Circular No. 21/09

Sub:- Investigation – Case Diaries – Handing over on Transfer –
Regarding

It is observed that officers on transfer, do not hand over Case Diaries to their successor in proper fashion. At present officers are often transferred with direction to hand over charge immediately. In such cases, they often go away without properly handing over the Case Diaries of cases which they are personally investigating. Because of this, many a time, Case Diaries are missing or incomplete.

An officer, who is transferred, must hand over all Case Diary files to his successor in time if the successor takes over the charge directly or to his immediate superior officer, if the successor is not directly taking over charge from him.

While handing over Case Diaries, a list of cases must be made with the following column headings and signed by both the officer relinquishing charge and the officer taking charge:

1. Sl No.
2. Name of Station
4. Date of Report
5. Section of Law
6. Last CD date
7. Total number of pages in the CD File

When any case is so transferred, the last CD written by the transferred officer should contain the details of further steps of investigation which remain to be taken, documents and material objects in possession which are not yet sent to Court, Expert Reports which are pending to be received, pending compliance of instructions from senior officers, etc.
No Unit Head will pass any TA bill of any officer of the rank of SI, CI or DySP newly appointed to a post unless he produces a certificate from his immediate superior officer in the last post held by him that he has handed over up to date Case Diaries of all cases investigated in the previous post. This certificate will be insisted by all TA Section Clerks for sanctioning of TA as well as Transfer TA.

When a Case Diary is not handed over within 30 days of transfer, the act of the officer will be deemed to be an act of obstruction to further investigation and as an act of suppression of relevant evidentiary material. SPs concerned may initiate action for such delinquency after evaluating the circumstances of each individual case of non-compliance.

Director General of Police