

Proforma-1

Daily Report- District (ADPPs)
(Pre-Trial)

Name & Designation of Prosecutor:- _____

Date: _____ District/Sub division: _____

1. First Information Reports u/s 154 Cr. P.C.

Sr. No	FIR Number	Date of Registration	Offence	Police Station

Total FIRs received _____ Total FIRs received on the same day _____ Total FIRs received late _____

2. Prosecution File: New _____ By transfer received _____ Transferred _____ Total Files in use _____

3. Police Reports u/s 173 Cr. P.C.

1	2	3	4	5	6	7	8	9	10	11
Sr. No	Nature of Report u/s 173 Cr.P.C.	FIR Number	Date of Registration	Offence	Police Station	Sent to court or returned to police under objections	Result of scrutiny u/s 9(7) PCPS Act submitted or not	Trial recommender (yes/No)	Delay in submission of report u/s 173 Cr.P.C (In days)	No. of actions recommended against I.Os on account of defective investigations, late submission of reports and not rectifying the objections

	12	13	14	15	16	17	18
Nature of Reports u/s 173 Cr.Pc	Total Reports u/s 173 CrPc received/ scrutinized	Total reports u/s 173 CrPc submitted within stipulated	Total Reports u/s 173 CrPc submitted after stipulated period (14+3	Total reports u/s 173 CrPc submitted in the court	Total reports in which trial recommended	Total reports u/s 173 CrPc pending with police to rectify the objections	Total Reports u/s 173 CrPc remained pending with prosecutor beyond 3 days

		period	days)				
Interim							
Challan	incomplete						
	Supplem-entary						
	Complete						
Cancellation							
Untraced							
Report u/s 512 Cr.P.C							
Total							

Proforma -2

Daily Report- District (ADPPs)
(Trial/Magisterial Courts)

Name & Designation of Prosecutor:- _____

Name of court: _____ Date: _____ District/Sub division: _____

No. of trial cases under the charge of Prosecutor _____

1. Bail Decisions:-

Sr. No	Total No. of accused	FIR Number with date	Offence	Police Station	Decision			In case of acceptance cancellation moved/ recommended or not
					Accepted		Dismissed	
					Merit	Compromise	Resiling of witnesses	

2. No. of applications forwarded for physical remand _____ No. of accused _____.
No. of applications forwarded for judicial remand _____ No. of accused _____.

3. No. of applications forwarded for discharged of the accused _____ No. of accused in these applications _____.

4. Case Progress:-

Sr. No	Title	FIR Number with date	Offence	Police Station	Date of submission of challan	Court precedings what so ever*

*

- (i) Summoning of the accused through summons warrant or proclamation.
- (ii) Supply of statements and documents to the accused u/s 241-A Cr.P.C.
- (iii) Framing of charge u/s 242 Cr.P.C.
- (iv) Witnesses recorded/given up (Numbers).

- (v) Case withdrawn, prosecution stopped consigned (u/s 248,249,512 CrP.C.)
- (vi) Cancellation Report /Discharge Report (Agreed/Disagreed).
- (vii) Statement of the accused u/s 342 Cr.P.C.
- (viii) Statement of the accused u/s 340 (2) Cr.P.C. (ix) Acquittal u/s 249-A Cr.P.C.
- (x) Defense evidence. (xi) Final Arguments. (xii) Final Decision (Conviction/Acquittal).
- (xiii) Acquittal on Merit/Compromise/Resiling of witness. (xiv) In case of acquittal or low punishment (with opinion Appealable/Not appealable/Revisionable/Not revisionable.

5. Total Pending cases at the end of day including fresh cases submitted in court:_____.

6. Total Pending cancellations at the end of day including fresh cancellations submitted in the court_____

Proforma -1

Daily Report- District (DDPPs)
(Pre-Trial)

Name & Designation of Prosecutor:- _____

Date: _____ District/Sub division: _____

1. First Information Reports u/s 154 Cr. P.C.

Sr. No	FIR Number	Date of Registration	Offence	Police Station

Total FIRs received _____ Total FIRs received on the same day _____ Total FIRs received late _____

2. Prosecution File: New _____ By transfer received _____ Transferred _____ Total Files in use _____

3. Police Reports u/s 173 Cr. P.C.

1	2	3	4	5	6	7	8	9	10	11
Sr. No	Nature of Report u/s 173 Cr.P.C.	FIR Number	Date of Registration	Offence	Police Station	Sent to court or returned to police under objections	Result of scrutiny u/s 9(7) PCPS Act submitted or not	Trial recommender (yes/No)	Delay in submission of report u/s 173 Cr.P.C (In days)	No. of actions recommended against I.Os on account of defective investigations, late submission of reports and not rectifying the objections

	12	13	14	15	16	17	18
Nature of Reports u/s 173 Cr.Pc	Total Reports u/s 173 CrPc received/	Total reports u/s 173 CrPC submitted within	Total Reports u/s 173 CrPc submitted after stipulated	Total reports u/s 173 CrPc submitted in the court	Total reports in which trial recommended	Total reports u/s 173 CrPc pending with police to rectify the	Total Reports u/s 173 CrPc remained pending with prosecutor

		scrutinized	stipulated period	period (14+3 days)			objections	beyond 3 days
Interim								
Challan	incomplete							
	Supplementary							
	Complete							
Cancellation								
Untraced								
Report u/s 512 Cr.P.C								
Total								

Name & Designation of Prosecutor:-_____

Name of court:_____ Date:_____ District/Sub division:_____

No. of trial cases_____ Appeals_____ Revisions_____ under the charge of Prosecutor

1. Bail Decisions:-

Sr. No	Total No. of accused	FIR Number with date	Offences	Police Station	Nature of bail pre-arrest/post-arrest cancellation	Decision				Cancellation moved/Recommended or not
						Accepted			Dismissed	
						Merit	Compromise	Resiling of witnesses		

2. Case Progress:-

Sr. No	Total	FIR Number with date	Offences	Police Station	Date of submission of challan	Court proceedings what so ever*

*

- (i) Summoning of the accused through summon, warrant or proclamation.
- (ii) Supply of copies of statements and documents to the accused u/s 265-C Cr.P.C.
- (iii) Framing of charge u/s 265-D Cr.P.C.
- (iv) Witnesses recorded/given up (Numbers).
- (v) Case withdrawn, prosecution stopped consigned u/s 512 CrP.C.
- (vi) Statement of the accused u/s 342 Cr.P.C.
- (vii) Statement of the accused u/s 340 (2) Cr.P.C. (viii) Acquittal u/s 265-K Cr.P.C.
- (ix) Defense evidence. (x) Final Arguments. (xi) Final Decision (Conviction/Acquittal).
- (xii) Acquittal on Merit/Compromise/Resiling of witness. (xiii) In case of acquittal or low punishment (with opinion Appealable/Not appeal able/Revisionable/Not revisionable).

3. Decision of appeal filed by the accused against the sentence passed by the Magistrate:-

Sr. No	Total No. of accused	FIR Number with date	Offences	Police Station	Proceeding of the court	Action recommended in case of final decision

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4. Decision of revision filed by the prosecution against the order of the Magistrate:-

Sr. No	Total No. of accused	FIR Number with date	Offences	Police Station	Proceeding of the court	Action recommended in case of final decision

5. Total Pending cases at the end of day including fresh cases submitted in court:- _____

6. Total No. of Appeals pending at the end of the day_____.

7. Total No. of Revisions pending at the end of the day_____.

Decisions of appeals filed by the accused against the sentence passed by the Magistrate:-

Conviction up held	Conviction modified	Acquittal after contesting the case	Acquittal due to compromise	Remanded	Total Decisions	Further action taken

Decisions of Revisions filed by the Prosecution against the order of Magistrate:-

Accepted/Enhanced	Rejected	Remanded	Total Decisions	Further action taken

