

NPR-530

GR-3000

(1)

Office of the Director General &  
Inspector General of Police  
Karnataka State,  
Nrupathunga Road,  
Bangalore-560 001

1



Government of Karnataka  
(Police Department)

No: CRM-2/11/WP/2025

Office of the  
Director General and  
Inspector General of Police,  
Nrupatunga Road, Bengaluru-01  
Dated: 21-01-2026

**Standing Order No: 1054**

**Sub:-** Standard operating procedures relating to registration, Investigation and enquiry of persons missing cases.

- Ref:-**
1. The DG&IGP office Circular No. CRM/7/SMS-1/06, Dated 21.04.2006.
  2. The DG&IGP office Circular No. CRM/160/Misc-1/2007, Dated 17.12.2007.
  3. The DG&IGP office Circular No. 27/CRM/SMS-1/2012, Dated: 27.09.2012.
  4. The DG&IGP office Circular No. CRM-2/3/2013, Dated 12.09.2013.
  5. The DG&IGP office Circular No. CRM-2/3/WP/2013, Dated 19.08.2014.
  6. The DG&IGP Office Crime Section Circular-3/2015 No. CRM-2/3/2013, Dated 02.06.2015
  7. The DG&IGP office Crime Section Circular-15/2015 No. CRM-2/37/WP/2015, Dated 25.11.2015.
  8. The DG&IGP office Crime Section Circular-14/2015 No. CRM-6/50/SMS/2015, Dated 25.11.2015.
  9. The DG&IGP office Standing Order No. 1016, No. CRM-6/SMS/43/2017, Dated 05.04.2017.
  10. The DG&IGP office Circular No. CRM-6/53/SMS/2018, Dated 29.09.2018.
  11. The DG&IGP office Standard Operating Procedure No. CRM-2/224/WP/2018, Dated 16.09.2020.
  12. The DG&IGP Office Circular No. CRM-2/11/WP/2025, Dated 11.10.2025.
  13. Delhi Police Standing Order No. 252/2019 No. 751-900/Record Branch/PHQ dated, Delhi, the 18.07.2019.
  14. Daily order dated: 12/09/2025 in Ramakrishna S/o Subray Bhat Vs The Director General of Police, WPHC No:100012/2024

**PROCEDURE TO BE FOLLOWED ON RECEIPT OF INFORMATION  
ABOUT MISSING CHILDREN/PERSONS**

I.

The Office of Director General of Police and Inspector General of Police, Karnataka has been issuing circulars, Standard operating procedures relating to registration, investigation or enquiry of missing persons and children (vide Ref. No. 1 to 12.) By such circulars and SOPs, the police officers of the State are being instructed properly to take immediate actions and steps to trace missing persons and children and ensure safety and security among society. The Hon'ble High Court of Karnataka by its order passed in Ramakrishna S/o Subray Bhat Vs the Director General of Police, Case No. WPHC 100012/2024 dated: 12/09/2025, this standing order is issued by consolidating earlier circulars and SOPs. Hence the Police officers of the State shall adopt and take steps immediate actions relating to registration, Investigation and enquiry of missing persons and children and tracing them swiftly.

- I. Definitions: For the purpose of this Standing Order the following terms are defined as under-
  - a) "Missing Person" may be one who is lost or left home on his/her own without a notice of the family members or custodian.
  - b) Child means a person, who is under the age of 18 years
  - c) A 'missing child' means as defined under Rule 92 (1) of the Juvenile Justice (Care and Protection of Children) Model Rules 2016, one "a child whose whereabouts are not known to the parents, legal guardian or any other person or institution legally entrusted with the custody of the child, whatever may be the circumstances or causes of disappearance, and shall be considered missing and in need of care and protection until located or his safety and well- being established." Further it includes the child who is lost (separated from family), has left home on his/her own without a notice or has been abducted or kidnapped or trafficked or abandoned.
  - d) A "Traced Child" will be a child who is traced by the police on the basis of a missing child report/FIR.

- e) A 'found child' is a child found by the Police on the streets/in a market place/ at railway platforms/ at sub stops/ in trains/at a port/ at airports/on a bus or other public transport/in a hospital/ during rescue operations or at any public place and/or is brought before/referred to the Police by Juvenile Justice Board ("JJB")/Child Welfare Committees (CWC) / Child-line/any other NGO or any individual.

## II:

Keeping in view the sensitivity of such cases, the Officer in charge of Police Station should be the first contact point for all such complainants so as to ensure a prompt and empathetic handling. For that purpose, a Public Facilitation Desk in the police station will attend to such complaints around the clock.

All Unit heads will ensure that the Public Facilitation Desk of the Police Station is entrusted with the receiving all complaints relating to missing children/persons. The officer in charge the Police Station along with nominated Juvenile Welfare Officers will invariably be activated as and when any complaint relating to missing of child is received.

## III. SOURCE OF INFORMATION:

1. Directly by complainant by visiting Police Station.
2. Through Police Control Room (number 112)
3. Missing children/ persons helpline or any other helpline number
4. Through FAX/E-mail/SMS/Whatsapp or other social media platforms

## IV. STEPS TO BE TAKEN ON RECEIPT OF INFORMATION:

### **(a) INFORMATION RECEIVED DIRECTLY FROM COMPLAINANT IN POLICE STATION OR THROUGH PCR:**

In the case of information received directly from the complainant who visits Police Station or through PCR (dial 112), immediate steps as detailed at para V of this SOP shall be followed by staff of concerned Police Station.

### **(b) INFORMATION RECEIVED ON MISSING CHILDREN/PERSONS HELP LINE**

In addition to 112 ERSS Help Line, 24x7 Child helpline number 1098 is also functional to report the missing of children/persons in the State.

All possible assistance is being provided to the complainant/caller in getting his missing report/FIR recorded at the police station concerned, where missing occurred. The staff deployed at the helpline shall perform the following duties on receipt of information:

1. Obtain the full description of missing children/person along with complainant's contact number and address.
2. Advise the caller to give full details of missing children/person along with photographs to the police officer, who would be contacting him.
3. Inform the PCR, District Missing Person Unit, Concerned Police Station through their District Control Room immediately.
4. A register of all the calls received, with details of victim and contact number and address of the caller/complainant, be maintained.
5. Update the progress of the action taken by the police on the complaint including feedback from the Police Station.
6. Guide the complainant suitably when he/she calls up subsequently about progress of the case.

**(c) INFORMATION RECEIVED THROUGH FAX/E-MAIL/SMS/WHATSAPP OR ANY OTHER SOCIAL MEDIA PLATFORM**

Whenever any information regarding missing person/child is received by SHO or any other staff deployed at Police Station through FAX/E-mail/SMS/WhatsApp or any other social media platform, he/she shall immediately record the same in Daily Diary of the Police Station and steps as provided in Para V of this SOP shall be followed. When the information regarding missing children/person is forwarded to SHO or any other staff of concerned Police Station by any Police Officer in hierarchy or who is not having any jurisdiction on the Police Station, the SHO or Inspector (Investigation) will immediately make efforts to contact the actual complainant and take further steps as provided in Para V of this SOP.

**V. DUTIES OF POLICE STATION STAFF:**

The Station House Officer will ensure that immediate action is initiated as per this Standing Order on receipt of a complaint or information about the missing child/person. The Officer in charge of police station will maintain a complete record of various efforts made by him/IOs to trace the missing children/persons. It should be monitored/reviewed by the SHO on a weekly basis and the DySP/ACP on a Fortnightly basis and they shall issue timely instructions and also provide assistance to the concerned officers.

**V(a). Missing Children cases.**

As soon as an information or complaint about a missing child is received, necessary steps for his/her recovery need to be taken immediately. The first 15 days and especially first 48 hours from the date of receipt of information/complaint about the missing of a child are very crucial. Diligent efforts are required to be made within this period and all the steps, taken during this period, should be closely monitored by supervisory formations at the Police Station/Sub-Division level.

The following steps need to be taken at Police Station and by Investigating Officers as per the time frame stipulated in respect of each step:-

1. A Missing Report should be mentioned in the SHD of Police Station immediately, clearly mentioning the date and probable time when he/she was noticed to be missing and all other details of the missing children like name, parentage, age, height, complexion, sex, clothes worn and any special mark of identification etc. The photograph and contact number of complainant/relative of missing children/person should be obtained and placed on file. An experienced officer not below the rank of ASI should be quickly deputed who will contact the complainant and collect all the details about the victim.
2. Registration of a case is mandatory in cases of all missing children below 18 years of age. Officer In charge of Police station will ensure that a FIR is registered under appropriate penal sections of law.
3. Whenever the police comes across a child, who is unable to provide information regarding his/her parentage and address, a case of kidnapping shall be registered and the procedure outlined in this SO in respect of a missing child shall be initiated immediately to investigate and ascertain:
  - i) The parentage and address of child.
  - ii) The circumstances under which the child got separated from his/her family.
  - iii) The involvement of any organized criminal gang in the case.
4. The IO shall make all necessary efforts to reach at the root of the matter. The child shall be treated as a juvenile in need of care and protection and will be produced before the Child Welfare Committee as per the procedure. A copy of FIR shall also be sent to the DLSA to provide legal aid to the victim child.

5. IO/SHO will be held responsible if any complaint disclosing non-registration of FIR in connection with the missing child is received. Any negligence will invite strict Departmental action.
6. An experienced officer should be entrusted with the investigation of a case related to a missing child and at an appropriate stage, if required during investigation; the assistance of a woman Police Officer should be enlisted. Guidelines regarding manner in which cases shall be dealt with by District AHTU and AHTU/Crime Branch /AHTU (CID) have already been issued vide Standing order No. 1027 Dt.14.10.2020 which must be strictly complied with.

**V (b). Missing person of above 18 years.**

1. Whenever any foul play is suspected in case of Missing person above 18 years of age or where suspects are specifically mentioned, a case shall be registered, without delay, under relevant sections of law and investigation shall be taken up in such cases of missing persons.
2. In case of Missing person, who is over 18 years of age, where no suspicion has been raised nor has the same come to notice and where the missing person has remained untraced for a period of 3 months despite efforts of IO, then in all such cases the unit head concerned shall order for registration of case U/s 365 IPC /140 of BNS and taking up investigation accordingly.

**VI. Investigation/Enquiry process**

1. As soon as SHD (Station House Diary) Entry/FIR about the missing of children/ person is recorded/lodged, Police Control Room should be informed immediately. The information should also be transmitted to State Crime Record Bureau (SCRB), National Crime Record Bureau (NCRB) and Children details should be uploaded on Mission Vatsalya portal and missing person details in appropriate portal immediately but not later than 24 hours.
2. A Wireless Text Message should be flashed immediately on all-India level with the detailed description of the victim.
3. Information should also be shared with relevant section of CBI within 24 hours.

4. The Missing Children Information Form (Annexure 'A') should be filled up immediately and sent to DMPU and MPS within 24 hours.
5. Hue & cry notices should be prepared and circulated in prominent localities/places within 48 hours. The IO should immediately activate informers and take up enquiries from the persons present at the scene or where the missing child was last seen. He must collect the details of suspects and question them without any loss of time. He must also interrogate the persons at the last workplace, school, tuition place etc. within 12 hours. While questioning children less than 18 years of age, the relevant provisions of JJ Act should be kept in mind.
6. Cell phone details, if any, of the missing children/suspect/accused should be immediately obtained (requisitioned) within 48 hours for further investigation of his/her whereabouts.
7. Photographs of missing children should be given wide publicity at all prominent outlets of the city/town/village concerned - i.e. at railway stations, inter-state bus stands, airport, regional passport office and through law enforcement personnel at Border Check Posts. This should be done promptly and in any case not later than one week of the receipt of the complaint or information about the missing of a child. However, prior written permission of parents/guardian shall be taken, particularly in case the missing child is a girl, before the photograph is published/broadcast.
8. Border check posts should be alerted immediately within 04 hours. In case of a missing minor; the check post staff should also be sensitized to question suspicious adults carrying children especially where abnormal behavior is noticed, during the pursuant checking of vehicles/ public transport. The angle of child labor and trafficking should also be kept in mind while investigating cases concerning missing of minors.
9. Publicity should be given in surrounding areas using loud-hailers, if necessary.
10. All necessary publicity should be given in news papers/electronic media expeditiously preferably within 07 days. Publicity should also be given through local cable TV network within 24 hours, wherever possible.

11. Wide publication or efforts to trace missing girl/child by using Portal like "Track the Missing Child Portal" / "Missing Vatsalya Portal" or any similar portal which are designated in this regard.
12. It is very important to check the email account, Facebook and other social networking application/sites such as Instagram, WhatsApp etc. of the missing children as well as suspect/alleged. The I.O. will check all these accounts, if any, of the missing persons as well as suspect in coordination with the Cyber Cell of Karnataka Police. The parents/family members/friends and relatives should be examined within first 48 hours to find out the probable cause of disappearance of the person.
13. The computer, diaries etc. of missing children, if any, as well as his/her personal belongings should be scrutinized for any clue within 24 hours with the concurrence of family members/ complainant.
14. As and when the photograph of a missing child is uploaded, it automatically searches from the recovered/found (not connected) children data including the data of Ministry of Women & Child Development (MWCD) being uploaded on all-India basis on the website [www.trackthemissingchild.gov.in](http://www.trackthemissingchild.gov.in). IO should check the status of the missing child on this portal regularly. Similarly, as soon as photograph of a recovered/found child is uploaded, search is done online automatically with the missing children's data. Thus, all the missing/found children data (photograph) should be uploaded at first opportunity and probable results provided by the system should be obtained by the IOs to link the missing child with the data of found child and vice-versa. Since the success of search through FRS greatly depends on the quality of the photograph, IOs must ensure that good quality photographs are uploaded on Mission Vatsalya Portal
15. The nearby areas/spots of interest such as malls, amusement parks, games parlors, etc. should also be searched within 04 hours.
16. The footage of CCTV cameras, installed in vicinity of scenes or last seen should also be scanned within 48 hours.
17. Any person having inimical terms with the missing children/family should be identified and examined within 24 hours. Also, the level of

threat or danger to the child or his/her family should be duly assessed and immediate steps be taken to ensure their protection, if felt necessary.

18. The Police Officer, handling the Missing Report, should remain in touch with the complainant/family members of the missing child/person to ascertain if any demand for ransom has been received, and further legal action be initiated accordingly.

19. Enquiries should be made within 48 hours from the neighboring police stations about any unidentified dead body found or information about missing children/persons admitted in the hospitals.

20. Enquiries should also be made from the hospitals about unidentified injured children/persons admitted in the hospitals at the earliest but not later than a week.

21. Poor Homes, Children Homes, Nari Niketan, mortuaries in hospitals, NGOs record, etc. should be checked for the missing children/ persons at the earliest but not later than a week.

22. In appropriate cases, reward should be declared for furnishing any clue about the missing children within a month of her/his disappearance.

23. The Investigating Officer of missing complaint/ information/ case should update the complainant about efforts made in the matter, ascertain further clues, if any, and also find out if the missing child/person has returned on his/her own.

24. All known offenders in the area should be associated in the investigation. If any known offender is found to be missing, he/she will be tracked on his/her cell phone and through notice to PCR, alerts will be sent to all beats and other informal networks. If the child was found to be a drug/substance-user, all known drug-peddlers in the area should also be duly investigated.

25. Some age-specific actions will be initiated depending on the age of the missing child- the actions are not exclusive, but must be done in a more focused manner.

### **VI (a) For children aged 0-5 years**

All helpers/ servants, person's frequently visiting victim's family, friends of child, crèche owner & last seen person should be examined immediately and government/private hospitals are also alerted/intimated online about the missing child with details. This should be done within 24 hours of receipt of complaint.

### **VI (b) For children aged 5-14 years**

All social media/online application companies may be approached for tracing any online activity, IP address, GPS location of the child. This must be continuously done till the case is closed.

In addition to above, in respect of children aged 14-18, following steps should also be taken:

a) Friends, teachers, tuition centers and other places visited by the child should be searched and people questioned.

b) In cases of false promise of marriage, the suspected person/relatives should be questioned within 24 hours of complaint.

### **VII. STEPS TO BE TAKEN WHEN CHILD/PERSON IS FOUND OR RECOVERED:**

1. In case the missing child/person is traced, the Police Control Room, District Missing Persons Unit (DMPU) and Missing Persons Squad (MPS) should be informed immediately for updating the record and for discontinuing the search.
2. In cases of missing of girl/woman, if the investigation officer is not a woman officer, then a woman officer must be associated in the questioning or in appropriate cases; the relatives may remain present during such proceeding. Briefly, atmosphere must be created in which a girl/woman feels comfortable and is not hesitant in disclosing relevant information.
3. After recovery, produce the child before CWC/JJB/Children's Court, as the case may be, for appropriate directions within 24 hours of recovery of the child.
4. The recovery form "R" must be filled on [www.trackthemissingchild.gov.in](http://www.trackthemissingchild.gov.in) and data be updated therein within 24 hours of the recovery of child.

5. Assess the level of threat or danger to the child, or his/her family and take immediate steps to ensure their protection within 24 hours of recovery of child.
6. Proper home verification be carried out before the child is reunited with Parents/legal guardians through the CWC within one week of recovery of child.
7. Send a report to the District Legal Service Authority which shall provide counseling and support services to child and family within one week of recovery of child.
8. Conduct an enquiry whether the child has been subjected to any offence, within one week of recovery of child and if so, proceed accordingly.
9. Every found/recovered child must be immediately photographed by the police for purposes of advertisement and to make his relatives / guardians aware of the child having been recovered / found.
10. Photographs of the recovered/found child who could not be restored to the parents/guardians should be published on website / Newspapers.
11. Whenever a missing child is traced or he/she comes back on his/her own, the Investigating Officer will examine all relevant angles such as involvement of organized gangs, application of provisions of Bonded Labour Act and other relevant Acts.
12. Once a child is recovered, the police authorities shall carry out further investigation to see whether there is any angle of trafficking in the circumstances in which the child went missing and if, on investigation, such links are found, the police shall take appropriate action thereupon.
13. Whenever, the involvement of any organized gang is found, it shall be the responsibility of the Investigating Officer to refer the matter to AHTU wing through proper channel.

### **VIII. SUPERVISION BY SHOs AND ACPs :**

(a) ACP shall ensure that SHO has registered FIR within 24 Hours as per step No: IV above. ACP and SHO will be able to monitor the progress of action on the pending complaints as per the present SO.

(b) All ACPs and SHOs will supervise the efforts made to search the missing children on day-to-day basis, particularly during the first 15 days of receipt of the complaint/information. They will give necessary directions/instructions in writing, to the IOs, in their supervisory notes. They will also attach copies of such supervisory notes in the concerned Missing Children file/ case files.

(c) In the case, which concerns missing of a girl, the DySP/ACP and the Addl. SP/DCP District must be informed. They should closely monitor the progress of search and investigation. ACP of the Sub-division should also visit the spot in cases deemed necessary.

(d) In the case of very young children, the SHO should get the immediate search of neighborhood as well as the place from where the child was reported missing. Special care should be taken to search public toilets, schools, abandoned buildings, buildings under construction, locked houses and any other place in the immediate neighborhood, where the minor child can be held captive. SHO/IO should take care to check and search all those places which the missing child was usually visiting.

(e) All ACPs and SHOs will ensure that the copies of all SHD entries of departure and arrival in such cases are attached with the concerned missing file.

(f) All SHOs will also ensure that the record of missing children as well as forms of traced out missing children are filled up and sent to the DMPU immediately.

(g) All ACPs, SHOs will ensure that notice boards are appropriately displayed in the Reporting Room of all the Police Stations with the details of missing children neatly and prominently written thereon.

### **IX. DURATION OF ENQUIRY INTO MISSING REPORTS :**

(a) The local police will keep the search continued till missing child is located.

(b) Missing report in respect of any children, once recorded in the relevant register maintained in the MPS, and the DMPU, will be kept open till he or she is located.

(c) The case  
known  
Re-

(c) The case into missing of a child will be kept open till the investigation into all known aspects of that case is complete, and the case will be treated as a Special Report Case and its investigation will be closely monitored by supervisory levels including the concerned District SP/DCP:

(d) The progress of enquiry /investigation will be reviewed periodically by the concerned head of the units.

#### **X. MISSING CHILDREN/PERSONS REGISTER:**

A separate register of Missing Children/Persons shall be maintained in each Police Station for record. This register should be maintained uniformly in all police stations as per the columns specified at Annexure 'B'. Adequate space should be left under the column "Action Taken" so that detailed entries can be made in this regard. The SHO and ACP/Sub-Division should scrutinize this register regularly and guide the officer(s) dealing with the missing reports/case. They shall also evaluate the circumstances accompanying each case and order registration of criminal case.

#### **XI. MISSING CHILDREN/PERSONS FILES:**

A separate file will be maintained in respect of each and every missing child/person and complete record of efforts made to trace the missing child/ person including copies of all relevant documents will be kept in this file. The file will be properly paged and contents of file will be reflected in the Index for ready reference. The proforma of 'Index' is given at Annexure 'C'. The SHO of Police Station will ensure that this file is properly updated.

#### **XII. DISTRICT MISSING PERSONS UNITS:**

Each District/Commissionerats shall constitute a Missing Person Unit (MPU) at the District Police Office/Other COPs/All Divisions in Bengaluru City Commissionerate.

The DMPU shall function under the DCRB/CCRB and shall be responsible for collection, collation, analysis and review of data relating to missing children and missing persons.

The DMPU shall function under the overall supervision of Addl. SP (Crime) / DCP (Crime) of the respective District/ Other Commissionerates/ DCP of Divisions in Bengaluru City Commissionerate.

The DMPU shall act as the nodal coordination unit for inter-district, inter-state and inter-agency communication in missing cases.

XV. Mr

### **XIII. DUTIES OF DMPU FUNCTIONAL & SUPERVISORY OFFICERS**

- (a) The DMPU of units will function under Addl. SP (Crime)/DCP (crime), under overall supervision of SP/CP.
- (b) Addl. SP (Crime)/DCP (Crime) of units will be responsible for monitoring of uploading of information on portals regarding cases of kidnapped and missing children. He will ensure that details of all the children missing, kidnapped and abducted are available on digital portals in the approved format & deleted when the child is found or returns on his own. The information with regard to missing children/persons shall be immediately uploaded in the available digital portals.
- (c) DMPU will match the missing children/ persons record with the data of unidentified dead bodies found.
- (d) DMPU will study the pattern of disappearance of children, particularly girls in the district. If anything points towards an organized operation in the disappearance of children, it will immediately alert all officers of the concerned area and launch operations to collect intelligence and apprehend the persons involved.
- (e) DMPU will interact with AHTU's to study and discuss the pattern of disappearance of children in the city and exchange intelligence about gangs, if any.

### **XIV. ANTI HUMAN TRAFFICKING UNIT OF DISTRICT:**

This unit is functional in all the units as per directions contained in Standing Order No. 1027 Dt. 14.10.2020. The Addl. S.P./DCPs will ensure that the investigation of cases, relating to missing of children between the age-group of 3-8 years, who could not be rescued or found/recovered within a period of 4 months, should be transferred to Anti Human Trafficking Unit automatically. This provision should be complied in diligent manner.

## **XV. MISSING PERSONS SQUAD:**

Every Police Station shall have a Missing Person Squad (MPS). The MPS shall consist of One PSI as the in-charge, four staff drawn from HC/PC cadre including 1 WHC/WPC.

The MPS shall function under the overall supervision of the PIC/PI of the Police Station. The MPS shall ensure prompt registration, immediate field action, investigation, sustained follow-up, and documentation in all missing cases.

(a) The Missing Persons Squad (MPS) shall monitor the uploading of data regarding children /persons reported missing and unidentified persons found, in the digital portals and will prepare fortnightly as well as monthly reports in this regard.

(b) It will maintain close links with District Missing Persons Unit (DMPU) and ensure that uploading of data and matching of missing children/persons with Un-Identified Dead Bodies/persons found is carried out effectively.

(c) The In-charge MPS will match the information regarding missing children/persons with the data available with the MPS and if matched, it should be communicated to concerned police station. A weekly diary about matched/traced children/persons should be sent to ACP/DySP AHTU Section.

(d) The record of missing children/persons, unidentified dead bodies and unidentified persons found at each police station shall be updated on the digital portals. It will be the responsibility of each IO to ensure that, further progress is also up-loaded on the digital portals besides making efforts towards tracing/linking the missing person/UIDB as well as maintaining an up-to-date file in every case of missing person, unidentified dead body or unidentified person found. The SHO of police station shall ensure that computerized record of missing persons, unidentified dead bodies and unidentified persons found/ missing person's traced form (Annexure 'D') is maintained up-to-date and is available for scrutiny by supervisory officers.

**VI. Constitution of Committee for Review and Supervision of Missing persons cases in the State:**

A committee for Review and Supervision of Missing Persons Cases is hereby constituted in all the Range / Commissionerate across the State.

**A. Composition of the Committee:**

1. Inspector General of Police of the Range/ Commissioner of Police in Commissionerate – **Chairperson**
2. Superintendent of Police/ DCP in the District/City - **Member**
3. Deputy Superintendent of Police/ ACP of the Jurisdictional Sub-Division- **Member**

**B. Duties and Responsibilities of the Committee:**

- i) The Committee should follow the directions given by this Hon'ble Court while disposing of the Habeas Corpus Petition.
- ii) The committee should review the missing person's case investigation conducted by the Jurisdictional Police every 3 months.
- iii) The Committee should ensure that the Guidelines laid down in the Hon'ble Supreme Court and the Hon'ble High Court is strictly followed by the Jurisdictional Police/Concerned Officer.
- iv) The Committee should also strictly scrutinize that the Jurisdictional Police/Concerned Officer has complied and followed all the SOP issued by the Central Government and State Government and Police Department time to time.
- v) The Committee should ensure that the Jurisdictional Police/concerned officer has exhaustively made use of all the available upgraded technology in the investigation.

- vi) The Committee should ensure that Jurisdictional Police/concerned Officer has given wide publication or made effort to trace missing child/person by using Portals which are designated in this regard.
- vii) The Committee should ensure that the Jurisdictional Police/Concerned Officer should update on the information available frequently on missing person's portal.
- viii) The Committee has to evolve the checklist to ensure that all the Jurisdictional Police/Concerned Officer has complied with all the procedure.
- ix) The Committee should ensure and satisfy itself that the family of the missing girl/child has been properly consulted/taking into confidence by Jurisdictional Police/Concerned Officer.
- x) The Committee should further ensure in appropriate cases direct Jurisdictional Police/Concerned Officer to take assistance of agencies like National Investigation Agency, State Intelligence Bureau, the Antihuman Trafficking Agency, CID, CBI and any other similar agencies, for investigation of missing children.
- xi) In the opinion of the Committee if the Jurisdictional Police/concerned officer has not worked satisfactorily then the committee has power to recommend the authority to change the investigation officer or take appropriate action in this regard.

**C. Procedure to be followed by the Committee:**

The committee keeping in mind, the directions issued by Hon'ble Supreme Court and Hon'ble High Court of Karnataka in various cases and the SOP issued by the Governments and Department time to time, should evolve its own procedure by preparing checklist for effective discharging of its responsibility.

**D. Submission of Report:**

The Committee should conduct the Review of the investigation for every 3 months and consequently submit 2 reports every year between 6 months to the Registrar (judicial) of Hon'ble High Court of Karnataka. The said exercise should be carried until the missing person is found or for the period of 7 years from the date of filing of Complaint of missing person, whichever is earlier.

1. Every case of missing persons wherein the missing person has not been found or the mortal remains of the missing person having not been recovered for more than two months, the said case shall be placed before the said committee.
2. The Committee shall review the investigation already done in the case placed before it and shall oversee further investigation in the matter and ensure compliance of various directions issued by the Hon'ble Supreme Court and High Court of Karnataka as also compliance of the Circulars and SOPs issued by the Central and State Governments.
3. The Committee shall forward a report with regard to the investigation already carried out and the further steps to be taken to investigate the missing person's complaint to the Registrar (Judicial)/Additional Registrar (Judicial) as the case may be within two weeks of the case being referred to it.

**XVII. Karnataka State Legal Services Authority:**

(i) It shall be the responsibility of the SHO to ensure that a copy of FIR registered with regard to the missing of a child is delivered to Karnataka State Legal Services Authority by hand or by post or by E-Mail along with the addresses and contact/phone numbers of parents of the missing child.

(ii) All IOs/SHOs/police stations must extend full cooperation to the members of KSLSA on any information relating to missing children etc.

### **XVIII. CO-ORDINATION WITH POLICE OF OTHER STATES:**

All concerned SHOs will ensure that the details of missing children/persons and victims are sent through special messengers to neighboring District Crime Record Bureaus and also to SHOs of Police Stations of neighboring states. In case of any information or clue to be followed up, the IO will be immediately dispatched to tie up with the concerned police station of a neighboring state/district. In appropriate cases where involvement of any organized gang is suspected, the AHTU Branch will maintain necessary liaison with the police of other states and the CBI.

### **XIX. CHILDREN IN NEED OF CARE:**

In the efforts by police in respect of missing minors, it will also be important to identify "Run-away Children", "Abandoned Children" "Neglected Children" and such "Vulnerable Children" who are often found roaming around places where they are particularly exposed to abuse and exploitation such as railway stations, traffic junctions 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 will maintain the record of all rescued children. These children, under the JJ Act, are the children in need of care and attention, which should be given to them, and necessary action should be taken by all the concerned as per the guidelines issued earlier. For coordinating the issue of "Children in need of Care" at Police Station level, the SHO and Child Welfare Police Officer (CWPO) of Police Station shall act as the Nodal Officer. They will coordinate and supervise all issues/cases pertaining to such children and study the pattern emerging out of these cases at the police station level, and report the same to SHO and ACP/DySP Sub-Division as well as to DMPU and Senior Child Welfare Police Officer. Appropriate cases will also be brought to the notice of the SJPU. The Nodal Officers at police station will talk to returning or recovered children in detail to ascertain any angle of crime or offence or gang, and report the same to SHO and ACP/DySP Sub-Division as well as to Senior Child Welfare Officer.

### **XX. CO-OPERATION FROM NGOS AND OTHER ORGANIZATIONS:**

(a) NGOs should be intimated in cases where girl is minor and an allegation of sexual assault comes to notice.

(b) In places where vulnerable groups of children are found in large numbers, a mechanism could be evolved in partnership with non-governmental organizations and social workers, whereby apart from rendering counseling to them, awareness-

raising activities are also carried out. This would not only instill confidence in them but also strengthen them and given them special protection so that they are in no way lured by external agencies / factors.

(c) In order to make the investigative procedures concerning missing children more transparent and user-friendly, it would be preferable for the investigating team to involve the community at large, such as representatives of Panchayat Raj Institutions / Municipal Committees / Neighborhood Committees/Resident Welfare Associations, etc., in addition to existing help-lines. This will enable the community to get fully involved along with the police in tracing missing children.

(d) Periodic interface will also be maintained with Principals, teachers and students of the area by Child Welfare Police officer, Senior Child Welfare officer, SHOs, ACP/DySP, MPS and AHTU to sensitize them about Do's and Don'ts for children.

#### **XXI. CO-OPERATION FROM PUBLIC:**

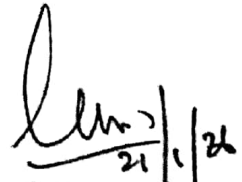
Co-operation from members of Residents Welfare Associations, active NGOs and other public spirited persons in the area should also be enlisted in these efforts for tracing of missing children/persons.

#### **XXII. CHECK-LIST**

In order to ensure that all the requisite steps of investigation in the case of missing children/person are taken in the case of a complaint with regard to a missing woman/minor while also dealing with the cases of other missing person.

A check-list for convenience of IOs has been prepared (Annexure-E). The IOs shall use the same as index while proceeding in such matters. SHO and other supervisory officers, while monitoring such cases, shall ensure its compliance as per the requirement of the matter and also issue appropriate directions accordingly.

It is further directed that if the police authorities do not follow the above directions, the concerned officer/s shall be liable to face appropriate disciplinary proceedings in accordance with the relevant service rules.



(Dr. M.A. Saleem, IPS)  
Director General and  
Inspector General of Police  
Karnataka State.

To: All Unit Officers

**Annexure-A**

**MISSING PERSON FORM**

Dist.....P.S.....Year.....Date of Missing.....

FIR/D.D. No.....Date & Reporting  
Time.....

Name.....S/D/W/o.....

Address.....

Telephone.....Sex (M/F).....D.O.B.....Age.....Hcight(Cms)

Religion.....Place of Missing.....

Photo of Missing Person be enclosed (12''x9'').....

**PHYSICAL FEATURES: (Please tick the right option)**

1. Built	Normal	Muscular	Fat	Thin	Lanky	Strong	Stout
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Complex	Dark	Fair	Very Fair	Whitish	Shallow
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Face	Round	Injury Mark	Oval	Small Pox	Wrinkled	forehead	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Broad	Narrow
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Hair	Long	Small	Wig	Normal				Curly				Bald	
				Brown	Grey	Black	Grey & Black	Bro wn	Grey	Black	Grey & Black	Partial	Full
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.0

5. Beard

Bearded	Clean Shaven

6. Moustaches

Yes	No

7. Eyes

Black	Brown	Blue

8. Face/Head

Both	Left	Right	Large	Small

Eyes

Normal	Blind	Squint

Deaf

Yes	No

Speech/Voice

Stammering	Yes	No

Mind

Normal	Abnormal

Other Body Parts	Missing	Left	Right
Goiter			
Leprosy			
Stopping			
Toe/Finger extra			

9. Identification Marks (Specify parts of the body also)

Mole	Scar Injury Mark	Tattoo	Burn Marks	Leucoderma

10. Cloth

Upper Cloth		Colours		Tailoring Mark	
Lower Cloth		Colours			

11. Foot wear

	Shoes	Socks	Chappal	Bare Foot
Make				
Colour				

Other Articles: .....

Prepared by: .....

Checked by:.....

Forwarded by: .....

26

ANNEXURE-B

Sl. No.	DD No. Date & Time	Duty Office	I.O.	Informed by	Missing Place	Missing Date	Last seen where, and with whom	Personal Descriptive Details	Male/ Female/ Major/ minor	Action taken	Missing Persons File details	Whether computerized record uploaded or not	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14

**ANNEXURE-C**

Sl.No	Details				Page No.
1	S. No. of File				
2	DD No. & Date				
3	Name & Parentage of missing person				
4	Address & Telephone No..... (including permanent address)				
5	Name, Parentage, Address & Telephone No. of complainant				
6	Date & Place of Missing				
7	Physical Description				
	Sex		D.O.B/Age	Height	
	Religion		Built	Complexion	
	Face		Hair	Beard	
	Moustache		Eyes	Wearing	
	Marital Status		Physical deformity		
	Mark of identification				
			Dairy No.	Dated	
8	W.T. Message Sent.				
9	Information to DMPU				
10	Information to SCRB				
11	Information to NCRB				
12	Information to AHTU				
13	Hue and Cry notices circulated				
14	Information to CBI website sent				
15	Information to MPS sent				
16	Request sent for publication in Newspapers				
17	Request sent to Doordarshan				
18	Application for declaration of Reward sent				
19	Any other agency informed (Details)				
20	Date of publication in Newspapers (with details of Newspapers)				
21	Date of telecast on Doordarshan /Others				
22	Portal Uploaded details				
23	Computerized Record Reference No.				
24	Date on which traced				
25	Place from where traced				
26	Traced out from sent to DMPU vide Dairy No.			Dated	
27	Information of traced out sent to other agencies vide Dairy No.			Dated	
28	Any other information				

26

**Annexure-D**

**IDENTIFIED PERSON FORM**

District.....P.S.....

FIR/D.D No. of Missing .....Date of Missing.....

FIR/D.D. vide Which Traced .....Date of Missing.....

NAME .....S/o/D/o/W/o.....

Address: .....

Telephone .....Sex(M/F).....D.O.B.....Age.....Height(Cms).....

Religion.....

Place of Tracing.....

**Places Visited by Missed Person during Missing Period**

- 1.
- 2.
- 3.
- 4.
- 5.

**Reason of Leaving the House**

- 1.
- 2.
- 3.
- 4.

Remarks: .....

Prepared by: .....

Checked by: .....

Forwarded by: .....

22

**ANNEXURE-E**

**CHECK LIST OF STEPS TO BE TAKEN FOR MISSING CHILDREN/ PERSONS**

<b>Sl. No.</b>	<b>STEPS</b>	<b>YES</b>	<b>IF NO. REASON</b>
1	Case Registered		
2	IO of rank of ASI and above appointed		
3	Information given to PCR immediately		
4	Border check-posts alerted within 4 hours		
5	Nearby spots/area of interest public toilets, schools, abandoned buildings or under construction buildings, locked houses, rooftops searched within 4 hours		
6	WT message sent within 12 hours with complete details of clothes, identification marks etc.		
7	Information given to SCRB, NCRB		
8	Last seen spot visited within 12 hours		
9	Last seen witnesses questioned within 12 hours. Collection of information from students & school/ coaching institutes as well as teachers.		
10	Suspects interrogated within 12 hours		
11	Information uploaded on Police portals / Mission vatsalya Portals within 24 hours (as per point No. 7 above)		
12	Information shared within 24 hours with CBI		
13	Missing Children Information Form filled up and sent to DMPU and MPS within 24 hours		
14	If false promise of marriage, suspect/ relatives questioned within 24 hours		
15	Computer/ diaries of missing child checked within 24 hours		
16	Person having inimical terms with Child/family & discord within family examined within 24 hours		
17	Hue & Cry notices prepared & circulated within 48 hours		
18	Call details collected within 48 hours or earlier.		

19	Permission of parents/ guardian taken for circulation of photographs of missing child/girl		
20	Photograph circulated and publicity given at all prominent places		
21	Publication carried out in newspapers within 7 days		
22	Social Media and e-mail accounts of missing child checked within 48 hours		
23	Status of missing child checked on <i>track the missing child/Mission Vatsalya</i> portal. Dates be also mentioned		
24	CCTV footage including airport/metro etc. checked within 48 hours. DD entry to be mentioned.		
25	Enquiries conducted from neighboring police stations & mortuaries within 48 hours about UJDB or information about missing children admitted in hospitals. DD entry to be mentioned		
26	Verification from marriage registration places if the missing child is of adolescent age or a teenager within 7 days. DD entry to be mentioned.		
27	Poor homes, children homes etc. Checked within a week. DD entry to be mentioned.		
28	If the missing child is a girl, then suspected brothels checked. DD entry to be mentioned.		
29	Passport/ATM/Metro card verification done		
30	Online booking of cabs checked		
31	Reward declared		
32	Progress of the case updated to complainant. Dates be mentioned.		
33	All known offenders of the area questioned. Names to be mentioned.		
34	If the child is traced, information given to PCR, DMPU and MPS		
35	If the traced/ recovered child is a girl, a lady officer appointed as IO or associated with investigation.		
36	After recovery, child produced before CWC/JJB/Children's court		

37	Medical examination of recovered child conducted, preferably within 24 hours		
38	Proper verification of parents/home carried out through CWC within one week of recovery of child before handing over the child to parents and also that his / her statement u/s 164 Cr.PC/183 BNSS has been recorded.		
39	Report/FIR sent to KSLSA within one week		
40	Enquiry conducted within one week of recovery of child if he/she has been subjected to any offence. If yes, whether action taken accordingly, specify.		
41	Level of threat to child/family assessed and steps taken to ensure their protection within 24 hours		
42	Photograph taken of recovered/found child		
43	Photograph of recovered/found child who could not be restored to his parents/.guardians, published on website/newspaper.		
44	Angle of trafficking, bonded labour or involvement of organized gang checked.		
45	If there is involvement of organized gang, matter referred to Crime Branch / Special Cell /AHTU		

DGP CONTROL ROOM, BE  
O/c. the DG & ICP, N. P. ...  
Out Messages Received for ...  
NR No. 530 ... 1800  
22/01/2026 ...  
Date ... Sign ...