

R.O.C.No.3391-A/2014/F1

30 JUL 2014

3170

P.Dis.No.21/2014

### CIRCULAR

Sub: Courts – Criminal Courts – Lock-up Visit reports of the Chief Judicial Magistrate and Judicial Magistrate – Instruction already issued – Submit reports in the Proforma – Revised Proforma forwarded for strict compliance.

- Ref: 1. Circular in P.Dis.No.77/1996 dated 14.06.1996  
2. Circular in R.O.C.No.1342/1999/F1, dated 24.08.1999  
3. Official Memorandum in R.O.C.NO.1059/2003/F1, dated 22.05.2003  
4. Circular in P.Dis.No.46/2003 dated 19.09.2003.  
5. Circular in P.Dis.No.59/2008 dated 10.06.2008.

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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 Metropolitan Magistrate, Chennai/Chief Judicial Magistrates, it is found that discrepancies are found in the existing proforma. To avoid such discrepancies and to make the lock-up visit report more purposeful, as directed, a revised Proforma is communicated for strict adherence from the month of July, 2014.

The Chief Metropolitan Magistrate, Egmore, Madras and all the Chief Judicial Magistrates are hereby directed to scrupulously peruse each of the 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 this circular is to be acknowledged at once.

HIGH COURT, MADRAS  
DATED: 21/07/2014

REGISTRAR GENERAL

21/07/2014  
communicated to all  
21/07/2014  
21/07/2014

To

1. The Chief Metropolitan Magistrate, Egmore, Chennai-8. } With enclosure -
2. All the Chief Judicial Magistrates (including Puducherry). } With a request to
3. The District Judge-cum-Chief Judicial Magistrate, The Nilgiris at Uthagamandalam } communicate the circular } with proforma to all the } Judicial Magistrates/ } Metropolitan Magistrates } functioning in their unit } immediately with strict } compliance.

Copy to:

1. All the Principal District Judges. }
2. The Chief Judge, Court of Small Causes, Chennai. }
3. The Registrar (Judicial) High Court, Madras. }
4. The Registrar (Admn.) Madurai Bench of Madras High Court, Madurai } With enclosure -
5. The Registrar (Judicial), Madurai Bench of Madras High Court, Madurai } for favour of } information.
6. The Record Keeper, A.D.Records, High Court, Madras & Madurai Bench of Madras High Court, Madurai. }

O/o the Chief Judicial Magistrate,  
Thanjavur at Kumbakonam.

R.No. 3170/14/A.1/ Dated : 30.07.2014.

Copy of the Circular of the Hon'ble Registrar General, High Court Madras along with the Revised Proforma in respect of Lock-up visit Reports is forwarded herewith to all the Judicial Magistrates including the D.M. cum J.M. of this district to submit the Lockup visits reports in the revised proforma as enclosed herewith, from the month of July 2014, as per the direction given by the High Court, /T.C.B.O/

*SH / N. Venkateshwaran*  
Chief Judicial Magistrate,  
Thanjavur at Kumbakonam.

*admonish*  
*20/7/14*  
To : *S. Venkatesh*  
All the Judicial Magistrates including District Munsif cum Judicial Magistrate of this district.

*2591*  
*30/7/14*

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

1. Name and Designation of the 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 detailed/held in the lock-up with  
details of person and the FIR pending against him :
5. Whether any person was detained in the police  
stations campus without being in the lock-up :
6. Whether there is any illegal detention in the  
police station/lock-up :
7. Details of Register and filed Inspected
  1. Prisoners Search Register :
  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 effects
  1. Name of arrested person/persons with full  
address(es) :
  2. Date, time and place of arrest :
  3. Date and time when the accused was brought  
to the police station :
  4. Name of the relative/kin, who was informed of  
the arrest :
  5. F.I.R. No. and offence with relevant provision :
  6. Name of the Court to which accused was sent  
for remand :
  7. If released on bail in the station itself, date  
and time of release. :
9. Details of F.I.R. Register in the Station :
10. Number of lock-up rooms available in the police  
station :
11. Whether separate cell is available for women  
prisoners. :
12. Whether all facilities are available in the lock-  
ups. :

13. Whether any defects was notice during the earlier :  
visit and whether instructions was given to rectify  
the same  
1. Ventilation :  
2. Lighting :  
3. Cleanliness :  
14. Any other specific remarks. :

Signature of the Judicial Magistrate with date.