

(vii) Complexion (viii) Eye-Sight.....(ix) Build

(x) Height(cms)..... (xi) Beard..... (xii) Chin

OCIF-III

*(Note : * Mandatory field)*

OCIF-2004-1

(.xiii) Speech..... (xiv) Moustache.....

(xv) Dress.....(xvi)Walking Style

(xvii) Hair.....(xviii) Deformity

(xix) Spl. Feature..... (xx) Disability.....

12. Photograph enclosed (Yes/No).....

13. Handwriting sample/Specimen Signature (Yes/No).....

14. Finger Prints enclosed (Yes/No)

15. Date of joining the Gang / Organisation (DD/MM/YY)

16. Recruited By Alias(es),

17. Special Details:-

i) Belonging To (Armed Wing, Frontal Organisation, Underground etc.)

ii) Status in Gang/Organisation (Leader /Member etc)

iii) Countries where trained

iv) Area of operation

Sl. No.	Country	State	District(s)

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(v) Expertise in use of

Weapons,,

Explosives,,

vi) Targets

(vii) *Motivation factor*

(viii) Modus-Operandi & other related information

18. Linkage with other Gangs/Organisations

19. Details of Linkages

20. Employment details

Sl No	Designation	Occupation	From	To	Employer details	Place of work

21. **Political post details**

Sl. No.	Party name	From	To	Type of membership / Position held	Area

24. Dead/ killed (to be filled up on confirmation of casualty):-

Dead/ Killed	Cause of Death	FIR No./UD No.	Date	Country	State	District	Police Station	Date of Death	Place of Death

25. Present whereabouts

- (i) Inside the jail (YES/NO) If yes, place of arrest
 (If Yes) Anticipated date of release..... (If No) Date of last release (if any)
- (ii) Out of sight (YES/NO)
 (If Yes) Date of jumping the bail (If No) Date of last bail (if any)

30. Passport details

Sl. No.	Category	Name as in Passport			* Passport number	Date of issue
		First	Middle	Last		

Valid Upto	Place & Country of issue	Countries visited so far		
		Country	From	To

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35. Reward details

Sl.No.	Reward Amount	Organisation	Reference No.

36. Spotter

Sl.No.	Name	Father's Name	Sex	Year of Birth	Address

37. Any other details with grading.....Grading.....

38. U.O. Notes

U.O. Reference No.	Date	Circulation
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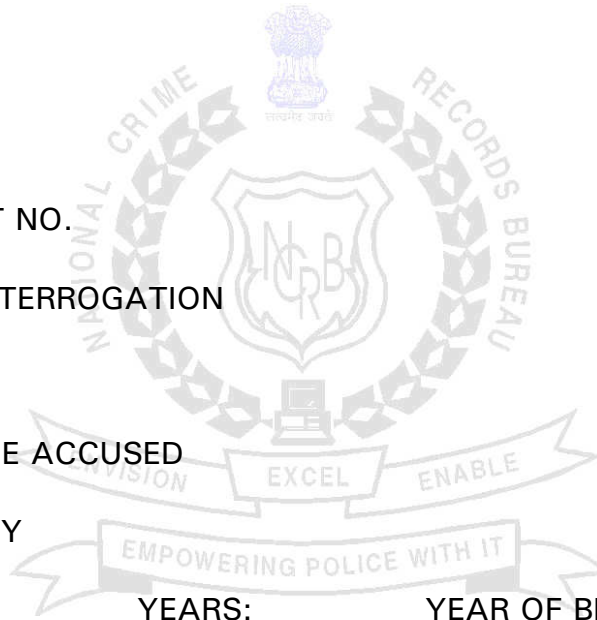
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INTERROGATION DETAILS

1. DISTRICT
2. POLICE STATION
3. FIR NUMBER
 - a. ACT
 - b. SECTION
4. INTERROGATED BY
 - a. NAME
 - b. RANK
 - c. CONTACT NO.
5. PLACE OF INTERROGATION

PERSONAL DETAILS

6. NAME OF THE ACCUSED
7. ALIAS, IF ANY
8. AGE YEARS: YEAR OF BIRTH
9. ADDRESS & CONTACT DETAILS
10. PASSPORT DETAILS
 - a. PASSPORT NO.
 -



b. ISSUED BY

c. VALID UPTO

11. RELIGION

12. CASTE

13. EDUCATIONAL QUALIFICATIONS

14. MARITAL STATUS

15. OCCUPATION

16. LANGUAGES KNOWN

a.

b. .

c. .

17. DRESS HABITS

18. FOOD PREFERENCES

19. DISEASES

20. WEAKNESSES

21. HOBBY

PHYSICAL FEATURES

22. HEIGHT

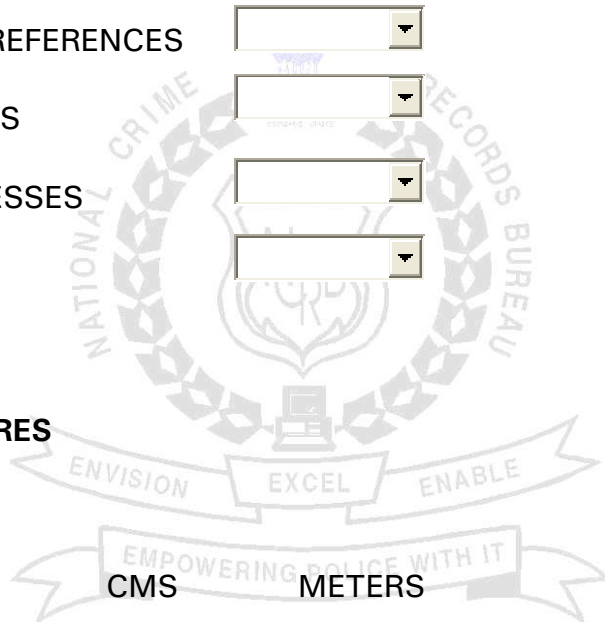
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METERS

23. WOUND MARKS

24. BUILT

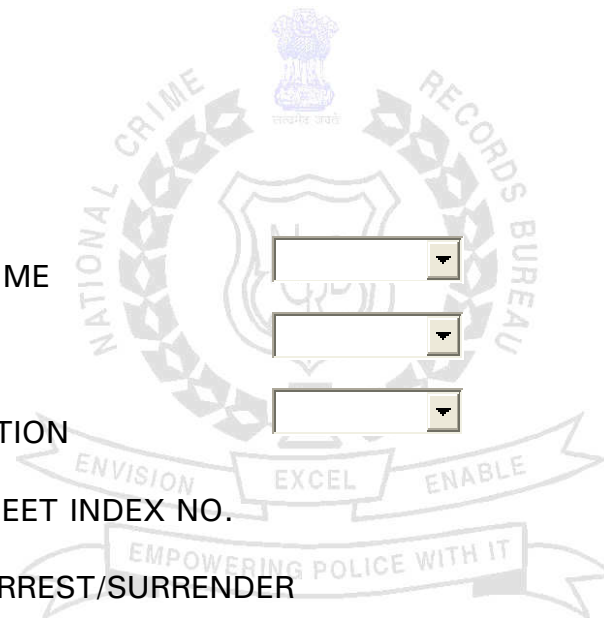
25. EYES



26. COMPLEXION
27. SHAPE OF FACE
28. HAIR
29. BEARD
30. MOUSTACHE
31. IDENTIFICATION MARK
32. NOSE
33. LIPS
34. TEETH
35. MOUTH
36. CHIN
37. SPEECH
38. WALKING STYLE
39. DEFORMITY/DISABILITY

ARREST DETAILS

40. TYPE OF CRIME
41. DISTRICT
42. POLICE STATION
43. HISTORY SHEET INDEX NO.
44. PLACE OF ARREST/SURRENDER
45. DATE OF ARREST



46. BY WHOM ARRESTED

47. DATE & PERIOD OF REMAND

48. SEIZURE DETAILS

49. PERSONAL PROPERTIES

a. PROPERTY TYPE

FAMILY DETAILS

1. NATIVE PLACE

a. VILLAGE/TOWN/CITY NAME

b. DISTRICT

c. STATE

2. PLACE OF BIRTH

a. VILLAGE/TOWN/CITY NAME

b. DISTRICT

c. STATE

3. ACCUSED ADDRESS DETAILS

a. PRESENT ADDRESS

i. HOUSE NO.

ii. COLONY/STREET

iii. CITY/VILLAGE



iv. DISTRICT

v. STATE

b. PRESENT ADDRESS

i. HOUSE NO.

ii. COLONY/STREET

iii. CITY/VILLAGE

iv. DISTRICT

v. STATE

4. FATHER'S NAME

5. FATHER'S OCCUPATION

6. IS FATHER ALIVE YES/NO

7. IF YES, DETAILS OF HIS RESIDENCE

i. HOUSE NO.

ii. COLONY/STREET

iii. CITY/VILLAGE

iv. DISTRICT

v. STATE

8. MOTHER'S NAME

9. MOTHER'S OCCUPATION

10. IS MOTHER ALIVE YES/NO

11. SPOUSE'S NAME

12. SPOUSE'S OCCUPATION



13. AGE OF SPOUSE

14. DETAILS OF OTHER FAMILY MEMBERS

SI.NO.	NAME	RELATIONSHIP	ADDRESS

ASSOCIATE/HARBOURERS DETAILS

S.NO.	NAME	ADDRESS	TYPE OF ASSOCIATION

GANG DETAILS

1. IF MEMBER OF GANG, THEN GANG DETAILS

a. NAME OF THE GANG

b. DATE OF JOINING

c. NAME OF THE LEADER

d. TOTAL OF KNOWN MEMBERS

e. AREA OF OPERATION

f. TYPE OF ACTIVITY

g. TYPE OF ARMS AND EXPLOSIVES USED

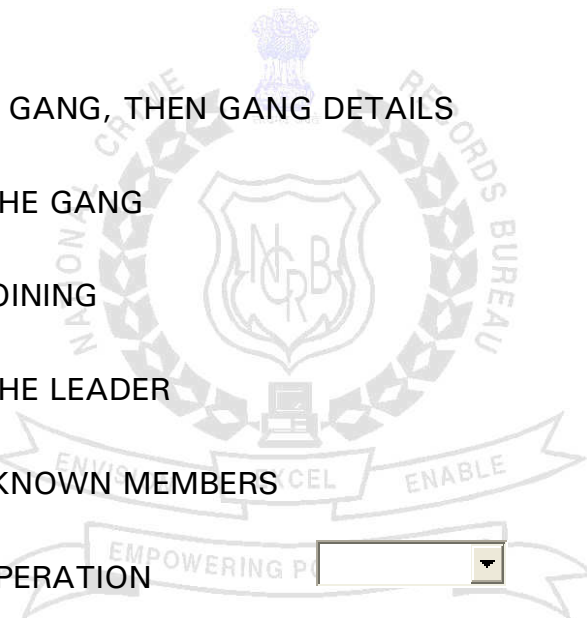
h. LINKAGES WITH ANY OTHER GANG

i. TRAINING, IF ANY

i. EXPLOSIVE YES/NO

1. IF YES, TYPE OF EXPLOSIVES

ii. ARMS YES/NO



1. IF YES, TYPE OF ARMS

j. M.O. DETAILS

PAST CRIME DETAILS

1. CRIMES COMMITTED

2. ARREST / SURRENDER DETAILS

OTHER DETAILS

FUTURE PLAN

GIST OF INTERROGATION

