

Government of Odisha
Home Department

NOTIFICATION

Bhubaneswar, Dated the 28th February 2025

No. 8923 /, PT3-HOME-CPM-MISC-0213-2023

In exercise of the powers conferred by sub-section (3) and sub-section (9) of section 193 of THE BHARATIYA NAGARIK SURAKSHA SANHITA, 2023 (ACT 46 of 2023) read with Government of Odisha, Home Department vide Notification bearing No. PT3-HOME-CPM-MISC-0213-2023 22520/dated 30.06.2024, do herewith pleased to frame the following rules,-

1. Short title and commencement. -

- (i) These rules may be called as "Odisha Submission of Final Form by Police Officers Rules, 2025".
- (ii) They shall come into force from the date of publication of this notification in the Odisha Gazette.

2. Time Limit to Complete Investigation. -

(1) If investigation of a criminal case is not complete within 24 hours, the investigating officer shall produce the detained accused before the Jurisdictional Magistrate, who can authorize detention of the accused to any appropriate custody. The custodial period of the accused in custody after his production can be extended upto, -

- (i) 90 days, where the investigation relates to an offence punishable with death, imprisonment for life or imprisonment for a term of 10 years or more;
- (ii) 60 days, where the investigation relates to any other offence;
- (iii) For non-completion of investigation during the above mentioned stipulated period, the accused in custody has right to be released on default bail.
- (iv) It shall be the endeavour of the investigating officer to complete investigation of the case within the stipulated period and submit the Final Form.

- (v) If it is not possible to complete the investigation within the timeline, the investigating officer shall move the Superintendent of Police of the district for orders to carry on further investigation prior to submission of Charge-sheet within the stipulated period. The investigating officer should submit the proposal with reasonable grounds to the Superintendent of Police at least seven days before the stipulated date.
- (vi) The Superintendent of Police will pass orders at least two days before the expiry of stipulated period for submission of Final Form with sufficient reasons.

(2) Investigation in offence of Rape cases, -

- (i) Investigation in offences under sec. 64 to 71 of the Bharatiya Nyaya Sanhita 2023, offences under sec. 4, 6, 8 & 10 of the POCSO Act, 2012 shall be completed within 60 days from the date of recording of information by the Officer-in-charge of the Police Station irrespective of the fact whether the accused is in custody or not and Final Form shall be submitted.
- (ii) Further investigation during the trial may be conducted with the permission of the court trying the case and the same shall be completed within a period of 90 days which may be extended with permission of the court.

3. Information to Victim or Complainant. -

- (i) Progress or result of investigation shall be intimated to the informant or victim of the case within a period of 90 days by any means including through electronic mode [sec. 193(3)(ii)].
- (ii) Result of investigation shall also be intimated to the informant who first reported the commission of the offence to the Officer-in-charge of the Police Station [sec. 193(3)(iii)].

4. Documents to be Submitted with the Police Report or Final Form. -

As prescribed under sec. 193(6) of Bharatiya Nagarik Suraksha Sanhita, the Police officer shall furnish the following documents in original (where original is not available, the true or certified copies) along with the chargesheet.

- (i) All documents seized or taken to record during investigation;
- (ii) Medical Examination Reports, if any;
- (iii) Forensic Examination Report (Cyber, DNA, Viscera etc.);
- (iv) Spot visit report of Scientific Officer;

- (v) Statement of all witnesses;
- (vi) Any other document or material that is relevant for the persecution of the case;
- (vii) Copies of police papers including digital evidence for each accused and the victim; and
- (viii) All these documents may be submitted in physical or electronic form.

5. Guidelines for submission of Final Form in e-Mode. -

General Principle, -

Sec. 193(3) (i) of Bharatiya Nagarik Suraksha Sanhita -2023 allows investigating officer to submit Police Report and other documents to the courts by means of electronic communication. It should be the effort of every officer to use this provision and submit documents in electronic form as far as practicable.

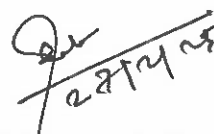
6. Following guidelines are issued for Investigating Officer for submission of Police Report:-

- (i) All the physical and digital documents shall be scanned neatly, indexed serially and duly paginated with description of nature of documents;
- (ii) The entire report, including all enclosures filed under Section 193(3), shall be sent in a single PDF in “read only format” containing the signature of investigating officers and countersigned by the Officer-in-charge of the Police Station;
- (iii) The file shall bear a name with reference to the Police Station case no. and the cognizance taking Court’s name;
- (iv) The report shall contain a separate note reflecting the name and designation of the investigating officer;
- (v) It shall be stored in the official cloud or server or e-SAKSHYA with hierarchical access to the system;
- (vi) The identification and descriptive particulars of the device used to upload the report, the time, date, and location of the place of uploading the data must be mentioned in a separate note;
- (vii) Till such time the e-SAKSHYA is made fully functional, the investigating officer may store the data in secured device such as pen drive, DVR or DVD as the case may be, with required number of copies;

- (viii) Even otherwise, it is advisable for the investigating officer to keep a digital copy of the entire Police Report including all the attachments in a digital media in his personal custody; and
- (ix) In case of any dispute regarding the genuineness of the electronic record, the provisions relating to digital or electronic evidence of the Information Technology Act 2000 shall apply.

7. The model of Charge sheet/ Final report is annexed under this rule.

By order of the Governor



Additional Chief Secretary to Government

Memo No- 8924 /CP&M

Dated the 28th February 2025

Copy forwarded to the D.G. & I.G. of Police, Odisha, Cuttack / D.G. of Police, CID, CB, Odisha, Cuttack/ All Collectors/ All SsP/ DY Commissioner of Police, Cuttack/ Dy Commissioner of Police, Bhubaneswar for information and necessary action.



Special Secretary to Government

Memo No- 8925 /CP&M

Dated the 28th February 2025

Copy forwarded to the Director, Printing, Stationery & Publications, Odisha, Cuttack for information and necessary action. It is requested to kindly publish the notification in the extraordinary issue of Gazette of Odisha and Supply 50 (fifty) copies to Home Department.



Special Secretary to Government

FINAL POLICE REPORT FORM

(CHARGE SHEET/ FINAL REPORT)

(Referred to in Rule 174 (a) and Rule 181 (a) of Orissa Police Manual, Part-I)

(Under section 193 BNSS)

IN THE COURT OF

1. Name of the District.....PS.....FIR No. Year.....
Date.....
2. Final Report/Charge Sheet (tick the option) No. Date:
3. (i) Act. Sections-
- (ii) Act. Sections-
- (iii) Act. Sections-
- (iv) Other Acts & Sections.
4. Type of Final Form/ Report- Charge Sheeted/ Not Charge Sheeted for want of evidence/ FR Undetected/ FR Untraced/ FR offence abated/ FR Un-occurred. (tick applicable portion).
5. If Final Report Un-occurred- False/ Mistake or Fact/ Mistake of Law/ Non cognizable/ Civil Nature. (tick applicable portion).
6. If Charge sheeted: Original/ Supplementary (Tick applicable portion)
7. Name of the I.O. Rank:
(if more than one IO, all to be mentioned)
8. (a) Name of complainant/ informant:
- (b) Father's/ Husband's Name:
- (c) Address of the Complainant:
- (d) Contact Number: Email id
- (e) Aadhar/ PAN/ Voter ID/ Driving license/ any other identity document issued by any government agency.....
9. Details of Properties / Articles / Documents including electronic and digital records recovered / seized during investigation and relied upon (separate list can be attached, if necessary).

Sl. No.	Property Description	Estimated value (in Rs.)	P.S. Property Register No.	From whom/ where recovered or seized	Disposal
1	2	3	4	5	6

10. Particulars of accused persons – charge-sheeted (use separate sheet for each accused):

PHOTO

- (i) Name: Whether verified.....
- (ii) Father's/Husband's Name:(iii) Date/Year of Birth:
- (iv) Sex: (v) Nationality (vi) Passport No:
Date of issue Place of Issue
- (vii) Aadhar/ PAN/ Voter ID/ Driving License/ any other identity document issued by any
government agency
- (viii) Contact Number:
- (ix) Email:
- (x) Religion:
- (xi) Whether SC/ST:
- (xii) Occupation:
- (xiii)Address:
(with landmark of the locality)
Whether verified:
- (xiv) Provisional Criminal No.:
- (xv) Regular Criminal No. (if known):
- (xvi) Date of Arrest:
- (xvii) Date of release on bail
- (xviii) Date on which forwarded to Court:

(xix) Under Acts & Sections:

(xx) Details of the Bailers / Sureties:

Name:

Father's/ Husband's Name:

Occupation:

Address:

Sl. No.	Address Type:	Address:

Identification:

Date of Birth:

UID Number:

Any Other ID Proof:

Sl. No.	ID Type:	ID Number:

(xxi) Previous conviction with case reference:

Sl. No.	FIR No.	State	District	Police Station	Description of Case	Details of Conviction/ Acquittal

(xxii) Status of the accused:

(Not Arrested/ Arrested) (If Arrested- Bailed by Police/ Bailed by Court/ Judicial Custody) or
(Evading investigation/ Proclaimed offender)

NB: If more than one accused charge-sheeted, details of all accused be given.

11. Particulars of accused persons – Not charge-sheeted (suspected): (separate sheet for each suspect)

(i) Name: Whether verified.....

(ii) Father's/Husband's Name:(iii) Date/Year of Birth:

(iv) Sex: (v) Nationality (vi) Passport No:

Date of issue Place of Issue

(vii) Aadhar/ PAN/ Voter ID/ Driving License/ any other identity document issued by any government agency

(viii) Contact Number:

(ix) Email:

(x) Religion:

(xi) Whether SC/ST:

(xii) Occupation:

(xiii) Address:

(with landmark of the locality)

Whether verified:

(xiv) Provisional Criminal No.:

(xv) Regular Criminal No. (if known):

(xvi) Date of Arrest:

(xvii) Date of release on bail

(xviii) Date on which forwarded to Court:

(xix) Under Acts & Sections:

(xx) Details of the Bailers / Sureties:

Name:

Father's/ Husband's Name:

Occupation:

Address:

Sl. No.	Address Type:	Address:

Identification:

Date of Birth:

UID Number:

Any Other ID Proof:

Sl. No.	ID Type:	ID Number:

(xxi) Previous conviction with case reference:

Sl. No.	FIR No.	State	District	Police Station	Description of Case	Details of Conviction/ Acquittal
1	2	3	4	5	6	7

(xxii) Any Special remarks including reasons for not charge sheeting:

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Status of the accused:

(Not Arrested/ Arrested) (If Arrested- Bailed by Police/ Bailed by Court/ Judicial Custody) or
(Evading investigation/ Proclaimed offender)

NB: If more than one accused not charge-sheeted, details of all accused be given.

12. (i) Particulars of witnesses cited/ relied upon:-

(Attach separate sheet, if required)

Sl. No.	Name	Father's/Husband's Name Date/ Year of Birth	Occupation	Permanent Address with Aadhar Number and Contact Number	Statement recorded or not. If yes, number of pages	Type of evidence to be tendered and serial numbers of documents to be marked by the witness, if any
1	2	3	4	5	6	7

(ii) Particulars of Documents including electronic and digital records cited/relied upon

(Attach separate sheet if required)

Sl. No.	Details of the document	Number of pages	Brief of contents of the document	By whom the document will be marked during trial, serial numbers of witness
1	2	3	4	5

(iii) List of Articles/ electronic device / Material Objects relied upon

(Attach separate sheet, if required).

Sl. No.	Description of the Article/ electronic device / Material Object	Perishable or permanent	Location of the Article/ electronic device / Material Object (In FSL/with Expert/ in Malkhana/ Deposited in court/ in Bank/in Treasury/ Others (specify)	If Disposed details of court order
1	2	3	4	5

Note: In case of electronic device, state the sequence of custody which may also include any electronic trail, if applicable or transaction trail, if applicable or any blockchain trail, if applicable (or by whatever name called). If needed, a separate chain - of - custody form may be included.

13. If FIR is false, indicate action taken or proposed to be taken U/S 217 / 248 BNS :

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14. Result of laboratory analysis/Expert Opinion/Medical Examination :

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15. Whether the report of medical examination of the woman has been attached where investigation relates to an offence under sections 64, 65, 66, 67, 68, 70 or section 71 of the Bharatiya Nyaya Sanhita, 2023 (Yes / No)

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Note: The report shall be deemed to be so attached if it is transmitted or sent to the concerned court in any manner including any form of electronic communication as per the procedure as may be prescribed by the state.

16. Whether Prosecution Sanction, if required, obtained or not, if yes, particulars thereof :

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17. Brief facts of the case (add separate sheet, if necessary)

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Charge
(add separate sheet, if necessary)

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18. Notice served to complainant if Final Report :
Yes/ No Date

19. Dispatched on :

20. No. of enclosures :

21. List of enclosures : As annexed

Forwarded by Officer-in-Charge
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Signature of the Investigating Officer Name :
(Submitting the Final Report/Charge sheet) Rank:
Name:
Rank:

