

Issuing Branch:- Secret Branch AIGP Operations, CPO Sindh, Karachi

Dated: 11-02-2022



Standard Operating Procedures
SURVEILLANCE/INSPECTION OF MALL KHANA.

Approved by:

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(S.I, PSP)

Inspector General of Police

Sindh

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OFFICE OF THE
INSPECTOR GENERAL OF POLICE,
SINDH, KARACHI.

No. 7368-72 /AIGP/OPS/S-II/2022, Karachi
Dated 10 .02.2022

STANDARD OPERATING PROCEDURE REGARDING MALKHANA

INTRODUCTION.

Case properties are of special importance during the trial from evidentiary and legal point of view and are an important pillar in the conviction of a case. The foremost responsibility of the police is to make them safe by following the procedure laid down in the Police Rules 1934. In the light of these rules, the following orders are being issued to make the management of Malkhana safe and error free.

POLICE RULES REGARDING SURVEILLANCE/INSPECTION OF MAL KHANA.

MALKHANA OF POLICE STATIONS.

1. As per Police Rules Chapter 22 Rule 16, any property seized under 165, 51 and 550,166 Criminal Procedure Code and Police Order 2019 by the police in a case will be recorded by the Moharrir of Police Station in Register 19 of the Police Station Malkhana and such property will be stamped in which the name of the person from whom or the name of the place from where those weapons or items were seized will be entered and a reference will be made to FIR, case diary or Register No. 2 entry made in the police station. When making a parcel of goods, the parcel will be sealed with a seal of Station House Officer (SHO).
2. The police are the custodian of the Malkhana and will personally monitor the arrival and departure of the case property in Malkhana under section 22 Rule 7. SHO will inspect the Malkhana every fortnight, make a comprehensive entry in daily diary and will send fortnightly report to SDPO.
3. The SDPOs will carry out a detailed inspection of the police station Malkhana during the formal inspection of the police stations of their respective circles.
4. SHO will be responsible for sending all items with incomplete challan to Central Malkhana.

5. Vehicles seized by the police in connection with cases or accidents will be presented to the magistrate as soon as possible after investigation or through incomplete challan. The vehicle will be handed over to the owner till the decision is taken in the light of the magistrate order issued under section 516 Cr. P.C.
6. Due to lack of space in the Central Malkhana, if any case property such as weapons, items, etc. is temporarily handed over to a WHC/Head Moharrir Police Station, he will keep it safe in the Malkhana of Police Station and make entry in the register of Malkhana. Upon final decision of the cases, the WHC/Head Moharrir will be responsible for disposal of such property as per the decision of the court.
7. In all cases involving case property consisting of gold, silver, cash, documents, currency notes or jewelry and if their value exceeds Rs. 500 such items will be sent to Central Malkhana with incomplete challan according to the Police rule 27-13 (2).

CENTRAL MALKHANA.

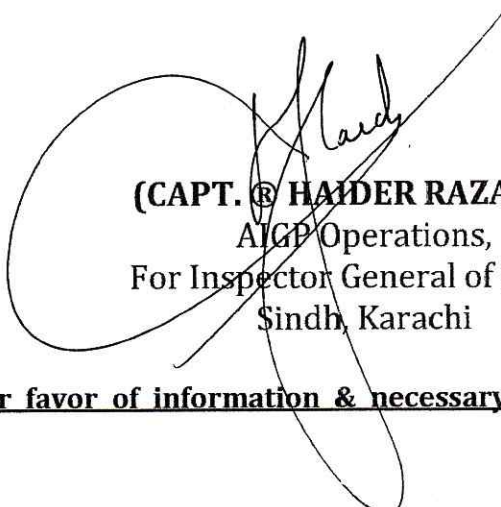
1. The DSP Legal will be administrative in-charge of the Central Malkhana and from time to time the concerned DSP Legal will inspect the Malkhana and submit a detailed report to the District Police Officer. Furthermore, in the light of the instructions issued in the court decisions, disposal of property will be ensured.
2. District Police Officers will ensure inspection of the Central Malkhana every six months through a Gazetted Officer.
3. The case properties taken out of the Central Malkhana for presentation in the trial court, will be recorded by the Naib court in Register No. 2 of the concerned court. The DSP Legal of the districts will ensure that each Naib court has this register and the case properties entrusted are returned to the Central Malkhana after the courts are closed.
4. Every day when the courts are closed, the Prosecuting Officer, whose rank should not be less than that of Sub-Inspector will personally see that the items presented in the courts have been returned to the Central Malkhana and placed in their own places, cupboards or strong boxes and such details have been recorded in the relevant register under Police Rules i.e. 27-13 (4).

MONITORING / INSPECTION.

Each District will have a DSP Legal / Focal Person and for this purpose, the office of DSP Legal will be considered as Focal Office, who shall compile a register in accordance with Chapter 27, Rule 16 (1) of the Police Rules, in which the property related to cases and unclaimed property will be recorded. In cases in which property has been in the possession of the police for more than three years, the property of such cases in which the accused are absconding, and when the case property has to be kept as evidence, this register will serve as a permanent record. The DSP Legal of each district will submit the formal inspection / inspection reports received from the concerned SDPO to the District Police Officer for perusal.

1. In the first ten days of every third month, (Quarterly), DSP Legal / Inspector Legal at the district headquarters and DSP / SDPO at sub-division / tehsil level will inspect all such case properties/unclaimed properties stored in Malkhanas and will send a certificate to the District Police Officer stating that they have carried out the inspection / checking process as per the rules.
2. Each district will send the case properties of resolved cases to the Firearms Bureau twice in a year (six monthly) in the light of the judgment of the cases by the court.
3. CCTV cameras will be installed in the Central Malkhana in which the recordings will be stored on a monthly basis and later this recording will be transferred to CD and made a part of permanent record.
4. Weapons received in the Central Malkhana will be engraved in the Ballistic Lab by pasting the Ballistic Lab number. A copy of this report will be kept with the arms in the Central Malkhana.
5. DSP Legal will be responsible for disposing of all types of case property of decided cases every six months after receiving the permission/orders from the court as per the rules and regulations and will submit the report to the District Police Officers.
6. An officer of the post of Sub-Inspector with a at least five years' service remaining shall be appointed as in-charge of the Malkhana and the term of appointment shall be up to a maximum of one year.

7. A copy of the SOP will be affixed on the notice board of the Malkhana.
8. Management and inspection of property will be an integral part of the monthly crime meeting at the district level. Additional IG Police, Zonal / Range / DIGPs and District Police Officers SSPs / SPs will ensure implementation and follow-up of this SOP for proper administration and management of case property/ unclaimed property seized by Police.



(CAPT. @ HAIDER RAZA) PSP
AIGP Operations,
For Inspector General of Police,
Sindh, Karachi

Copy forwarded to the following for favor of information & necessary action, please:-

1. All Additional IGPs in Sindh.
2. All DIGPs in Sindh.
3. All SSPs/SPs in Sindh.
4. PS to IGP Sindh.
5. PA to DIGP H.Qtrs, CPO.