



ODISHA POLICE  
CRIME BRANCH  
CRIMINAL INVESTIGATION DEPARTMENT

No. 32995 /CID-MPS Dt. 9.10.2014

STANDARD OPERATING PROCEDURE

To

All District SsP including SP, Berhampur and SP, Rourkela / DCP, UPD Cuttack and DCP, UPD Bhubaneswar/SRP, Rourkela and SRP Cuttack / SP, CID-CB, Odisha, Cuttack.

Sub.: Standard Operating Procedure for dealing with case of a missing Child.

1. Who is a missing child?

"A child (a person who is below 18 years of the age) whose whereabouts are unknown to the parents, legal guardians or any other person who may be legally entrusted with the custody or guardianship of the child and in ordinary circumstances would know about the whereabouts and would be concerned about the well being of the child, whatever may be the circumstances/causes of disappearance. The child will be considered missing, and in need of care and protection, until located and his/her safety/well-being is established."

2. Registration of FIR:

The Hon'ble Apex Court in its order dated 10<sup>th</sup> May, 2013 in WP (Civil) No. 75/2012, Bachpan Bachao Andolan Vrs. Union of India circulated in Police Circular Order No. 344/2013 directed that, "in case of every missing child reported, there will be an initial presumption of either abduction or trafficking,

unless, in the investigation, the same is proved otherwise. Accordingly, whenever any complaint is filed before the police authorities regarding a missing child, the same must be entertained under Section 154 CrPC".

3. Steps to be taken by the Investigating Officer on receipt of information regarding a missing child:

When registering a case about a missing child, the police officer concerned shall, as far as possible, ascertain the following details from the parents/ guardians/relatives of the child or the school/institution/ agency from where he was reported to be missing:

- (a) a description of the child, including current clothing, name, parentage, sex, age, height, built, complexion, unique identification marks etc.
- (b) date and probable time of missing
- (c) when the child was last seen and with whom and probable circumstances of disappearance of the child.
- (d) a recent photograph. (if available)
- (e) status of the child (whether child was in care of his/her family or an institution, whether street child or child labour, whether in conflict with law released on bail, whether suffering from any physical or mental health condition etc.)
- (f) name, addresses and phone numbers of family members, friends and associates.
- (g) details of school, child's class and contact number of the School Principal and the class teacher.
- (h) information about any persons suspected by the parents/guardians of the child.
- (i) details of servants in the family, if any.

- (j) details of places frequented by the child.
- (k) any previous history of going missing.
- (l) any relevant information from other residents.
- (m) child's mobile number (if any).
- (n) victim or family has inimical terms with anyone.
- (o) any suspicion or foul play.
- (p) demand of ransom if any.

4. Steps to be taken by the Investigating Officer in course of investigation of a case of missing child;

- (i) Visit the spot, where the child was last seen.
- (ii) Make a list of classmates, friends, family members, relatives and acquaintance who may have clue or information about the missing child and examine them.
- (iii) Photograph of the missing child to be uploaded on Web Portal "Track Child" along with the particulars.
- (iv) Fill up 'Missing Persons Information Form' and immediately send to DCRB/SP CID-CB/SCRB/NCRB/CBI etc.
- (v) Prepare sufficient number of Hue & Cry notices containing photograph & physical description of the missing child and send to SP, CID-CB for publication in the Crime Intelligence Gazette (CIG).
- (vi) Wide Publicity may be given in the surrounding area through use of loud hailers, distributing and affixing Hue & Cry notice at the prominent places.
- (vii) Give wide publicity by publishing/telecasting the photographs and description of the missing child in (1) leading News Papers (2) TV/Electronic Media (3) Local Cable TV Network.

Note: In case missing child is a girl, prior permission of her parents/guardian is necessary before the photograph is published/ telecast.



(viii) scrutinize the missing child's computer, cell phone and diaries with consent of the family.

(ix) areas/spots of interest such as movie theatres, shopping malls, amusement parks, games parlours should also be searched.

(x) if available, CCTV Cameras installed at the spot (or in its vicinity) from where the child is reported missing, should be scanned.

(xi) enquiries should be made from the hospitals about admission, if any of unidentified injured persons in the hospitals.

(xii) enquiries should be made from the neighbouring police stations about any unidentified dead body found or information about missing children admitted in the hospitals.

(xiii) check records of the Lodges/Dharmasalas, Children's Homes, Nari Niketans, Mortuaries in hospitals, Placement Agencies, NGOs, Child Welfare Committees etc.

(xiv) match the missing person's record time and again with the data of unidentified dead bodies.

5. Maintain close liaison with the complainant/victim's family to ascertain further clues, any ransom demand made by the kidnapper/Abductee and to apprise the family about the development in the case.

6. In appropriate cases, District Supdts. of Police/ DCsP may declare reward for furnishing clue about the missing child.

7. IO should extend full co-operation to District/ State Legal Services Authority on any information relating to missing child etc.

8. If the missing child remains untraced for four month, such cases shall be transferred to Integrated Anti Human Trafficking Unit (IAHTU) for further investigation.

9. Steps to be taken by the investigating officer when missing child is traced/ found/recovered.

(i) In case a missing child is traced, or found, or he or she comes back on his / her own, I.O shall immediately intimate all concerned to discontinue the search.

(ii) Evaluate the child's physical condition and if necessary, he or she should be got medically examined immediately.

(iii) Evaluate with the help of the Juvenile/Child Welfare Officer whether he/she needs psychological help and take follow-up measures, if found necessary.

(iv) IO will examine all, relevant angles such as involvement of organised gang, application of provision of Bonded Labour Act, Immoral Traffic Prevention Act, and such other relevant Acts while investigating a case. Whenever an organized gang is found involved, the matter shall be referred to concerned Integrated Anti Human Trafficking Unit (IAHTU) for further investigation.

(v) In case of a girl child, if the IO is not a woman officer then, a woman officer must be associated in the questioning or in appropriate cases, the relative may remain present so as to create an atmosphere where girl feels comfortable in disclosing relevant information.

10. Sub Divisional Police Officer / Zonal Assistant Commissioner of Police and Inspector In charge of concerned Police Station shall review the progress of investigation of the case from time to time and ensure investigation is proceeding on correct lines. Besides, they shall coordinate with labour and other Govt. Departments and exchange information on illegal functioning of placement agencies and other such places which are suspected to be involved in engaging child labour.



**ODISHA POLICE**  
**CRIMINAL INVESTIGATION DEPARTMENT**  
**CUTTACK**

CRIME BRANCH CIRCULAR ORDER NO. 02 /2020

**ENQUIRY/INVESTIGATION IN CASES OF MISSING PERSONS**

A large number of cases of missing persons are reported in all the police stations of the State. Besides the District Police some of these cases are also being enquired/investigated by CID-Crime Branch on the direction of the Courts and other higher quarters based on the petitions filed by the family members of the victim/missing person.

A Standard Operating Procedure (SOP) dealing with the missing of the children was issued earlier by the CID-Crime Branch vide No.32995/CID-MPS dtd.09.10.2014. It is felt imperative to issue a comprehensive set of additional instructions in form of Standard Operating Procedure (SOP) to ensure covering all aspects by local police in enquiry/investigation of cases of the missing persons. The following actions need be initiated as the part of Standard Operating Procedure (SOP) in cases of missing persons.

**A. IMMEDIATE STEPS TO BE TAKEN AFTER INITIATION OF ENQUIRY/INVESTIGATION**

1. Detailed examination of the complainant and to obtain the Descriptive Roll, photographs and other necessary particulars of missing persons. The hobby, passion and other interests of the missing persons be ascertained and then follow



2. Immediate transmission of the collected/available information to CID- CB,SCRB, NCRB and ZIPNET.
3. IO/EO should proceed to the spot where missing person was last seen, examine the relevant persons and find out names of the possible suspects and interrogate them without loss of time.
4. Examination of the close relatives/friends, associates and other persons related to the missing person and to verify the facts and circumstances disclosed by them thoroughly. The IO should try to elicit information regarding likely cause of disappearance of the missing person and then work on those lines.
5. Search of areas/spots of interest like shopping mall, amusement park, game park etc. in case of missing of minors.
6. IO/EO shall remain in touch with complainant/victim family members to ascertain whether any demand of ransom has been received.

#### **B. ENQUIRY/ INVESTIGATION TO ESTABLISH MOTIVE / REASONS FOR MISSING OF THE PERSONS**

7. Thorough Examination of all the persons having inimical terms with the missing person.
8. To ascertain whether the missing person had any outstanding liabilities in any financial institutions (or persons) and has disappeared in order to avoid or escape such financial liabilities.
9. In case, the missing person is school going / college going / working / young person, EO/IO shall examine his/ her friends and colleagues to find out any intimate relationship of the missing person with anyone and then examine such person in

person/persons be collected and analysed to find out any clue with regard to missing person.

#### **C. COLLECTION OF CLUES FROM THE ELECTRONIC /COMMUNICATION DEVICES**

10. Scanning of the surveillance/security cameras installed in the vicinity of the place last visited by the missing person.
11. Analysis of the cell phone Call Details Records (CDRs), if any, of the missing person. Cell phone of the victim if found active may be put on surveillance to work out clues, if necessary.
12. Detailed scrutiny of the computer, laptop and other personal belongings of missing person to work out clues by taking the victim's family members/complainant into confidence.

#### **D. ENQUIRY/INVESTIGATION TO BE CARRIED OUT INSIDE THE DISTRICT JURISDICTION:**

13. IO/EO may analyse the data of missing persons in the particular area available with the local police stations to establish any pattern in the persons going missing.
14. IO/EO may remain in touch with Child Welfare Committees constituted by the Government which maintains records of all rescued children.
15. IO/EO may also contact NGOs dealing with the subject during the investigation.
16. IO/EO may involve community at large such as representatives of Panchayati Raj, Municipal bodies, Resident Welfare Associations etc. in tracing of the missing persons.



**E. ENQUIRY/INVESTIGATION TO BE DONE OUTSIDE THE DISTRICT JURISDICTION:**

17. IO/EO may request all Police Stations of the State to intimate about unnatural death cases registered for enquiry under the provision of 174 CrPC vis-a-vis the details of the missing person.
18. IO/EO may ascertain from all the Police Stations of the State regarding unidentified dead bodies and from the hospitals regarding unidentified injured persons admitted for treatment.
19. IO/EO may verify and remain in touch with the Missing Persons Squad of State Crime Branch to work out clues.

**F. ENQUIRY/INVESTIGATION TO BE DONE OUTSIDE THE STATE:**

20. IO/EO may liaise with the Anti Kidnapping Squad of other States in case of any suspicion of the kidnapping/abduction or any such allegation made by the family members of the missing person:
21. IO/EO may check up with Shelter Houses, Children's Homes, Rainbaseras, Nari Niketans, Mortuaries of hospitals and NGOs dealing with the subject.
22. IO/EO may go through the website of different State Police to verify from the list of persons recovered/rescued.
23. IO/EO may scan the surveillance/security camera records installed at the immigration check points.
24. IO/EO may verify from the data banks of rescued persons available at website like [ncrb.nic.in](http://ncrb.nic.in), [indiamissing.com](http://indiamissing.com), [www.searchsystem.net](http://www.searchsystem.net). etc.

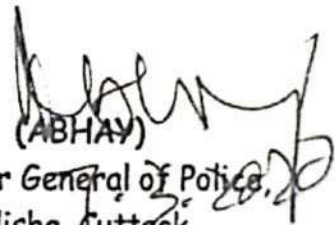
25. IO/EO may get B Series (Blue Notices) issued through Interpol Division of CBI to all member countries, if missing person is suspected to have gone or have been taken away outside the country.

**E. PUBLICITY AND DECLARATION OF CASH REWARDS:**

26. Wide publicity may be given of the missing person through photograph/poster at all prominent locations of city/town and village concerned i.e. Railway Station, Inter-State Bus Stand, Airport, Regional Passport Offices and at Border Check Posts. In case of missing girl, prior permission/consultation with parents/guardian may be done before the publication/broadcast of the photograph.
27. Wide publicity should be ensured through print and electronic media and through local cable network.
28. Cash reward may be declared for giving information about the whereabouts of missing person.

**GENERAL INSTRUCTION:**

29. IO/EO shall remain in touch with complainant to update him/her regarding efforts made and ascertain further clues, if any.

  
(ABHAY)  
Director General of Police,  
Odisha, Cuttack.