

GOVERNMENT OF RAJASTHAN
SOCIAL JUSTICE & EMPOWERMENT DEPARTMENT

G 3/1, Residency Area, Behind Rajmahal Palace Hotel,
Near Civil Line Railway Crossing, Jaipur, Rajasthan

No. : F(14)(2)/RSCPS/MC/CCO/SJE/4720

Jaipur, Dated: 15/01/2013

NOTIFICATION

**Subject: Standard Operating Procedure for dealing with cases of missing/
found children**

INTRODUCTION

A number of reports about missing children are lodged in police stations across the state every day. Government of Rajasthan is deeply concerned about the protection of children for their well being and overall development. It is of paramount importance to make sincere and systematic efforts to trace/recover the missing children in State.

1. Who is a missing child?

“A child (a person 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 or his/her safety/well-being is established.”

2. Who is a found child?

“A child (a person below 18 years of age) who is traced by civil society/child care institutions/government/NGOs/any other person/police on the basis of a missing child report or is found on the streets/in a market place/at railway platforms/station/at bus stops/in trains/on a bus or other public transport/in a hospital/children homes/through Child Line services/any public place in search of his/her parents, legal guardians, relatives/home or public spirited citizen or is brought before the Police or the Child Welfare Committee, will be considered a found child.”

3. Key factor to be considered by CWO/DMPU/MPC in the investigation/enquiry concerning missing children

- Child from a “high risk” category;
- Protecting those at risk of harm;
- Minimizing distress and ensuring high quality of service to the families and careers of missing children;
- Prosecuting those who perpetrate harm or pose a risk of harm;
- Preventing such incidences from happening.

4. What CWO/DMPU/MPC is expected to do?

1. Effective recording of information about missing/found children.
2. Take immediate steps on receipt of information regarding a missing child, irrespective of jurisdiction.
3. Initial response on receipt of missing report; all steps in tracing through missing person cell/unit at district and state level.
4. Involve CWC, non-government agencies and also specialized agencies as per Juvenile Justice (Care & Protection of children) Act 2000 and Rajasthan Juvenile Justice (Care & Protection of children) Rule 2011.
5. Investigate to recover/trace/find the child.
6. Preventive measures.

5. Assessment of Risk

- 5.1 This covers level of risk and response that must be considered in case of every report, together with the factors that constitute the decision making process.
- 5.2 The level of risk may be properly determined when CWO/CWC takes the full report details.

Assessment of risk would require the CWO taking the initial report of a missing child to determine if any of the following critical factors exit:

1. Has the missing child been the subject of a prior missing persons report?
2. Does the missing child suffer from a mental/physical impairment or serious illness?
3. Is the disappearance of the missing child suspicious or dangerous in nature?
4. Does the complainant have reason to believe the missing child has been abducted or kidnapped for ransom or is trafficked?
5. Is there a possibility of elopement that could put the child at risk of sexual abuse and other forms of exploitation?
6. Has the missing child previously been the victim/witness in any criminal investigation?
7. Is the missing child under the age of Eighteen (18) years or a girl child?
8. Has the child been a victim of drug use/drug abuse?

Any one or more factors are involved in a case; it should be considered high risk case.

6. Child Welfare Committee (CWC)

Child Welfare Committee (Bench of Magistrates) constituted under section 29 of Juvenile Justice (Care and Protection of Children) Act 2000 and Rajasthan Juvenile Justice (Care and Protection of Children) Rules 2011 who has mandate to ensure care and protection of children of all categories of risk. Child Welfare Committee shall monitor the status of missing children under their jurisdiction as per the rule 25 (n) of Rajasthan Juvenile Justice (Care and Protection of Children) Rules 2011. Child Welfare Committee will also inform the Police/DMPU/CWO/SJPU about the missing/found/rescued/traced child in their jurisdiction.

7. Child Welfare Officer (CWO)

The Child Welfare Officer appointed under section 63 (2) of Juvenile Justice (Care and Protection of Children) Act, 2000 shall work on the cases of missing and found children in their concerned police

jurisdiction. Child Welfare Officer shall be solely responsible for cases of missing/found children and will work in close association with the family members or guardians of the missing child as well as the DMPU/MPC and Child Welfare Committee to pass all relevant information at both ends.

The Special Juvenile Police Unit (SJPU) constituted under section 63 (1) of Juvenile Justice (Care and Protection of Children) Act, 2000 shall monitor and evaluate the cases related to juvenile in conflict with law, crime against children and issues related to children in need of care and protection including missing and found children on quarterly basis.

In the efforts by Child Welfare Officer/Special Juvenile Police Unit in respect of missing children, it will also be important to identify "Run-away Children", "Abandoned Children", "Neglected Children" "Child Beggars" and such "Vulnerable Children" who are often found roaming around places where they are particularly exposed to abuse and exploitation. Such place may be railway stations, traffic junction, semi urban slum area, temple out skirts etc. Their vulnerability increases due to lack of support structures—family or otherwise. Proper identification, provision of care and support, and a 'safe place' is vital for them. Child Welfare Committees shall maintain the record of all rescued/found children (Children in need of care and protection). Necessary action should be taken by all concerned as per the guidelines issued by Director General of Police on 30.04.2012 and 24.08.2012. For coordinating the issue of "Children in need of care and protection" at the Police Station level, the Child Welfare Officer of the Police Station shall act as the Nodal Officers. They will coordinate & supervise all issues/cases pertaining to such children & study the pattern emerging out of these cases at the Police Station level, and report the same to the SHO and to the SJPU and DMPU. The Nodal Officers at the Police Station will talk to the returning or recovered children in detail to ascertain any angle of crime or offence or gang, and report the same to the SHO and SJPU as well as to Superintendent of Police, Civil Rights at state level.

8. Involvement of non- governmental agencies, community, schools and other agencies

8.1 Non government agencies including NGO's/Mahila Salah evam Suraksha Kendra (MSSK), Child Line shall be involved in the search of a missing child depending on the type of case and risk involved.

- MSSK and Child Line should be intimated in cases where girl is minor and an allegation of sexual assault comes to notice.
- NGO's and Child Line assistance should be taken in counseling the child and his family in preparing them for the reunification as well as future protection measures that may be required.
- In places where vulnerable groups of children are found in large numbers, a mechanism could be evolved in partnership with District Child Protection Unit, Block/Gram Panchayat Level Child Protection Committee, Child Line, NGO's and social workers, whereby apart from rendering counseling to children and their families, awareness-raising activities are also carried out. This would not only instill confidence in children, but also strengthen them and give them special protection so that they are in no way lured by external agencies/factors.

8.2 In order to make the investigation procedure concerning missing children more transparent and child-friendly, it would be preferable for the police investigating team to involve the community at large, such as representatives of Panchayati Raj Institutions/ Municipal Committees/Block/Gram Panchayat Level Child Protection Committee, Community

Lesion Group (CLG) etc, in addition to existing help-lines (Such as Child Line Services - 1098). This will enable the community to get fully involved along with the police in tracing missing children.

8.3 Periodic interface shall be maintained with principals, teachers and students of the schools in the area by CWO/SHO of concerned Police Station/Gram Panchayat Level Child Protection Committee, Child Line to sensitize them about Do's and Don'ts for children.

9. Administrative Set-up

9.1 Missing Persons Cell (MPC)- CIVIL RIGHTS CID (CB)

To handle entire information, all over Rajasthan, related to missing persons including children, the Missing Persons Cell will function under the Civil Rights Branch, under the overall supervision of Additional Director General of Police (ADGP), Civil Rights. Superintendent of Police, Civil Rights will supervise the MPC on regular basis.

- Missing Persons Cell (MPC) shall provide notification/order to District Missing Person Unit regarding missing person/children.
- The MPC will also consolidated data relating to Rajasthan and share it with other agencies like CBI, State Home Department, Central Home Department, SCRB, NCRB etc.
- It will also analyze the data to locate any pattern/trend that may exist with regard to the number/age/sex/profile of children reported missing from a particular area and for entire Rajasthan.
- Flash photograph, information of missing person/children, unidentified dead bodies in TV channel such as Doordarshan and other news paper.

9.2 District Missing Person Units (DMPUs)

DMPU of the district will function under the overall supervision of the Superintendent of Police/Deputy Commissioner of Police at District Level.

Responsibilities

- DMPU is responsible for uploading the information related to missing children and unidentified bodies found in the district on a daily basis on the website i.e. ZIP NET, CHILD TRACK for easy access of the public through internet.
- All District Missing Person Units (DMPUs) shall prepare a fortnightly report and send to the in-charge of the Missing Persons Cell through the Superintendent of Police. It shall prepare a consolidated report of all the district and put up the same to ADGP-Civil Rights office on a monthly basis.
- It will maintain liaison with Child Welfare Committees to reconcile/match information about children rescued/traced/found. District Missing Person Units (DMPU) shall submit fortnightly report to concerned Child Welfare Committees about the cases of missing children with their case status.
- Ensure that details of all the missing children either kidnapped or abducted are available on ZIPNET, CHILD TRACK and the names of the children traced/returned on their own are deleted.

- Match the records of the missing children with the data of unidentified dead bodies of children and inform the concerned police station, if anyone matched.
- Ensure proper matching of the missing children record with the data of unidentified dead bodies fed in the ZIP-NET, CHILD TRACK.
- Analyze the pattern of disappearance of children, particularly girls, in the district to identify involvement of any organized gangs in the disappearance of children and collect intelligence to apprehend the persons involved.
- Constantly co-ordinate and interact with Civil Rights Section/MPC at state level and discuss the prevailing/emerging pattern of organized gangs, if any, to undertake operation to nab the gangs.
- Obtain feedback from the police stations about action taken and progress made in the case on a daily basis.
- Verification of beggar/street person/homeless/person living in slum/semi urban area of the district.
- Coordination with local level non government organizations for verification of children.

9.3 Child Line Helpline

A 24x7 hrs helpline (1098) functioning in 11 districts of Rajasthan has been planned to extend in all district of Rajasthan for emergency services for Children. Child Line not only responds to the emergency needs of children but also links them to services for their long-term care and rehabilitation. Receipts of any call related to missing/found children shall collate full description of the missing child along with complainant's contact numbers and address.

Its Responsibilities –

- Responding to calls on the national toll free number 1098 and provision of rescue and emergency outreach services for children in need of care and protection;
- Coordinating rescue and other outreach services with the help of relevant local departments like police, administration, SJE, WCD, labour, health, railways and others;
- Ensuring proper documentation of all children rescued to facilitate their rehabilitation and restoration;
- Functioning under overall supervision of the District Child Police Unit;
- Producing children before the Child Welfare Committee (CWC) for ensuring care and protection;
- Supporting the CWC in the long term rehabilitation of children, where required;
- Supporting a national network for the tracking of missing children;
- Providing data related to children rescued and rehabilitated to DCPU/RSCPS (Rajasthan State Child Protection Society, SJED) for compilation of a comprehensive database of child protection;
- Creating awareness and ensuring access to the 1098 Child helpline (CHILDLINE) number;
- Research, documentation, awareness and advocacy on issues related to Child helpline;
- Establishing linkages with other child protection services, community and local bodies for meeting the immediate needs of children rescued;
- Obtain feedback form the police station about action taken and progress made in the case.

9.4 Civil Rights Section

- Civil Rights Section is function at state level in Rajasthan Police and it looks after affairs related to children and missing person also.
- It analyzes the pattern of missing, kidnapped or abducted children. It gathers intelligence having ramifications at state level and ascertains angles of trafficking & organized crime.

- It also maintain liaisons with other Central and State agencies dealing with the subject of children.

9.5 Anti Human Trafficking Unit

Anti- Human Trafficking Unit (AHTU) is functioning under the overall supervision of concerned Superintendent of Police/Deputy Commissioner of Police. In case a missing child is not been traceable for past six months, the AHTU shall take further necessary action and investigation of case while keep in mind that child might be trafficked or abducted. The AHTU will also discern whether there is any trend exhibiting the trafficking of children.

In all such cases where evidence of organized trafficking/racket is found, it shall organize rescue operation and action against culprits in accordance procedure laid down and instruction issued regarding child labour, child exploitation, trafficking for commercial sexual exploitation, begging etc.

9.6 Police Station Level

- At police station, on receipt of information regarding a missing child, the Child Welfare Officer shall be deputed to initiate legal action. The concerned SHO shall supervise the same on day to day basis and guide/advise Child Welfare Officer.
- The concerned SHO shall also send a daily report to the DMPU on number of cases of missing children received, action initiated/taken and child traced.
- Every police station shall keep a record of all institutions providing care and shelter to children as well as placement agencies within its jurisdiction.
- All police stations shall maintain links with the Child Welfare Committee (CWCs) and all institutions providing care and shelter to children, and ensure matching of missing children's information with the children produced before the CWC or those living in the above mentioned institutions and agencies.
- It is the responsibility of CWO to keep the main carer informed of the progress of the investigation, which will be the parent, foster care or care home. In the first week, this should be daily, subsequently at intervals agreed between the two agencies.
- A found child shall be produce before the CWC and appropriate action shall be taken for their rehabilitation.

9.7 District Level Multi Task Force (DLMTF)

DLMTF of the district will function under and overall supervision of the Superintendent of Police Deputy Commissioner of Police at District Level. DLMTF will also work as crime assistance and as a team for missing person/children.

Responsibility

- Physical verification and compilation of MPR report in all police station of the district.
- Verification of registered computerized missing person report.
- Monitoring the practices carried out for case diary of missing person and prepare supervision report and submit it to research officer.
- Submit district monthly progress report of registered missing information.
- Supervise and provide suggestion/recommendation on Habeas Corpus related information to special team.
- Submit progress report of till 2 years old missing person and related information.

9.8 Range Level Multi Task Force

- Research and immediate action of more than two years cases of missing person and submitted progress report.
- Supervise the work of District Level Multi Task force and provide guidance time to time.
- Collect & Prepare quarterly report of missing person from all police station within district and submitted to Inspector General of Police with Comments.
- Taken progress report from District Superintendent of Police of every matter of Haviours Coppers and provide guidance time to time.

9.9 Coordination between various agencies

All above agencies viz., Missing Persons Cell, District Missing Persons Unit, DLMTF, Anti Human Trafficking Units, Child Welfare Committees, District Child Protection Units, Block/Gram Panchayat Child Protection Committees, Child Line, Civil Rights Section and the SHO, CWOs shall have a constant liaison with each other and work in close co-ordination for the purpose of data and information sharing and further follow-up action required at each one's end.

10. Steps to be taken at the police station by the Investigation Officer (Child Welfare Officer) on receipt of information regarding missing children

- Child Welfare Officer shall immediately inform PCR and sound alert, to the mobile and foot patrolling parties in the area, police check posts at Borders, Railway Station, Bus Terminals, Hospitals etc.
- Lodge a Missing Person Report (MPR) in the daily diary, mentioning parentage, sex, age, height, built, complexion, unique identification marks, clothes worn, date and probable time of the missing child.
- Register a FIR at the earliest in the case of missing children. If any suspicion is reported/foul play is suspected, conduct a though enquiry or investigation, as the case may be. A lady police officer shall be deputed to assist investigation officer preferably a case related to girl 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/recognized person who were entrusted the responsibility of the child or the school/institution/agency from where was reported to be missing:
 - A description of the child/young person, including current clothing name, parentage, sex, age, height, built, complexion, unique identification marks.
 - Date and probable time of missing.
 - When the child/young person was last seen and with whom.
 - A recent photograph (if available)
 - 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.)
 - Name, addresses and phone number of family members, friends and associates.
 - Details of school child's class and contact number of the school principal and the class teacher.
 - Information about any persons suspected by the parents/guardians of the child.
 - Details of servants in the family.
 - Details of places frequented by the child.
 - Any previous history of going missing.

- Any relevant information from other residents.
- Child's mobile number (if any)
- Initiate all other steps required to be taken on a missing report as per the standing order no 9590-9630, dated-17.12.2007 issued by the Director General of Police, Rajasthan.
- Child Welfare Officer to guide the complainant suitably when he/she calls up subsequently about progress of the case and should ensure that family informs him whenever they shift residence even if child has not been recovered.
- CWO should make personal contact with the complainant and immediately determine.
 - Missing child has not been the subject of any prior missing report.
 - Probable circumstances of disappearance of the child
 - Victim of family has inimical terms with anyone.
 - Any suspicion or foul play.
 - Last known location or destination.
 - Demand of ransom.
 - Such other risk factors as listed in para 5.2
 - Make a list of classmates, friends, family member, relatives and acquaintance who may have clue or information about the missing child.
 - Collect recent photograph of the missing child and make copies for District Missing Persons Unit, Missing Persons Cell, SCRB/ NCRB/Media etc.
 - Fill up specific designed Missing Persons Information Form' and immediately send to MPC, DMPU, DLMTF etc.
 - Prepare sufficient number of Hue & Cry notices containing Photograph & Physical description of the missing child and send for publication in the Police Gazette and for distribution to police stations in Rajasthan.
 - A copy of the FIR should be sent by post/e-mail to the Rajasthan State Legal Service Authority (RSLSA) along with the addresses and contact phone number of the parents of the missing child, after uploading the relevant information in ZIP NET/CHILD TRACK.
 - Wide publicity should be given in the surrounding area through use of loud hailers, distributing and affixing Hue & Cry notice at the prominent places.
 - District Hue & Cry notice at all the outlets of the city/town i.e. Railway Stations, Bus Stands, Airport Terminals, Regional Passport Officer and other prominent places.
 - Scrutinize the missing child's computer, cell phone and diaries with consent of the family.
 - Areas/spots of interest such as Movie Theatres, Shopping Amusement Parks, Games, and Parlours should also be searched.
 - If available, CCTV cameras installed at the spot (or in its vicinity) from where the child is reported missing, should be scanned.
 - Enquiries should be made from the hospital about admission, if any unidentified injured persons, admitted in the hospitals.
 - Enquiries should be made from the neighboring police Station about any unidentified dead body found or information about missing children admitted in the hospitals.
 - Check records of the Poor House, Children's Homes, Rein Baseras, Nari Niketans, Orphanages, Ashrams, Mortuaries in hospitals, Placement Agencies, NGOs, Child Welfare Committee etc.
 - The details of missing children should be highlighted in ZIP NET/CHILD TRACK as well as S.Os of the bordering police stations including I/Cs of all the Police Posts in their jurisdiction.

- Match the missing person's record time and again with the data of unidentified dead bodies fed on the ZIP NET/CHILD TRACK
- Make a list of classmates, relatives, friends and persons frequently visiting the victim family and examine them.
- Maintain close liaison with the complainant/victim family to ascertain future clues, any ransom demand made by the kidnapper/abduction and to apprise the family about the development in the case.
- Maintain separate file in respect of each case of missing child containing photograph, copy of complaint, MPR, MPI Form, W.T. Message, gist of day to day efforts made by the EO for locating the child as well relevant DD entries of departure and arrival etc.
- In appropriate cases, a declaration of reward for furnishing clue about the missing child should be got announced within a month of his/her disappearance.
- Keep track of the parents of the missing child so that at the relevant time they can be produced before Rajasthan State Legal Services Authority (RSLSA) or any other authority to find out the real reasons of missing and to address the problems.
- CWO should extend full co-operation to the members of RSLSA on any information relating to missing children etc.
- If the missing child remains untraced for six month, such cases shall be transferred to special team which constituted for searching and verification of Habeas Corpus related information for further investigation.
- Whenever a missing child is traced or he/she comes back on his/her own the CWO will examine all relevant angles such as involvements of organized gangs, application of provisions of Bonded Labour Act, 1976, Juvenile Justice (C&P of Children) Act, 2000, Protection of Children from Sexual Offences Act, 2012 and such all other relevant Acts.

Whenever, the involvement of any organized gang is found, it shall be the responsibility of the CWO to refer the matter to the Crime Branch or the special team which shall be constituted under Crime Department.

10. Steps to be taken by the Child Welfare Officer (Investigation Officer) when missing child is traced/found/recovered

- In case a child is traced, or found, or he or she comes back on her own, IO shall immediately lodge a daily diary report, mentioning the circumstance of missing and recovery and inform PCR, DMPU, DLMTF, MPC, AHTU, CBI, CWC etc. to discontinue the search.
- Evaluate the child's physical condition and if necessary, he or she should be got medically examined immediately.
- CWO shall assess reactions of parents/guardians and refer the child, his/her parents/guardians to counselors for follow-up to ensure normalcy is attained in the household.
- CWO will examine all relevant angles such as involvement of organized gang, while investigating a case.
- In case of girl child, if the CWO is not 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, preferably at her own home.

- Whenever, an organized gang is found involved, the matter shall be referred to the Crime Branch of Rajasthan Police or other Special Cell constituted for the purpose through proper channel.

11. Supervision by CI/ACsP

- CI/ACsP shall ensure that action on receipt of a complaint regarding missing child is initiated without loss of time as per Standing order issued.
- CI/ACsP will supervise the efforts being made by the CWO in such case on day to day basis, particularly during the first 15 days of receipts of the complaint.
- CI/ACsP will ensure proper maintenance of the Missing Persons Register as per columns specified in prescribed form (Annexed with SO No. 9590-9630/17.12.2007). They will also ensure maintenance of separate missing children files and record their observations/guidelines for CWO for further course of action.
- CI/ACsP will also ensure that the record of missing child as well as form regarding missing and tracing out are filled up properly and are sent to the DMPU and concerned quarters well in time.
- CI/ACsP must extend full co-operation to the members of RSLSA and CWC on any information relating to missing child etc.
- All CI/ACsP shall ensure that notice boards are appropriately displayed in reporting room of police stations with the details of missing persons written neatly and prominently.
- CI/ACsP is responsible to deliver copy of FIR regarding missing child to RSLSA and CWC either by spl. messenger or by post or through e-mail.

12. Steps to be taken when information is received regarding child missing from another state and supposedly in Rajasthan

- A child may have been a victim of kidnapping or any form of trafficking and brought to Rajasthan for exploitation. In case, any such complaint is received, action would be taken immediately for the recovery of such child.
- If such a child or any child is found to be working as a child labour action would be initiated under sec. 365, 367, 368, 374 IPC, sec. 23, 24, 26 JJ Act and other relevant sections of the law, against the employer as well as the trafficker or kidnapper, as the case may be.
- Standard Operating Procedure (SOP) issued by GoR for identification, rescue, protection and rehabilitation of Child Labour issued dated 21.08.2012 must be followed.
- While investigating the case of the rescued child labour, prostitution victims (especially minors), necessary steps should be taken to find out not only about the kidnapping but also abduction as in several cases some form of inducement or trust may be found such as promise of education, family loan etc.
- If such a child or any child is found to be sexually exploited action would be initiated under various provisions of Protection of Children from Sexual Offence Act, 2012, IPC and other relevant sections of the law, against the employer as well as the trafficker or kidnapper, as the case may be.
- Coordinate with Labour, SJE, DCPU, GRP, Railway Authorities and other Govt. Depts. and exchange information about missing children, illegal functions of placement agencies and other such places which are suspected to be involved in engaging child labour.

13. Step taken by Child Welfare Committee when missing child is traced/found/recovered

- Take cognizance of and receive missing/found children produced before the committee
- Decide on the matter of missing/found children brought before the committee.
- Conduct necessary inquiry on all issue relating to and affecting the safety and well being of missing/found children.
- Direct the Child Welfare Officer or Probation officers or non governmental organization to conduct social inquiry and submit a report the committee.
- Ensure necessary care and protection, including immediate shelter.
- Ensure appropriate rehabilitation and restoration, including passing necessary direction to CWO/PO/DCPU or other agencies for care and protection of missing/found children.
- Direct the officer in charge of children homes to receive missing/found children requiring institutional care.
- Document and maintain detailed case record along with a case summary to every case dealt by the committee.
- Maintain record of missing/found children in website of track child and share data to social department for care and protection of missing/found children.
- Keep information about and take necessary follow up action in respect of missing/found children in their jurisdiction.
- Liaison and network with the corporate sector and non governmental organization for any of the above, including for social inquiry, restoration and rehabilitation as and when required as per missing/found children.
- Maintain a suggestion box to encourage inputs from missing/found children and adults alike and take necessary action.

14. Step taken by Child Care Institutions when missing child is traced/found/recovered

The following procedure is followed in respect of the newly admitted missing/found children:

- Received children in respect way and search their origination.
- Provide new set of clothes, toiletry item, bedding and other outfit and equipment.
- Provide medical examination and treatment where necessary to missing/found children.
- Segregation in specially earmarked dormitories or wards or hospitals in case of a child suffering from contagious disease requiring special care and caution.
- Attaining to immediate and urgent need of the missing/found children like appearing in paper, interview letter to parents, personal problem.
- Every missing/found child shall be allotted a case worker from amongst the probation officers or child welfare officers or social worker or counselor attached to the institution or voluntary social workers or counselors.
- The designated officer shall enter the name of missing/found children in the admission register and allocate appropriate accommodation facility.
- The photograph shall also be taken immediately for records and case worker or probation officer with the person, missing/found child might have named.
- The Officer-in charge shall see that the personal belongings of the missing/found child received by the institution is kept in safe custody and recorded in the Personal Belonging Register and the item must be missing/found child when he leaves institution.

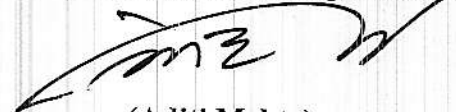
- The educational level and vocational aptitude of the missing/found child admitted, may be assessed on the basis of test and interview conducted by the teacher, the workshop supervisor and other technical staff and necessary linkages may also be established with outside specialists and community-based welfare agencies, psychologist, psychiatrist, child guidance clinic, hospital and local doctor, open school or Jan Sikshan Sansthan.
- A case history of the missing/found child admitted to an institution shall be maintained, which shall contain information regarding his socio-cultural and economic background and these information may invariably be collected through all possible and available sources, including home, parents or guardians, employer, school, friends and community.
- An individual care plan of a missing/found child in institution care shall be developed with the ultimate aim of the child being rehabilitated and reintegrated based on their case history.
- Every Child care Institution shall maintain their institution as per chapter no VI of Juvenile justice (Care and Protection of Children) rule 2011.
- Article shall found on search and inspection and return to missing/found children as per rule number 52 of Juvenile justice (Care and Protection of Children) rule 2011.
- Maintain case file of missing/found children as per rule no 54 of Juvenile justice (Care and Protection of Children) rule 2011.

15. Duration of enquiry into missing children

- Local Police shall continue the search till the missing child is located.
- Missing report in respect of any child, once recorded in the relevant register will be kept under enquiry till he or she is located.
- If a criminal case is registered into the missing of a child, it will be kept open till the investigation into all known aspects of that case is case is completed and the case will be treated as a Special Report Case.

Additional Chief Secretary, Social Justice & Empowerment Department who is the nodal officer in Rajasthan for children issues care and protection of children, shall be responsible to ensure the effective implementation of this Standard Operating Procedure (SOP) in true letter and sprit.

by notification of the governor



(Aditi Mehta)

**Additional Chief Secretary of SJED &
Chairperson, RSCPS**



क्रमांक सी.आर.सी. (सीबी) पी.आर.सी. / ०७/११-१६७ दिनांक १७ दिसम्बर, ०७

अर्थात् आदेश

विषय :- गुमशुदा व्यक्तियों के संबंध में 'गुमशुदा व्यक्ति रिपोर्ट'
MISSING PERSON REPORT (M.P.R.) संघारित
करने एवं जाँच व तलाश के संबंध में निर्देश ।

गुमशुदा व्यक्तियों/बच्चों के सम्बन्ध में अब तक प्रसारित समस्त निर्देशों का
अतिगमन कर निम्नवत् आदेश प्रसारित किये जाते हैं :-

प्रत्येक पुलिस थाना पर गुमशुदा व्यक्तियों/बच्चों के संबंध में कोई भी शिकायत
का सूचना मिलने पर इस गुमशुदागियों के संबंध में तुरन्त रोजानाका आधार में प्रतिबि
करने के उपरान्त इस शिकायत/सूचना की प्रतिबि गुमशुदा व्यक्ति रिपोर्ट
(MISSING PERSON REPORT) रजिस्टर में भी की जायेगी । यह रजिस्टर
संलग्न प्रोफार्म 'अ' के अनुसार होना तथा तीन प्रतियों में संघारित किया जायेगा ।
एक प्रति थाना रेकार्ड के रूप में रखी जायेगी, एक प्रति जाँच अधिकारी को दी जायेगी
एवं एक प्रति शिकायतकर्ता/सूचना देने वाले को निशुल्क प्रदान की जायेगी । इस
गुमशुदा व्यक्ति रिपोर्ट (M.P.R.) में थाना पर उपस्थित स्यूटी पुलिस अधिकारी द्वारा
समस्त निवृत्त गैर जगहों तथा शिकायतकर्ता/सूचना देने वाले व्यक्ति द्वारा दी गई
निश्चित या मौखिक रिपोर्ट में बताये गये तथ्यों के अतिरिक्त अन्य आवश्यक
जानकारी का मौखिक व लिखित रूप में पूछकर लिखी जायेगी । रिपोर्ट पूर्ण होने के
उपरान्त प्रत्येक प्रकरण में जाँच अधिकारी निम्नवत् किया जाकर तुरन्त गुमशुदा
व्यक्ति/बच्चे की तलाश व प्रकरण की जाँच आरम्भ की जायेगी । जाँच अधिकारी द्वारा
जाँच व तलाश की समस्त प्रक्रिया ल की गई कार्रवाही को एक पत्रावली में संघारित
करके तथा प्रत्येक किये गये कार्य हेतु उसी प्रकार ऊपरी चरचा करते हुए जिस प्रकार
मुकदमे को अनुसंधान हेतु कोस डायरी बनायी जाती है । सुताधिकारीगण द्वारा इस
समस्त कार्रवाही व जाँच प्रक्रिया का निश्चित रूप से समय-समय पर सुपरविजन
किया जायेगा । यह गुमशुदा व्यक्ति रिपोर्ट (M.P.R.) जनवरी ०८ में लागू होगी ।

इसके अतिरिक्त थाना पर गुमशुदा व्यक्तियों के संबंध में रेकार्ड रखने हेतु एक
कम्प्यूटरीकृत गुमशुदा व्यक्ति रजिस्टर का भी संधारण कम्प्यूटर पर किया
जायेगा जो सैलान प्रोफार्म 'ब' के अनुसार होगा । इस रजिस्टर में प्रत्येक गुम
शुदा व्यक्ति रिपोर्ट (M.P.R.) की प्रतिबि की जायेगी तथा जाँच/तलाश का
समस्त प्रतीक आने पर इसमें प्रनराज होगा । इसी प्रकार का कम्प्यूटरीकृत रजिस्टर
प्रत्येक वृत्त क्षेत्र हेतु वृत्त-अधिकारी कार्यालय एवं जिला पुलिस अधीनस्थ कार्यालय में

1 जनवरी 2008



संघारित किया जायेगा जिसके नियमित रख-रखाव पूर्ण इन्तजा एवं सुपरविजन की जिम्मेदारी सम्बन्धित तृताधिकारी एवं जिला पुलिस अधीक्षक की होगी। प्रत्येक जिला मुख्यालय पर एक विशेष प्रकोष्ठ गठित कर एक मल्टी टास्क पोर्स (विशेष टीम) का गठन किया जाये जो विशेष रूप से गुमशुदा बच्चों की तलाश के लिए तैयार रहे। सम्बन्धित जिला पुलिस अधीक्षक अपने जिले में गुमशुदा व्यक्तियों/बच्चों की तलाश के लिये की जा रही कार्यवाही को निरीक्षण करें एवं गुमशुदा व्यक्तियों/बच्चों एवं नरामद व्यक्तियों/बच्चों की मासिक सूचना प्रत्येक माह की 5 तारीख तक अथवा शाखा पुलिस मुख्यालय में ई-मेल द्वारा निम्न प्रोफार्मा में भिजवाना सुनिश्चित करें :-

माह	गुमशुदाओं की संख्या				पापरा मिले की संख्या				सर्वे गुमशुदाओं की संख्या	गुमशुदाओं की संख्या	अन्य विवर
	पुरुष	महिला	लड़के (10 वर्ष से कम)	लड़कियाँ (10 वर्ष से कम)	पुरुष	महिला	लड़के (10 वर्ष से कम)	लड़कियाँ (10 वर्ष से कम)			

3- परन्तु इस सम्बन्ध में यह विशेष ध्यान रखने योग्य है कि धाने पर किसी व्यक्ति/महिला/बच्चों को गायब होने से सम्बन्धित प्रोब्लेम संज्ञेय अपराध घटित होने की सूचना (हत्या, अपहरण, अपहरण संतोष-पारसव, दासत्व के लिये शोध-परिसर आदि) प्राप्त होने पर तुरंत तलाश की गुमशुदाओं रिपोर्ट नहीं दर्ज की जायेगी अपितु विधिक प्राविधानों के अन्तर्गत मामलों की उपसुचित धाराओं के अन्तर्गत मुकदमा दर्ज किया जायेगा। इसी प्रकार यदि किसी दर्ज गुमशुदाओं की जांच के दौरान तलाश के दौरान किसी संज्ञेय अपराध को घटित होने के लक्ष्य जागरूकता से आते हैं तो तुरंत प्रमाण से संबंधित मामलों प्रावधानों व धाराओं के अन्तर्गत मुकदमा दर्ज कर अनुसंधान किया जायेगा।

गुमशुदा व्यक्तियों/बच्चों की तलाश व जांच करते समय निम्न बिन्दुओं पर कार्यवाही अत्यंत सुनिश्चित कराई जावे :-

- (i) शिकायत प्राप्त होने के बाद शीघ्रलिखित एवं अधिकतम एक सप्ताह के अन्दर गुमशुदा व्यक्ति का प्रोफोटोग्राफ सहाचार पत्रों में प्रकाशित कराया जाए तथा चूरदर्शन पर टेलीकॉन्स्ट कराया जाए। इसके अतिरिक्त गुमशुदा व्यक्तियों के फोटोग्राफ को महत्वपूर्ण स्थानों, जैसे रेलवे स्टेशनों अन्तरराज्यीय बस अड्डों, हवाई अड्डों, क्षेत्रीय प्रसपोर्ट कार्यालयों एवं बोर्डर चौक पीस्टों पर चरखा कराया जाए। प्रत्येक गुमशुदा का फोटोग्राफ पुलिस अधीक्षक कार्यालय से ZIPPNET पर भी प्रदर्शित किया जाये। परन्तु यदि कोई बालिका गुमशुदा हो तो उसके माता पिता की लिखित स्वीकृति के बिना उपरोक्त पहिले रिट्टी नहीं कराई जाए।
- (ii) शिकायत प्राप्त होने के बाद तुरंत अक्रोस-मलेरा में गुमशुदा व्यक्तियों को चर्च करने या अध्ययन करने के स्थान, उसके पिता व जान-पहिचान

- (ii) गुमशुदा व्यक्ति यद्यदि विधार्थी हो तो उसके विद्यालय, महाविद्यालय, छात्रावास, मेडम, गेस्ट हाउस, कक्षा अध्यापनगण या उसके सदस्यों से संपर्क नहीं जाये।
- (iv) यदि गुमशुदा व्यक्ति कामकाजी महिला है तो उसके कार्य स्थल पर अधिकारियों/आगत तथा उसके कार्य स्थल के साथियों से सुरक्षा और मददगार की जाए।
- (v) गुमशुदा व्यक्ति के परिवार को सतर्कता, रि.ते.वारी, पड़ोसियों, मित्रों व स्कूल के अध्यापकों से संपर्क नहीं जाए।
- (vi) इस बात का पता लगाया जाए कि क्या गुमशुदा व्यक्ति को साथ परिवार में कोई हिंसा या मारपीट तो नहीं की गई है इत्यादि।
- (vii) गुमशुदा व्यक्ति के माता पिता द्वारा कृत्रिम समस्त अभिलेखों को एकत्र कर उनका परीक्षण किया जाए ताकि कोई सुरांग लग सके।
- (viii) शिकायत प्राप्त होने पर गुमशुदा व्यक्ति की अस्पतालों, चिकित्सालयों, चिकित्सकों, अनाथालयों, चरित्र चूकन हॉस्टल आदि एवं अन्योपयोगी स्थानों में खोजबीन की जाए।
- (ix) गुमशुदा व्यक्ति के लापता होने के एक माह के अन्दर सुरांग लेने वाले व्यक्ति को नगद पुरस्कार की घोषणा की जाए।
- (x) यदि गुमशुदा व्यक्ति महिला है तो जहाँ तक सम्भव हो महिला पुलिस अधिकारी कोड ही अनुसंधान किया जाए।
- (xi) यदि मामला बड़े शहरों जैसे मुम्बई, दिल्ली, चेन्नई या कोलकाता आदि से सम्बन्धित निकले तो अनुसंधान अधिकारी 'रेड लाइट' क्षेत्र में भी खोजबीन कर गुमशुदा बालिका को पता लगाने का प्रयास करें। यदि 'रेड लाइट' क्षेत्र में कोई जातिगत तत्वगोल आदि हो तो उन्हें बरामद कर 'विन्डन होम' में भेजा जाए।
- (xii) इसके अतिरिक्त सुरतहरी करने, समस्त धनाधिकारियों व जिला पुलिस अधीक्षकगण को रेडियोप्राप्त/वायरलेस संदेश करने व प्रचार-प्रसार के कार्य परम्परागत तरीकों को प्रयोग करने की कार्यवाही पूर्व की गीति की जाये।

(Signature)
 महानिदेशक-पुलिस,
 राजस्थान - जयपुर।

- 1- समस्त महानिरीक्षक पुलिस, रेंज, राजस्थान।
- 2- समस्त जिला पुलिस अधीक्षकगण, राजस्थान (जी.आर.पी. अजमेर) व जोधपुर सहित।

MISSING PERSON REPORT
 गुमराव व्यक्ति रिपोर्ट

31
 29

District Name PS Office Year M.P.R. No. Date Recd.
 गुमराव व्यक्ति रिपोर्ट की तिथि गुमराव व्यक्ति रिपोर्ट की तिथि
 Information Received at P. Station or Village Office Date Recd. Time Recd.
 General Diary Reference No. Entry No. Time Recd. Date Recd.
 Type of Information सूचना का प्रकार Written/Oral रिपोर्ट या शिकायत
 Place of Occurrence घटना का स्थान Address
 Boat No. बोट नं.

(A) Complainant/Informant शिकायतकर्ता / सूचना देने वाला
 (a) Name (e) Nationality
 (b) Name of Father (f) Occupation
 (c) Date of Birth
 (d) Address
 (g) Height
 (h) Sex (Male/Female) पुरुष / महिला
 (i) Complexion
 (j) Photograph if available

Missing Person's Details गुमराव व्यक्ति के विवरण
 (a) Name (h) Nationality
 (b) Father's Name (i) Occupation
 (c) Date of Birth (j) Identity Marking
 (d) Address
 (e) Height
 (f) Sex (Male/Female) पुरुष / महिला
 (g) Complexion
 (k) Photograph if available

Photo Graph of
 Missing Person
 गुमराव व्यक्ति का
 फोटोग्राफ

अधिक फोटोग्राफ उपलब्ध हो तो लगाये
 Attach Photograph if available
 CONTENTS OF M.P.R. (Attach separate sheet, if required)
 गुमराव व्यक्ति रिपोर्ट की विषयवस्तु (अधिक आवश्यक हो तो अलग पृष्ठ चाली करें)

(7)



Name of Enquiry Officer नाम जांच अधिकारी Rank पद.....

M.P.R. read over to the Complainant/ Informant, admitted to be correctly recorded. ~~.....~~
copy given to the complainant/Informant free of cost

मुद्रसुदादि, रिपोर्ट शिकायतकर्ता/ सूचना देने वाले को पढ़कर सुनाई गई। सुन कर सही-दिसा हुआ माना है।
शिकायतकर्ता/ सूचना देने वाले को परिचालन की एक प्रति निशुल्क दी गई।

Signature of Officer Incharge Police, Sta.
हरतार आगधिकारी पुलिस थाना

Signature/Thumb impression of
The complainant/Informant

हरतार / अंगूठा निशानी शिकायतकर्ता/ सूचना देने वाला

Rank पद.....

