

Proforma for Reporting the First Information (FIR) of a Cognizable Offence

(Under Section 154 of the Criminal Procedure Code)

An FIR must include the following Items

Police Station.....

District

1. Personal details of the Complainant / Informant:

(a) Name

(b) Father's / Husband's Name

(c) Address

(d) Phone number & Fax

(e) Email:

2. Place of Occurrence:

a) Distance from the police station

b) Direction from the police station

3. Date and Hour of Occurrence:

4. Offence:

a) Nature of the offence (e.g. murder, theft, rape, etc.)

~~b) Section~~ (To be decided/written by Office only)

c) Particulars of the property (in case one has got stolen):

5. Description of the accused:

6. Details of witnesses (if any)

7. Complaint: Briefly lay down the facts regarding the incident reported in an accurate way.

Note: At the end of the complaint, the complainant's/informant's signature or thumb impression should be there.

Important: Write your FIR in Hindi only

Sample FIR

From

(Applicant's Name), Father's/Husband's Name

(Applicant's contact address)

(Applicant's contact mobile number/Phone number)

Applicant's e-mail id. (If any)

Date. _____

To,

The Police Officer In charge

Address (Name of Local Police station)

Sub. : (mention subject e.g. your lost document/phone name and Number)

Through, Proctor, AMU, Aligarh

Respected Sir,

I would like to bring the following facts to your kind notice:

(Include details/contents 1-7 as given in Proforma)

.....

I seek your help and request you to kindly register my F.I.R in the subject matter.

For your ready reference I enclose herewith

(a) Copy of [Complainant/Informant] I.D. proof.

Hope you will do the needful favourably at the earliest.

Thanks and regards

Yours Sincerely

_____ *(Complainant/Informant Signature)*

_____ *(Complainant/Informant Name)*

Note : You should make 2 copies of the Application.(1 copy for police station record, 1 copy for your own record)

Sample FIR (Hindi)

एफ0 आई0 आर0 का प्रारूप

सेवा में,

श्रीमान थाना प्रभारी निरिक्षक महोदय,
थाना सविल लाइन्स/क्वार्सी/बन्ना देवी
अलीगढ़।

विषय :

द्वारा : श्रीमान प्रोक्टर महोदय, अलीगढ़ मुस्लिम विविद्यालय, अलीगढ़।

महोदय,

निवेदन यह है कि
.....(ऊपर दिए गए एफ. आई. आर . प्रोफोर्मा के अनुसार विवरण दें).....
.....।

अतः श्रीमान से निवेदन है कि इस सन्दर्भ में एफ. आई. आर दर्ज करने कि कृपा करें ।

प्रार्थी

दिनांक:.....

(नाम.....)

पुत्र/पुत्रि श्री

क्लास.....

एनरोलमेन्ट नं0

हाल/पता

रनिंग मोबाईल नं0

सलंगन: आई0 डी0 कार्ड फोटो कॉपी।