Annexure 3: FIR Format

Book No. ___________

FORM NO. 24.5 (1)

First Information Report (FIR)

First Information of a Cognisable Crime Reported under Section 154, Criminal Penal Code

Police Station ....................................District ..................................... No. .................

Date and hour of Occurrence ..........................................................

1. Date and hour when reported
2. Name and residence of informer and complainant
3. Brief description of offence (with section) and of property carried off, if any
4. Place of occurrence and distance and direction from the Police Station
5. Name and address of the criminal
6. Steps taken regarding investigation/ explanation of delay in regarding information
7. Date and time of despatch from Police Station

Signature ..................................................................

Designation ..................................................................

(First information to be recorded below)

NOTE: The signature of seal or thumb impression of the informer should be at the end of the information and the signature of the writer of (FIR) should be existed as usual.

The above is the format and below is the law on the basis of which the cognisable crime is recorded.

FIR on Authentic Information

The information given to the Police Officer for registration of a case must be authentic. It should not be gossip but should be traced to an individual who should be responsible for imparting information. It may be hearsay but the person in possession of hearsay should mention the source of information and take responsibility for it. An irresponsible rumour should not result in registration of FIR.