

20/06  
121  
ROC.No.2000-A/06/F/MB

(142) A4  
P.Dis.No.59/2008

CIRCULAR

Sub: Criminal Courts – Lock-up visit reports of the  
Judicial Magistrates – Instructions already issued  
– Incomplete and belated submission of reports –  
Revised proforma forwarded for strict compliance.

Ref: 1. Circular in P.Dis.No.77/96 dated 14/06/1996.  
2. Circular in ROC.No.1342/99/F1 dated  
24/08/2006.  
3. Circular in ROC.No.1054/03/F dated  
16/06/2003.  
4. Circular in P.Dis.No.46/2003 dated  
19/09/2003.

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The attention of all the Judicial Magistrates / Metropolitan Magistrates  
is drawn to the High Court's Circulars read above.

On scrutiny of the Lock-up visit reports of the Judicial Magistrates  
submitted by the Chief Judicial Magistrates / Chief Metropolitan Magistrate,  
Chennai, it is found that Lock-up visit reports are incomplete, vague and certain  
specific details viz., availability of Separate Lock-up room for women prisoners,  
absence of basic amenities like toilets in the Lock-ups, ventilation etc., have been  
omitted, defeating the very purpose of the Lock-up visit reports.

To iron out these discrepancies and to make the Lock-up reports more  
purposeful, as directed, a revised proforma is communicated for strict adherence  
from the month of July 2008.

The Chief Metropolitan Magistrate, Egmore, Madras and all the Chief  
Judicial Magistrates, are hereby directed to scrupulously peruse each of the  
Lock-up visit reports submitted by the Metropolitan Magistrates / Judicial  
Magistrates, offer their remarks thereon and submit the same to the Hon'ble High  
Court within the stipulated time.



The receipt of his Circular is to be acknowledged at once

HIGH COURT, MADRAS  
DATED: 10/06/2008

Sd/- R.M.  
REGISTRAR

// True Copy / Forwarded / By Order //

DEPUTY REGISTRAR (PER)

To

1. The District Judge-cum-Chief Judicial Magistrate, } with enclosure
- Udhagamandalam the Nilgiris District. } - with a request to
2. All the Chief Judicial Magistrates. } communicate the
3. The Chief Metropolitan Magistrate, Madras-8. } circular with
4. The Chief Judicial Magistrate, Puducherry. } proforma to all the
- } Judicial Magistrate
- } / Metropolitan M.
- } functioning in the
- } District immediate
- } strict compliance.

Copy to:

1. All the Principal District Judges. }
2. The Chief Judge, Court of Small Causes, Madras-8. }
3. The Registrar (Admn.), }
- Madurai Bench of Madras High Court, Madurai. }
4. The Registrar (Judicial), }
- Madurai Bench of Madras High Court, Madurai. } With encl
5. The Section Officer, "F" Section, } - for favour
- Madurai Bench of Madras High Court, Madurai. } information
5. The Record Keeper, High Court, Madras-104. }

Copy communicated to all judicial officers

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REPORT OF THE JUDICIAL MAGISTRATE PERTAINING TO THE  
VISIT OF POLICE STATION/LOCK-UP

1. Name and Designation of  
Inspecting Officer :
2. Date and time of Inspection :
3. Name and Designation of the  
Officer present or incharge  
of the police station at the time  
of Inspection. :
4. No. of persons detained/held in the  
lock-up with details of person and  
the FIR pending against him. :
5. Whether any person has been  
detained in the police station  
campus without being in the  
lock-up. :
6. Whether there is any illegal  
detention in the Police station/  
lock-up. :
7. Details of Registers and files Inspected
  1. Prisoners Search Registers :
  2. Sentry Relief Register :
  3. F.I.R. Index :
  4. General Diary :
  5. Arrest Card Register :
  6. Bail Bond Book :
  7. C.D. File :
8. Details regarding the last arrest  
effected
  - a. F.I.R. No. :
  - b. Offence :
  - c. Name of arrested person/persons  
with full address(es) :
  - d. Date; time and place of arrest :
  - e. Date and time when the accused  
was brought to the police station :
  - f. Name of the relative/kin-who was



- 7/2/20
- g. Date and time when the accused was sent for remand.
  - h. Name and court to which accused was sent for remand.
  - i. If released on bail in the station itself, date and time of release
9. Details of last F.I.R. Registering in the station
10. Number of Cells/Lockup rooms available in the police station.
11. Whether separate cell is available for women prisoners.
12. Whether the lockup rooms are used for any other purpose.
13. Whether all facilities are available in the lock-ups
- 1. Ventilation
  - 2. toilet with water facilities
  - 3. lighting
  - 4. Bedding
  - 5. cleanliness
  - 6. fan
14. Is there any lack of facility  
If so, give details.
15. Whether any defect was noticed during the earlier visit and whether instruction was given to rectify the same
16. Any other specific remarks

Signature of the Judicial Magistrate  
with date.