

MEMORANDUM OF CHALLAN

IN IPC OFFENCES AFFECTING BODY
IN CASE

F.I.R. No.dated.....State Vs.....Police Station.....Section.....

1.		PROSECUTOR'S REMARKS	COMPLIANCE BY INVE
2.	Name of the Investigating Officer by whom the Challan prepared.		
3.	Date, time and place of occurrence.		
4.	Name of the accused persons challaned/not challaned. Reasons for not challaning the accused given or not ?		
5.	Brief facts of the case (attach sheet), if needed.		
6.	Whether all the forms of integrated investigation have been included in the challan.		
7.	Whether the accused has been arrested, date of arrest and the date of enlarged on bail.		
8.	Whether all the persons who were accused of committing the offence in the FIR or First Case Diary have been sent up for trial ? If there is some addition or deduction of accused then whether reasonable reasons are there or not on the record ?		
9.	If any accused has been declared proclaimed offender, give details.		
10.	Whether the delay, if any, in lodging the FIR explained during the investigation ?		
11.	Are all the eye witnesses or other necessary witnesses whose names were mentioned in the FIR are entered in the challan ? If not, reasons be given.		
12.	Whether any evidence proving the guilty conduct of the accused, if relevant, has been collected or not ?		
13.	Whether the circumstantial evidence has been collected. Whether the chain of events is complete or not ?		
14.	Is the sketch map of the spot prepared according to the instructions i.e. whether the notes on it are entered by Investigating Officer in red ink and are these notes correct ?		
15.	Whether the case property has been disposed of by the order of the court ?		

30.	Whether all the forms of NCPB integrated investigation are attached or not ?		
31.	Whether the demarcation report of the place of occurrence attached, wherever required?		
32.	Whether case is required to be sent to the supervisory officer of the Police Station concerned. If sent, what are his orders/comments in special reported crimes/major/serious offences ?		
33.	Are all the columns of challan form duly filled in ? Any mistake made in filling the form.	9	
34.	Whether the copies of the road certificate, extract of Malkhana Register etc. have been attached with the Challan ?		
35.	Whether special report in murder and other heinous crimes sent to the jurisdictional Magistrate, during the investigation as required under section 157 Cr. P.C. and under the Police Rules ?		
36.	Has any unnecessary delay been made in the course of investigation or in the preparation of the challan and in the filing of the challan in the court ?		
37.	Whether the statements of important prosecution witnesses were separately recorded under section 164 of Cr. P.C. ?		
38.	Are the identification certificates of the accused attached to the challan and duly filled, which of the accused are previous convicts ?		
39.	By whom the challan has been forwarded to the Court for trial ? Whether it is within limitation ?		
40.	Objections of the Prosecutor	Suggestions of the Prosecutor	Compliance by Investigator

Signature of Investigating Officer.

Signature of Prosecutor.

After final decision of the case.

- (a) If the case ends in discharge or acquittal. Copy of judgement should be attached with brief facts/opinion as to whether or not the case is a fit case for revision or an appeal.
- (b) Whether one copy of judgement has been collected by the Police or not.

16.	Whether the photographs of the spot along with negatives attached with the challan ? Whether two set of copies of photographs are on the police file or not ? If photographs not taken, whether reasons given are adequate or not ?		
17.	Whether necessary ingredients of a particular offence are fulfilled or not ? Prosecutor to specify.		
18.	Proof of the age of prosecutrix/juvenile accused.		
19.	Whether the weapon of offence has been shown to the doctor before obtaining his report ?		
20.	Are the sketches of the weapons of offence attached to the challan ? Do they bear the signatures of the preparing officer and the weight/description of the weapon ? Whether the weapon of offence has been sealed.		
21.	Whether any forensic science clues were taken from the spot, sealed and sent for testing ? Whether FSL report received and included ?		
22.	Whether any MLC/Chemical examiner report or forensic evidence have been collected. If so details be given : (i) MLC/Medical examination/Post Mortem report (ii) Report of the Govt. examiner of questioned documents (iii) Report of finger print expert (iv) Report of chemical examiner (v) Report of Ballistic expert (vi) Dog tracking evidence (vii) DNA report. (viii) Compliance of Section 164(a) Cr. P.C. (ix) Report of any other expert in the field of science or art.		
23.	Identification parade report, if conducted.		
24.	Whether disclosure statements under section 27 of the Evidence Act recorded ? Whether these are legal and proper ?		
25.	Whether any Dying Declaration recorded and attached with the Challan and is legal and proper ?		
26.	Whether calendar of evidence has been prepared ?		
27.	Whether the name and latest addresses of all the witnesses alongwith the detail of record to be brought by them has been given in the list of witnesses ?		
28.	Whether all the papers and documents entered in the list given with the challan are properly attached to the challan ? If the original record has not been attached, whether certified photocopies attached. Whether there is mention in the list of PWs as to who will bring the original record.		
29.	In case of kidnapping, rape and abduction, note if the medical opinion (Medico Legal Certificate, DNA Reports etc.) and attested copies of birth register etc. regarding the accused or the victim attached with the challan.		