

Performance Standards Document

JOB DESCRIPTIONS, FLOW CHART, RECORDS & PROFORMA

Category: **Assistant District Public Prosecutor**

Level: **District Prosecution**

S.no.	Job Description	Flow Chart	Record for verification	Proforma
01	Observes Code of Conduct	Prosecutor observes Code of Conduct and acts accordingly throughout his career	ACR Inspection Reports	NIL
02	Receives copy of FIR immediately after registration, in cases of Magisterial Courts	Receives hard and soft Copy of the FIRs from the DPP Office or Officer Incharge of Prosecution in sub-Division , reads the contents and places it in the Case File and guides the Police Officer in accordance with the contents of the FIR. Number of FIRs received are entered in FIR Register and reflected in Weekly Proforma on FIRs, Remands and Case Files	i. FIR Register ii. Complaint Register iii. Pre-Trial Notes Sheet in Case File iv. Electronic Record	Weekly Performa for Individual Prosecutors – FIRs, Remands & Case Files
03	Creates a new file when an FIR is received or Maintains a file assigned for prosecution for every case	Creates new file when FIR is registered or updates the file, if already created. The file will consist of following documents, i.e. Copy of FIR, Pre-Trial Note Sheet, Offence-wise checklist, Trial Note Sheet, Proceeding Sheet, copy of the Police Report/s, copies of statement of witnesses & of accused under section 340 or 342 Cr.P.C. and copy of the Decision with note of Appeal ability or otherwise of the Decision. The file will be entered in the Case file Register and electronically and if the file is transferred to other Prosecutor entry will be made in the record electronically and in Register to keep the record updated. Report is made on Weekly Proforma on FIRs, Remands and Case Files	i. Case Files Register ii. Case files iii. Electronic Record	Weekly Performa for Individual Prosecutors – FIRs, Remands & Case Files
04	Liaison with Police	Once a case is registered, prosecutor will give his advice to the I.O. as per Offence-wise checklist developed under Police Prosecution	i. Pre-Trial Notes Sheet in Case File and <u>copy of</u>	NIL

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		<p>Cooperation SOPs issued as Prosecutor General Guidelines. Each meeting or interaction at investigation stage is recorded on Pre-Trial Note Sheet.</p> <p>Hold weekly/monthly consultative meeting with the In charge Investigation, SHO and all the I.O.s of the concerned Police Station and submit report to DPP.</p> <p>Prosecutor will report in written form details of investigations conducted in violation of law or instructions issued by Prosecutor General to the DPP separately in each case so that same may be sent to the DPO and other Officers for action against delinquent and for compliance. If no response is received from Police Department , report the same to DPP</p> <p>The entries will be made in record electronically and copies of all communications are kept in the relevant file.</p>	<p><u>performa handed over to I.O. for advice</u></p> <p>ii. Electronic Record</p>	
05	Attend Remands u/s 167 Cr.P.C. and advice on Identification Parade to I.O.s	<p>Prosecutor will generally follow the criteria laid down in Prosecutor General Guidelines on attending remands. He will read carefully the remand request presented by the I.O. in the light of FIR and investigation diaries particularly last police diary before forwarding the same to the Court and if there is need to rectify something in the police file, to do the same by providing proper legal assistance and guidance to the I.O. on the spot. Subsequently ensure that the guidance has been acted upon and whether a case is being made out for forwarding report under S.173 Cr.P.C. The prosecutor shall promptly advice I.O. in cases where Identification Parade is required and discusses on legal aspects of Identification Parade during routine consultation meetings. The result of Remand/identification parade is noted on the Pre-Trial Note Sheet</p>	i. Pr-Trial Notes Sheet in Case File	Weekly Performa for Individual Prosecutors – FIRs, Remands & Case Files

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		and the number of cases attended by the Prosecutor shall be reflected in Weekly Proforma on FIRs, Remands & Case Files.		
06	Attend Bail Applications	<p>Prosecutor will generally follow the criteria laid down in Prosecutor General Guidelines on attending bail applications. The concerned prosecutor attending the bail application will ensure that the Police Diaries are being properly prepared and if not prepared properly, give guidance to the I.O.s in the light of the Prosecutor General Guidelines and if there is any Police Report written with mala fide Prosecutor shall submit a report to this effect to DPP for referring the matter to the police authorities for necessary action against the delinquent.</p> <p>If the bail has been granted erroneously and illegally then move for cancellation of bail with the permission of DPP</p> <p>All steps taken regarding Bail matters will be recorded and saved in the Case File, Bail Applications Register, Complaint Register and Misc. Record File and reflected in the Daily Proforma on Bail Applications</p>	<p>i. Bail Applications Register ii. Pre-Trial Notes Sheet in Case File iii. Complaint Register</p>	Daily Proforma on Bail Applications
07	Scrutinizes Police Reports under Section 173 Cr.P.C.	After receiving the Police Report under Section 173 Cr.R.P.C., the prosecutor shall inform the DPP office about the receipt of reports in writing. Prosecutor will generally follow the criteria laid down in Prosecutor General Guidelines on attending Police Reports. On receiving the report under S. 173 Cr.P.C., the prosecutor shall go through the FIR, Report under section 173 Cr.P.C. along with Final Police Diary (Challani Zimini) of the Police File and will carefully go through the whole judicial file and the police file, point out defects, if any, getting it rectified by the I.O. The I.O. shall certify that the Challan is fit for trial Concerned Prosecutor shall update the	<p>i. Police Reports Register ii. Complaint Register iii. Misc. Record File iv. Case File v. Memorandum File</p>	Daily Proforma on Police Reports under Section 173 Cr.P.C.

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		<p>DPP Office about the return and receiving back of the Report to and from the concerned Police Officer. Concerned Prosecutor shall seek any advice from the DPP and before submission of the Police Report to Court shall inform the DPP Office. The prosecutor will not keep the report under section 173 Cr.P.C. with him beyond the period of three days period. The prosecutor will ensure that the report under S. 173 Cr.P.C. be submitted in the Court within prescribed period as mentioned under S.173 Cr.P.C. and promptly report any delay on part of Police regarding late submission of Police Report. He shall also certify that the Challan is fit for trial in the prescribed format.</p> <p>The DPP shall constitute a Scrutiny Committee for re-checking of Police Reports as per policy of the Department. On the date given by the DPP to the Committee the concerned Prosecutors shall produce the list of Police Reports finalized for submission to the Court. The Committee shall select 20% Police Reports from the list for re-checking. The Committee shall examine the Police Reports and issue guidelines. The prosecutor shall ensure observance of the instructions given by Scrutiny Committee.</p> <p>After submission of Report under S.173 Cr.P.C. in the Court, the memorandum of the case shall be kept in a separate file by the Prosecutor and he shall submit original copy of memo to the Office of DPP on weekly basis.</p> <p>If the report is not submitted within prescribed time without reasonable cause, the prosecutor shall report to the DPP in writing for informing the Head of the Investigation and Prosecutor General for appropriate action under section 13 (9) (d) PCPS Act, 2006.</p>		

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		<p>Where the prosecutor reaches the conclusion that offence mentioned in the FIR needs to be added or deleted, he may forward the report under S.173 Cr.P.C. along with his recommendation to the DPP for final approval.</p> <p>If the prosecutor points out any defect in the case, he will get it rectified through I.O. or SHO concerned within shortest possible time. If the Police fail to rectify it, the prosecutor will submit the report to DPP, who will forward the same to the DPO/SP (Inv.)/SHO/ Incharge Investigation for early rectifications and action against the delinquents.</p> <p>If the prosecutor is of the opinion that the report under S.173Cr.P.C. is not fit for submission in the Court he will send the file back to the SHO/I.O. concerned with his remarks and suggestions on the memo, directly or through DPP and only submit written report to the DPP with his remarks given on the memo for its onward transmission to the superior incharge police officer in the district for appropriate action in the matter.</p> <p>A special report may also be forwarded for information or action, if so required to the Prosecutor General Punjab and the Secretary PPD through DPP.</p> <p>All correspondence made and actions taken by the Prosecutor are recorded in the Case File, Police Reports Register, Complaint Register and the copies of such correspondence is kept in Misc. Record File. Daily Report on progress of Police Reports are reflected in Daily Proforma on Police Reports</p>		

S.no.	Job Description	Flow Chart	Record for verification	Proforma
08	Decides to prosecute or not to prosecute in accordance with Prosecutor General Guidelines on Prosecutorial Decision making	The Prosecutor applies his mind to every case at pre-trial, trial and post trial stage. The decisions are taken at pre-trial stage in scrutiny of Police Reports when Prosecutor sends back the report for rectification, at trial stage when Prosecutor decides to Withdraw from prosecution against a person or moves cancellation of bail granted on erroneous grounds or at post trial stage when filing revision for enhancement of sentence or appeals in case of acquittals. All these decisions reflecting in any of the above said actions are recorded in Registers of Record and reflected in Proforma	i. Case File	NIL
09	Call Record, Report or document in relation to investigation or purposes of Prosecution	When ever required, Prosecutor shall call record or any document in relation to investigation/prosecution. He will keep record electronically and as hard copy of the communication and the result thereof including the cell number of the Investigating Officer	i. Complaint Register ii. Misc. Record file iii. Electronic Record	NIL
10	Conduct Trial in Magisterial Courts	<p>Prosecutor will generally follow the criteria laid down in Prosecutor General Guidelines on conducting the Trials. He will complete the Prosecution file before the start of the Trial. When summons and warrants are issued by the Court, prosecutor should remain vigilant on whether all accused have been called? Whether proceedings under section 87/88 Cr.P.C. have been properly initiated? Whether copies of documents under section 241-A Cr.P.C. have been delivered properly to every accused?</p> <p>The Prosecutor shall observe that the charge has been properly framed. He shall ensure appearance of prosecution witnesses in the Court. If witnesses are not produced by the Police before the Court, he shall assist the Court in execution of processes and also ensure the production of witnesses through the SHO concerned and higher authorities of police through DPP. He should be vigilant during</p>	i. Trial Decisions Register ii. Trial Notes Sheet in Case File iii. Court Record	Daily Proforma on Trial Proceedings and Trial Decisions

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		<p>examination in chief and cross examination of prosecution witnesses, defence witnesses and court witnesses. He will ensure proper numbering of documents and articles. Before closing of the case, he will review examination of witnesses and exhibits of documents and articles. Prepare final arguments on the basis of proper perusal of the case file.</p> <p>The conduct of Trial at different stages is recorded in Trial Note Sheet. The decisions are also recorded on Trial Decisions Register. These facts and figures can be verified from Court Record and during inspection of prosecutor's work. The figures in Trial Note Sheet and Trial Decisions Register are reflected in Proformas</p>		
11	<p>Recommends withdrawal from Prosecution against a person where there is no evidence against him to DPP for appropriate sanction or stop Prosecution against a person in a case on behalf of the Government where so directed by the Government.</p>	<p>Where the prosecutor reaches the conclusion that there is not sufficient evidence available against an accused he shall recommend withdrawal of the case against the accused by requesting in writing for approval to DPP and after receiving of approval submit the same before the Court and withdraws the case against the accused after approval of Court. Where the Government so directs to stop prosecution against an accused, after receiving direction from the competent authority and informing the Court he shall stop the prosecution against the accused person and submits a report to the DPP.</p> <p>The decision to withdraw the case is recorded in Trial Decisions Register and the copy of sanction letter to withdraw is kept in Misc. Communication File. These decisions are reflected in Daily Proforma on Trial Decisions.</p>	<p>i. Trial Decisions Register ii. Case File iii. Sanctioning Order by competent authority to withdraw or stop Prosecution against an Accused maintained in Misc. Record File</p>	<p>Daily Proforma on Trial Decisions</p>
12	<p>Recommends filing of Appeal, cancellation of bail or Revision for</p>	<p>In a case where an accused person is acquitted or where less punishment is awarded to the accused or bail granted to an accused</p>	<p>i. Trial Decisions Register</p>	<p>Daily Proforma on Trial Decisions</p>

S.no.	Job Description	Flow Chart	Record for verification	Proforma
	enhancement of sentence and forward it to DPP along with grounds for Appeal, cancellation of bail or Revision.	<p>is against law, Prosecutor will recommend filing of Appeal, Revision or Cancellation of bail by forwarding the attested copy of the decision along with grounds for such Appeal, Revision or Cancellation and other relevant documents to DPP.</p> <p>The recommendation is recorded in the Trial Decisions Register and reflected in Proforma.</p>		
13	Maintains record and registers	<p>The prosecutor shall maintain registers and record files both electronically and as hard copy as prescribed by the <u>Department</u>. The Junior Clerk shall be the custodian of the record of the Prosecutor and shall be responsible for safety and maintenance of the record. The Progress communicated to the DPP Office in shape of Proforma shall be kept in Progress Report File and uploaded in the Computer.</p>	<p>i. FIR Register ii. Police Reports Register iii. Case Files Register iv. Trial Decisions Register v. Complaint Register vi. Bail Applications Register vi. Misc. Record File vii. Progress Report File ix. Memorandum File x. Electronic Record</p>	All Proforma for individual prosecutors in District
14	Keep the DPP informed about the progress of all criminal cases under his charge by sending weekly/monthly proformas	The Proforma prescribed by the Department, shall be periodically filled and transmitted to DPP for keeping him informed about the progress of all criminal cases in electronic form as well.	<p>i. Progress Reports File ii. Electronic Record</p>	Daily and Weekly Proforma on Police Reports, Bail Applications, Trial Proceedings, Decisions, FIRs, Remands and Case Files.
15	Give opinion in a criminal matter where required by DPP	After receiving the documents for opinion, he will form his opinion according to law, makes a report and submit it back to the DPP.	i. Misc Record File	NIL

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JOB DESCRIPTIONS, FLOW CHART, RECORDS & PROFORMA

Category: **Junior Clerk (JC) (Support Staff for ADPP)**

Level: **District Prosecution**

S.no.	Job Description	Flow Chart	Record for verification	Proforma
01	Receives copy of FIR	Receive the hard and soft copies of FIRs from the DPP Office, enters it in the register and uploads and opens a new file. Prepares Weekly Proforma and after showing it to the Officer submit it to the DPP Office. Keeps one Copy of the Proforma in Progress File. Maintains the record of Complaints against late submission of FIRs.	i. FIR Register ii. Complaint Register iii. <u>Scans and uploads</u> iv. Electronic Record	Weekly Performa for Individual Prosecutors – FIRs, Remands & Case Files
02	Opens a new file or receives a file assigned to the Prosecutor of each case	Opens a new file or receives a file assigned to the Officer and makes an entry in the Case Register. If a new file, keeps copy of FIR, Pre-Trial Notes Sheet, Police Prosecution Offence-wise Checklist, Trial Notes Sheet and Trial Proceedings Sheet in the File and place it before the Officer. Checks the Received File and arranges it in proper order. Furnish the files before the Officer when ever required by him or required in the Court. Keeps files in safe custody. Makes entry in the Electronic Record and Case File Register and prepare Weekly proforma electronically . After showing it to the Officer submits it to the DPP Office.	i. Case File Register ii. Case files iii. <u>Scans and uploads</u> iv. Electronic Record	Weekly Performa for Individual Prosecutors – FIRs, Remands & Case Files
03	Maintains record of Liaison with Police	Makes entry in electronic and hard copy record as per instructions of the Prosecutor.	i. Pre-Trial Note Sheet in Case File ii. Register Complaints	NIL

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		Enters the correspondence on the subject in the Complaint Register and deliver it to the DPP Office. He will keep a copy of the same in Misc. Document file.	iii. Misc.Record File iv. <u>Scans and uploads</u> v. Electronic Record	
04	Maintains record of Remand & Bail Petitions	Produces the file of the case in which the remand or bail is sought before the Prosecutor and enters the result in the record. Prepares the Weekly and Daily Proforma on Remands and Bail Applications	i. Bail Applications Register ii. Pre-Trial Note Sheet in Case File	Weekly Proforma for Individual Prosecutors – FIRs, Remands & Case Files and Daily Proforma on Bail Applications
05	Maintains record of Police Reports under Section 173 Cr.P.C.	Prosecutor after receiving the Report under S.173. Cr.P.C. along with police file, hands it over to the JC who enters the same in the Record and places the Report in the Prosecutor file and furnish it along with Police File before the Prosecutor. Once the Report is scrutinized by the Prosecutor, JC will enter the status of the file in the record. If the Report is to be submitted to the Court, the JC will deliver the Report to the concerned Court and keep the Memorandum of every Case in a Separate file, which is transmitted in original to the DPP Office by the JC on weekly basis. If the Report is to be returned to the I.O., the same will be delivered back to the I.O. by the JC promptly and if the same could not be delivered within statutory period (3 Days), JC will inform the Prosecutor for communicating to the I.O. to collect the Report. He will keep the Prosecutor updated about the delays in case of Reports which are not returned after removal of defects.	i. Police Reports Register ii. Pre-Trial Notes Sheet in Case File iii. Memorandum File	Proforma on Police Reports
06	Makes available files of under trial cases on daily basis	Keeps the file ready for Trial proceedings along with all necessary documents as per directions of the Prosecutor. Receives cause list of cases and prepares the files. Ensures from the Naib Court about the case property and witnesses. Procure copies of recorded evidence	i. Trial Notes Sheet in Case File ii. Court Record iii. Uploads periodic progress	Proforma on Trial Proceedings

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		from the Court before final arguments and places it on Case file. After the case is attended, JC will note the result and updates the record		
07	Maintains record of Decisions	Procures attested copy of the Court decision as early as possible and places it before the Prosecutor who shall make the recommendation for filing Appeal and hand over the file once it is complete for onward transmission to the DPP office for approval. He will enter the facts in the record and transmit it to the DPP Office. He will make entries in the Daily Proforma and prepares digital record	i. Trial Decisions Register ii. Misc. Record File iii. Case File	Proforma on Trial Decisions
08	Maintains record and registers	JC is the custodian of the records both electronic and in hard copy and will be responsible for the safe custody of the same. He will issue and receives back case files, issue letters etc. as per instructions of the Prosecutor. He will maintain the record in prescribed manner and makes the entries in the record on daily basis and keeps liaison with DPP Office on the matter. At the time of transfer, the JC shall hand over all the record in his custody to the incumbent.	i. FIRs Register ii. Police Reports Register iii. Case Files Register iv. Bail Applications Register v. Trial Decisions Register vi. Complaint Register vii. Misc. Record File viii. Progress Report File ix. Memorandum File x. Electronic Record	N.A.
09	Preparation of weekly/monthly Proforma on progress of all criminal cases.	JC will fill the Proforma from the record and places it before the Prosecutor for verification and signature. He will submit the proforma in DPP Office in timely manner. All Proforma shall be digitalized	i. Progress Reports File ii. Electronic Record	Daily and Weekly Proforma on Police Reports, Bail Applications, Trial Proceedings, Decisions, FIRs, Remands and Case Files.
10	Transmission of opinion reports to DPP Office	JC will transmit the opinion reports to the DPP Office after entry in record.	i. Misc. Record File	NIL

Performance Standards Document

JOB DESCRIPTIONS, FLOW CHART, RECORDS & PROFORMA

Category: **Deputy District Public Prosecutor**

Level: **District Prosecution**

S.no.	Job Description	Flow Chart	Record for verification	Proforma
01	Observes Code of Conduct	Prosecutor observes Code of Conduct and acts accordingly throughout his career	i. ACR ii. Inspection Reports	NIL
02	Receives copy of FIR immediately after registration, in cases of Sessions Courts	Receives hard and soft Copy of the FIRs from the DPP Office or Officer Incharge Prosecution in sub-Division , reads the contents and places it in the Case File and guides the Police Officer in accordance with the contents of the FIR. Number of FIRs received are entered in FIR Register and reflected in Weekly Proforma on FIRs, Remands and Case Files	i. FIR Register ii. Complaint Register iii. Case File iv. Electronic Record	Weekly Performa for Individual Prosecutors – FIRs, Remands & Case Files
03	Creates a new file when an FIR is received or Maintains a file assigned for prosecution for every case	Creates new file when FIR is registered or updates the file, if already created. The file will consist of following documents, i.e. Copy of FIR, Pre-Trial Notes Sheet, Offence-wise checklist, Trial Note Sheet, Proceeding Sheet, copy of the Police Report/s, copies of statement of witnesses and of accused under section 340 or 342 Cr.P.C. and copy of Decision with note of Appealability or otherwise of the Decision. The file will be entered in the Case file Register and electronically and if the file is transferred to other Prosecutor entry will be made in the record electronically and in Register to keep the record updated. Report is made on Weekly	i. Case File Register ii. Case files iii. Electronic Record	Weekly Performa for Individual Prosecutors – FIRs, Remands & Case Files

S.no.	Job Description	Flow Chart	Record for verification	Proforma
04	Liaison with Police	<p>Proforma on FIRs, Remands and Case Files</p> <p>Once a case is registered, prosecutor will give his advice to the I.O. as per Offence-wise checklist developed under Police Prosecution Cooperation SOPs issued as Prosecutor General Guidelines. Each meeting or interaction at investigation stage is recorded on Pre-Trial Note Sheet.</p> <p>Hold weekly/monthly consultative meeting with the In charge Investigation, SHO and all the I.O.s of the concerned Police Station and submit report to DPP.</p> <p>Prosecutor will report in written form details of investigations conducted in violation of law or instructions issued by Prosecutor General to the DPP separately in each case so that same may be sent to the DPO and other Officers for action against delinquent and for compliance. If no response is received from Police Department, reports the same to DPP.</p> <p>The entries will be made in record electronically and copies of all communications are kept in the relevant file.</p>	<p>i.Pre-Trial Note Sheet in Case File and copy of performa handed over to I.O. for advice</p> <p>ii. Electronic Record</p>	NIL
05	Attends Bail Applications	<p>Prosecutor will generally follow the criteria laid down in Prosecutor General Guidelines on attending bail applications. The concerned prosecutor attending the bail application will ensure that the Police Diaries are being properly prepared and if not prepared properly, give guidance to the I.O.s in the light of the Prosecutor General Guidelines and if there is any Police Report written with mala fide, Prosecutor shall submit a report to this effect to DPP for referring the matter to the police authorities for necessary action against the delinquent.</p>	<p>i.Bail Applications Register ii. Case File iii. Complaint Register</p>	Daily Proforma on Bail Applications

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		<p>If the bail has been granted erroneously and illegally than move for cancellation of bail with the permission of DPP</p> <p>The steps taken regarding Bail matters will be recorded and saved in the Case File, Bail Applications Register, Complaint Register and Misc. Record File and reflected in the Daily Proforma on Bail Applications</p>		
06	Scrutinizes Police Reports submitted under Section 173 Cr.P.C.	<p>After receiving the Police Report under Section 173 Cr.R.P.C., the prosecutor shall inform the DPP office about the receipt of reports in writing. Prosecutor will generally follow the criteria laid down in Prosecutor General Guidelines on attending Police Reports. On receiving the report under S. 173 Cr.P.C., the prosecutor shall go through the FIR, Report under section 173 Cr.P.C. along with Final Police Diary (Challani Zimini) of the Police File and will carefully go through the whole judicial file and the police file, point out defects, if any, getting it rectified by the I.O. The I.O. shall certify that the Challan is fit for trial. Concerned Prosecutor shall update the DPP Office about the return and receiving back of the Report to and from the concerned Police Officer. Concerned Prosecutor shall seek any advice from the DPP and before submission of the Police Report to Court shall inform the DPP Office. The prosecutor will not keep the report under section 173 Cr.P.C. with him beyond the period of three days period. The prosecutor will ensure that the report under S. 173 Cr.P.C. be submitted in the Court within prescribed period as mentioned under S.173 Cr.P.C. and promptly report any delay on part of Police regarding late submission of Police Report. He shall also certify that the Challan is fit for trial in the prescribed format.</p> <p>The DPP shall constitute a Scrutiny Committee for re-checking of</p>	<ul style="list-style-type: none"> i. Police Reports Register ii. Complaint Register iii. Misc. Record File iv. Case File v. Memorandum File 	Daily Proforma on Police Reports under Section 173 Cr.P.C.

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		<p>Police Reports as per policy of the Department. On the date given by the DPP to the Committee the concerned Prosecutors shall produce the list of Police Reports finalized for submission to the Court. The Committee shall select 20% Police Reports from the list for re-checking. The Committee shall examine the Police Reports and issue guidelines. The prosecutor shall ensure observance of the instructions given by Scrutiny Committee.</p> <p>After submission of Report under S.173 Cr.P.C. in the Court, the memorandum of the case shall be kept in a separate file by the Prosecutor and he shall submit original copy of memo to the Office of DPP on weekly basis.</p> <p>If the report is not submitted within prescribed time without reasonable cause, the prosecutor shall report to the DPP in writing for informing the Head of the Investigation and Prosecutor General for appropriate action under section 13 (9) (d) PCPS Act, 2006.</p> <p>Where the prosecutor reaches the conclusion that offence mentioned in the FIR needs to be added or deleted, he may forward the report under S.173 Cr.P.C. along with his recommendation to the DPP for final approval.</p> <p>If the prosecutor points out any defect in the case, he will get it rectified through I.O. or SHO concerned within shortest possible time. If the Police fail to rectify it, the prosecutor will submit the report to DPP, who will forward the same to the DPO/SP (Inv.)/SHO/ Incharge Investigation for early rectifications and action</p>		

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		<p>against the delinquents.</p> <p>If the prosecutor is of the opinion that the report under S.173Cr.P.C. is not fit for submission in the Court he will send the file back to the SHO/I.O. concerned with his remarks and suggestions on the memo, directly or through DPP and only submit written report to the DPP with his remarks given on the memo for its onward transmission to the superior incharge police officer in the district for appropriate action in the matter.</p> <p>A special report may also be forwarded for information or action, if so required to the Prosecutor General Punjab and the Secretary PPD through DPP.</p> <p>All correspondence made and actions taken by the Prosecutor are recorded in the Case File, Police Report Register, Complaint Register and the copies of such correspondence is kept in Misc. Record File.</p>		
07	Decides to prosecute or not to prosecute in accordance with Prosecutor General Guidelines on Prosecutorial Decision making	The Prosecutor applies his mind to every case at pre-trial, trial and post trial stage. The decisions are taken at pre-trial stage in scrutiny of Police Reports when Prosecutor sends back the report for rectification, at trial stage when Prosecutor decides to Withdraw the case or moves cancellation of bails granted on erroneous grounds or at post trial stage when filing of revisions for enhancement of sentences or appeals in case of acquittals. All these decisions reflecting in any of the above said actions are recorded in Registers and reflected in Proforma	i. Case File	NIL
08	Call Record, Report or document in relation to investigation or	When ever required, Prosecutor shall call record or any document in relation to investigation/prosecution. He will keep record	i. Complaint Register ii. Misc. Record file	NIL

S.no.	Job Description	Flow Chart	Record for verification	Proforma
	purposes of Prosecution	electronically and as hard copy of the communication and the result thereof including the cell number of the Investigation Officer.	iii. Electronic Record	
09	Conduct Trial in Sessions Court	<p>Prosecutor will generally follow the criteria laid down in Prosecutor General Guidelines on conducting the Trials. He will complete the Prosecution file before the start of the Trial. When summons and warrants are issued by the Court, prosecutor should remain vigilant on whether all accused have been called? Whether proceedings under section 87/88 Cr.P.C. have been properly initiated? Whether copies of documents under section 241-A Cr.P.C. have been delivered properly to every accused?</p> <p>The Prosecutor shall observe that the charge has been properly framed. He shall ensure appearance of prosecution witnesses in the Court. If witnesses are not produced by the Police before the Court, he shall assist the Court in execution of processes and also ensure the production of witnesses through the SHO concerned and higher authorities of police through DPP. He should be vigilant during examination in chief and cross examination of prosecution witnesses, defence witnesses and court witnesses. He will ensure proper numbering of documents and articles. Before closing of the case, he will review examination of witnesses and exhibits of documents and articles. Prepare final arguments on the basis of proper perusal of the case file.</p> <p>The conduct of Trial at different stages is recorded in Trial Note Sheet. The decisions are also recorded on Trial Decisions Register. These facts and figures can be verified from Court Record and during inspection of prosecutor's work. The figures in Trial Note Sheet and Trial Decisions Register are reflected in Proformas</p>	i. Trial Note Sheet /Case File ii. Trial Decisions Register iii. Court Record	Daily Proforma on Trial Proceedings & Trial Decisions

S.no.	Job Description	Flow Chart	Record for verification	Proforma
10	Attend Session Appeals and Recommend filing of Appeal, cancellation of bail or Revision for enhancement of sentence in High Court and forward it to DPP along with grounds for Appeal, cancellation of bail or Revision and other relevant documents.	<p>The Prosecutor shall receive Case file with Grounds of Appeal along with approval of DPP. Shall pursue the Appeal in Court of Sessions in the light of criteria laid down in Prosecutor General Guidelines. The decision in the Appeal will be recorded in the Appeal Register and reflected in the Proformas. He will also pursue all Appeals/Revisions already pending in the Courts where he is posted.</p> <p>In a case where an Appeal does not succeed in Sessions Court and the Prosecutor considers it a fit case for assailing before the High Court, he will recommend the same to DPP. In case where less punishment is awarded to the accused or bail granted to an accused is not on merit, Prosecutor will recommend filing of Revision or Cancellation of bail by forwarding the attested copy of the Order along with grounds of such Revision or Cancellation and other relevant documents to DPP.</p> <p>The recommendation is recorded in the Appeal Register and reflected in Proforma on Appeal Proceedings and Appeal Decisions.</p>	<p>i. Appeal Register ii. Trial Decisions Register ii. Misc. Record file</p>	Daily Proforma on Trial Decisions, Appeal Proceedings and Appeal Decisions.
11	Recommends withdrawal from Prosecution against a person where there is no evidence against him to DPP for appropriate sanction or stop Prosecution against a person in a case on behalf of the Government where so directed by the Government.	<p>Where the prosecutor reaches the conclusion that there is not sufficient evidence available against an accused he shall recommend withdrawal of the case against the accused by requesting in writing for approval to DPP and after receiving of approval submit the same before the Court and withdraws the case against the accused after approval of Court. Where the Government so directs to stop prosecution against an accused, after receiving direction from the competent authority and informing the Court he shall stop the prosecution against the accused person and submits a report to the DPP.</p> <p>The decision to withdraw the case is recorded in Trial Register and</p>	<p>i. Trial Decisions Register ii. Case File iii. Misc. Record File</p>	Daily Proforma on Trial Decisions

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		the copy of sanction letter to withdraw is kept in Misc. Communication File. These decisions are reflected in Proformas		
12	Maintain record and registers	The prosecutor shall maintain registers and record files both electronically and as hard copy as prescribed by the Department. The Junior Clerk shall be the custodian of the record of the Prosecutor and shall be responsible for safety and maintenance of the record. The Progress communicated to the DPP Office in shape of Proforma shall be kept in Progress Report File and uploaded in the Computer.	i. FIR Register ii. Police Reports Register iii. Case Files Register iv. Trial Decisions Register v. Complaint Register vi. Bail Applications Register vi. Misc. Record File vii. Progress Report File ix. Memorandum File x. Appeal Register xi. Electronic Record	N.A.
13	Keep the DPP informed about the progress of all criminal cases under his charge by sending weekly/monthly proforma	The proforma prescribed by the Department, shall be periodically filled and transmitted to DPP for keeping him informed about the progress of all criminal cases in electronic form as well.	i. Progress Report File ii. Electronic Record	District Proforma (General) 1 to 11
14	Give opinion in a criminal matter where required by DPP	After receiving the documents for opinion, he will form his opinion according to law, makes a report and submit it back to the DPP.	i. Misc. Record File	NIL

Performance Standards Document

JOB DESCRIPTIONS, FLOW CHART, RECORDS & PROFORMA

Category: Junior Clerk (JC) (Support Staff for DDPP)

Level: District Prosecution

S.no.	Job Description	Flow Chart	Record for verification	Proforma
01	Receives copy of FIR	Receive the hard and soft copies of FIRs from the DPP Office, enters it in the register and opens a new file. Prepares Weekly Proforma and after showing it to the Officer submit it to the DPP Office. Keeps one Copy of the Proforma in Progress File. Maintains the record of Complaints against late submission of FIRs.	i. FIR Register ii. Complaint Register iii. <u>Scans and uploads</u> iv. Electronic Record	Weekly Performa for Individual Prosecutors – FIRs, Remands & Case Files
02	Creates a new file or maintains a received file for prosecution of each case	Opens a new file or receives a file assigned to the Officer and makes an entry in the Case Register. If a new file, keeps copy of FIR, Pre-Trial Note Sheet, Police Prosecution Offence-wise Checklist, Trial Note Sheet and Trial Proceedings Sheet in the File and place it before the Officer. Checks the Received File and arranges it in proper order. Furnish the files before the Officer when ever required by him or required in the Court. Keeps files in safe custody. Makes entry in the Electronic Record and Case File Register and prepare Weekly proforma electronically . After showing it to the Officer submits it to the DPP Office.	i. Case File Register ii. Case files iii. <u>Scans and uploads</u> iv. Electronic Record	Weekly Performa for Individual Prosecutors – FIRs, Remands & Case Files

S.no.	Job Description	Flow Chart	Record for verification	Proforma
03	Maintains record of liaison with Police	Makes entry in electronic and hard copy record as per instructions of the Prosecutor. Enters the correspondence on the subject in the Complaint Register and deliver it to the DPP Office. He will keep a copy of the same in Misc. Document file.	i. Pre-Trial Note Sheet in Case File ii. Register Complaints iii. Misc.Record File iv. Scans and uploads	NIL
04	Maintains record of Bail Petitions	Produces the file of the case in which the remand or bail is sought before the Prosecutor and enters the result in the record. Prepares the Weekly and Daily Proforma on Remands and Bail Applications	i. Bail Applications Register ii. Pre-Trial Note Sheet in Case File	Daily Proforma on Bail Applications
05	Maintains record of Police Reports under Section 173 Cr.P.C.	Prosecutor after receiving the Report under S.173. Cr.P.C. along with police file, hands it over to the JC who enters the same in the Record and places the Report in the Prosecutor file and furnish it along with Police File before the Prosecutor. Once the Report is scrutinized by the Prosecutor, JC will enter the status of the file in the record. If the Report is to be submitted to the Court, the JC will deliver the Report to the concerned Court and keep the Memorandum of every Case in a Separate file, which is transmitted in original to the DPP Office by the JC on weekly basis. If the Report is to be returned to the I.O., the same will be delivered back to the I.O. by the JC promptly and if the same could not be delivered within statutory period (3 Days), JC will inform the Prosecutor for communicating to the I.O. to collect the Report. He will keep the Prosecutor updated about the delays in case of Reports which are not returned after removal of defects.	i. Police Reports Register ii. Case File iii. Memorandum File	Proforma on Police Reports
06	Make available files of under trial cases on daily basis in Sessions Court	Keeps the file ready for Trial proceedings along with all necessary documents as per directions of the Prosecutor. Receives cause list of cases and prepares the files. Ensures from the Naib Court about the case property and witnesses. Procure copies of recorded evidence from the Court before final arguments. After the case is attended, JC	i. Trial Note Sheet /Case File ii. Court Record iii. Uploads periodic progress	Proforma on Trial Proceedings

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		will note the result and updates the record		
07	Maintains record of Decisions	Procures attested copy of the Court decision as early as possible and places on the Case file and furnishes it before the Prosecutor who shall make the recommendation for filing Appeal and hand over the file once it is complete for onward transmission to the DPP office for approval. He will enter the facts in the record and transmit it to the DPP Office. He will make entries in the Daily Proforma and prepares digital record.	i. Trial Decisions Register ii. Misc. Record File iii. Case File	Proforma on Trial Decisions
08	Makes available record of Session Appeals and maintain record of Appeals, cancellation of bail and Revisions	<p>In case of State Appeal, procures Appeal file from DPP Office and in case of Appeal against Conviction procures copy of the Appeal from the Court. Makes the file available for Prosecutor during Court proceedings. Ensure presence of complete prosecution record and witnesses. Note the result of Appeal. After the Court Proceedings are over keeps case file in safe custody. Updates the record with the result.</p> <p>In case where prosecutor decides to recommend filing of Appeal in High Court, JC will procure attested copy of the impugned decision as early as possible and places it before the Prosecutor who will hand over the file along with Grounds of Appeal once it is complete for onward transmission to the DPP office for approval. He will enter the fact in the record and transmit it to the DPP Office.</p>	i. Appeal Register ii. Misc. Record File	Daily Proforma on Appeal Proceedings and Decisions
09	Maintains record and registers	JC is the custodian of the records both electronic and in hard copy and will be responsible for the safe custody of the same. He will issue and receives back case files, issue letters etc. as per instructions of the Prosecutor. He will maintain the record in prescribed manner and makes the entries in the record on daily basis and keeps liaison with DPP Office on the matter. At the time of	i. FIRs Register ii. Police Reports Register iii. Case Files Register iv. Bail Applications Register v. Trial Decisions Register vi. Appeal Register	N.A.

S.no.	Job Description	Flow Chart	Record for verification	Proforma
		transfer, the JC shall hand over all the record in his custody to the incumbent.	vii. Complaint Register viii. Misc. Record File ix. Progress Report File x. Memorandum File xi. Electronic Record	
10	Preparation of weekly/monthly proformas on progress of criminal cases	JC will fill the Proformas from the record and places it before the Prosecutor for verification and signature. He will submit the proforma in DPP Office in timely manner. All proforma shall be digitalized	i. Progress Reports File ii. Electronic Record	Daily and Weekly Proforma on Police Reports, Bail Applications, Trial Proceedings, Decisions, FIRs, Remands and Case Files.
11	Transmission of opinion in a criminal matter where required by DPP	JC will transmit the opinion report to the DPP Office after entry in record.	i. Misc. Record File	NIL

Performance Standards Document

JOB DESCRIPTIONS, FLOW CHART, RECORDS & PROFORMA

Category: District Public Prosecutor

Level: District Prosecution

S.no.	Job Description	Flow Chart	Record for Verification	Proformas
	Prosecutorial (Personal) Work			
01	Observes Code of Conduct	District Public Prosecutor observes Code of Conduct and acts accordingly throughout his career	ACR Inspection Reports	NIL
02	Attends the Court of Session Judge	May attend all Court proceedings including, Bails, Habeas Petitions, Session Trial, Session Appeals, Revisions, Special cases or cases on Court Call and maintains electronic and hard copy of the Record.	i. FIRs Register ii. Police Reports Register iii. Case Files Register iv. Bail Applications Register v. Trial Decisions Register vi. Appeal Register vii. Complaint Register viii. Misc. Record File ix. Progress Report File x. Memorandum File xi. Electronic Record	Daily and Weekly Proforma on Police Reports, Bail Applications, Trial Proceedings, Decisions, FIRs, Remands and Case Files.
	Prosecutorial (Supervisory)			

S.no.	Job Description	Flow Chart	Record for Verification	Proformas
	Work			
01	Ensure Observance of Code of Conduct	DPP shall supervise the prosecutors in the District regarding observance of the Code of Conduct.	ACR Inspection Reports	NIL
02	Distribute prosecutorial work to the prosecutors	A prosecutor is assigned Court where he attends all criminal work. In the normal course of work assignment, ADPPs are assigned work in Magisterial Court where as DDPPs are assigned work in Sessions Court. Duty Roaster is issued every fortnight in case of changes in the duty, if any. Every Prosecutor shall be assigned police station for prosecution related work according to the nature of Court work i.e. in cases relating to Magisterial Court and Sessions Court. Every Duty Roaster issued shall be maintained electronically and as hard copy in a separate file.	i. Duty Roaster for Courts File ii. Electronic Record	NIL
03	Receives copy of FIR immediately after registration, in DPP Office	Once copy of FIR is received in the Office of DPP the concerned official shall immediately scan the copy of FIR and forward it in the electronic mail account of the concerned Prosecutor . The details shall be entered in the Register of FIRs and the copy is delivered to the staff of concerned Prosecutor of the Police Station. In case of sub-divisions, DPP may authorize the Incharge Prosecution to receive the copy of FIR who shall deliver it to the concerned Prosecutor at tehsil level both electronically and as hard copy . Incharge Prosecution shall make entry in the register of FIR maintained in his Office and provide the information to DPP office on regular basis. If the copy of FIR is not received immediately, DPP shall inform concerned SP(Operation) or DPO/CPO of	i. Register of FIRs ii. Complaint Register (Prosecution matters) iii. Electronic Record	District Proforma (General) - 1

S.no.	Job Description	Flow Chart	Record for Verification	Proformas
		<p>the District. The communication is recorded in Register of Complaints and kept a copy in Complaint File. Likewise any complaint made in this regard by the concerned Prosecutor shall be communicated through the Office of DPP and the record is entered in the Register while a copy of the same is kept in File. All records are also maintained electronically.</p>		
04	<p>Inform Prosecutor General or head of Police in District for appropriate action in case of defective investigation or delay in sending report under S.173 Cr.P.C. without reasonable cause by an Investigation Officer</p>	<p>On receiving information from concerned prosecutor or of his own information about defective investigation or delay in sending Police Report under Section 173 Cr.P.C. by an Investigation Officer, take up the matter with the Prosecutor General or Head of the Police in the District and maintains the communication in a separate file in his office after making entry of the same in record. In case the matter is not attended to by the District Police Officer, the DPP may take up the matter in District Criminal Justice Coordination Committee. Maintains the record of communication electronically.</p>	<p>i. Misc. Record File ii. Complaint Register (Prosecution matters) iii. Electronic Record</p>	NIL
05	<p>Supervision of Police Reports under Section 173 Cr.P.C.</p>	<p>Every Prosecutor shall inform the DPP Office after receipt of Police Report under Section 173. Cr.P.C., for the purpose of entry in the record of DPP Office. Concerned Prosecutor shall update the DPP Office about the return and receiving back of the Report to and from the concerned Police Officer. Concerned Prosecutor shall seek any advice from the DPP and before submission of the Police Report to Court shall inform the DPP Office. The DPP shall constitute a Scrutiny Committee for re-checking of Police Reports</p>	<p>i. Scrutiny Committee Report File ii. Police Report Register</p>	<p>District Proforma (General) 1 & 2</p>

S.no.	Job Description	Flow Chart	Record for Verification	Proformas
		as per policy of the <u>Department</u> . On the date given by the DPP to the Committee the concerned Prosecutors shall produce the list of Police Reports finalized for submission to the Court. The Committee shall select 20% Police Reports from the list for re-checking. The Committee shall examine the Police Reports and issue guidelines. The prosecutor shall ensure observance of the instructions given by Scrutiny Committee. The Committee shall prepare report of every Scrutiny work and shall keep the record.		
06	Supervision of Prosecutorial Work	The DPP will inspect working of the Prosecutors during the Court proceedings and also inspect his official record. If found any lapse on part of the prosecutor, the DPP will get his explanation. Record shall be maintained regarding explanations.	i. Inspection Reports File ii. Personal File of the Prosecutor	NIL
07	Call Record, Report or document in relation to investigation or purposes of Prosecution	Issue letter to the concerned Officer/Official for the production of relevant record for inspection as may be necessary for the purpose of prosecution. In case the record is not produced, DPP shall issue a reminder and forward a copy to the Prosecutor General. The communication record is maintained as electronic and hard copy . If the document is required by any prosecutor in the district, he shall route his request through the Office of DPP.	i. Misc. Record File ii. Electronic Record	NIL
08	Exercise the Power to Withdraw from Prosecution	DPP, if considers that prosecution is to be withdrawn against a person, may get report from the concerned prosecutor or in case concerned Prosecutor makes a recommendation and DPP agrees to that, may withdraw	i. Withdrawal of Cases File. ii. Electronic Record	District Proforma (General) - 4

S.no.	Job Description	Flow Chart	Record for Verification	Proformas
		<p>from Prosecution through the concerned Prosecutor of the Court and with the consent of that Court,</p> <p>i. Directly in case the offence is punishable up to three years</p> <p>ii. After forwarding the case to and receiving sanction from Prosecutor General /Government where the Offence is punishable for more than three years.</p> <p>In case prosecution is to be stopped by the Government, convey the concerned prosecutor with instruction to stop prosecution forthwith.</p> <p>Record is maintained electronically and as hard copy in a separate file</p>		
09	Approval of filing of Appeals/Revisions and Writs	<p>In any of the following cases;</p> <p>i. Filing of Revision for enhancement of sentence, setting aside the order of the magistrate regarding refusal of physical remand, Cancellation of bail and any other order coming within the purview of the term 'case decided'.</p> <p>ii. Filing of Appeal against Acquittal under Section 417 Cr.P.C. to the Prosecutor General.</p> <p>iii. Filing of Writ Petition against the order of discharge of accused by magistrate, cancellation of FIR and any other order covered within the ambit of revision/appeal</p> <p>The concerned prosecutor after obtaining the attested copies of the impugned order/judgment/FIR along with</p>	<p>i. Appeal Register ii. Appeal Orders File iii. Electronic Record</p>	District Proforma (General) - 11

S.no.	Job Description	Flow Chart	Record for Verification	Proformas
		all relevant documents will give his opinion stating therein the reasons for filing of appeal/revision/writ petition and forward it to the DPP, who shall forward the same to the Prosecutor General in case the petition is to be filed in the High Court in any other case will file petitions with the Sessions Court, if he considers it fit for filing after according sanction thereof. He will maintain the record of appeals and revisions so filed and make entry in electronic record of the filing.		
	Administrative Work			
01	Gives opinion in all criminal matters	After receiving request and necessary documents from any Government Agency/Organization either vets the document himself or assigns it to any other Prosecutor for vetting the document who resubmits the document with his comments within certain time period. When the assigned document is received back from the Prosecutor with comments or vetted by the DPP, he shall forward it to the requesting Agency. Record of opinion work shall be maintained in the Office of DPP electronically and also kept in a Separate File	i. Opinion Work File ii. Electronic Record	NIL
02	Make such entries in record and registers as may be prescribed	The records and registers regarding prosecutorial work in the District mentioned in column 3 shall be maintained in the Office of DPP as hard copy and electronically and Superintendent shall be the custodian of all records who will maintain and regularly update the registers with the assistance of Junior Clerks assigned with the duty in this section. Superintendent shall keep the DPP informed and updated about the position of record and registers and	i.Opinion Work File ii.Duty Roaster File for Courts iii.Duty Roaster File for Police Stations iv.Daily Communication File v.Misc.Record File vi.Scrutiny Committee Report File vii.Withdrawl of Cases file	District Proforma (General) 1 - 11

S.no.	Job Description	Flow Chart	Record for Verification	Proformas
		facilitate inspection of such record by DPP or Departmental Inspection teams. All the proformas shall be filled and delivered to the office of Prosecutor General electronically and as hard copy on the basis of information contained in the record and registers mentioned above.	viii.Register of FIRs ix.Complaint ~Register x.Appeal Register xi.Police Report Register xii. Electronic Record	
03	Keep Prosecutor General informed of the Progress of prosecution in the District	Shall keep the Prosecutor General informed about the progress in all criminal cases in the District by forwarding monthly progress report in shape of proformas electronically and as hard copy on the basis of reports received by the individual prosecutors.	i. Proforma File Consolidated ii. Proforma Files of individual Prosecutors iii. Electronic Record	District Proforma (General) 1 - 11
04	Attends Official Communication	Any communication received from the higher authorities or from any other department or Public, the DPP will attend the same and if required any information/opinion/report etc. to be circulated do the same. If some action is required, endorse it to the concerned prosecutor or official for compliance. Record shall be maintained electronically and as hard copy.	i. Office Order File Secretary ii. Office Order File P.G. iii. Office Order File Courts iv. Office Order File Misc. v. Electronic Record	NIL
05	Attending meetings of Criminal Justice Coordination Committee	DPP being member will attend the meeting of the Committee. Before attending the Committee meeting, the DPP will convene a meeting with the prosecutors working under him and will discuss the agenda and problems faced by them during their prosecution work and prepare talking points on behalf of his office for discussion in the meeting of the Committee. The DPP will also inform the prosecutors about the decisions taken and instruction issued by the District and Session Judge in the previous meeting for implementation.	Record of the Minutes of the Meeting and Agenda in separate file	NIL

S.no.	Job Description	Flow Chart	Record for Verification	Proformas
		During the Committee meeting, DPP will prepare his talking points in the light of the decision taken in the meeting of the prosecutors. The DPP will inform the Committee about the speed for submission of Challans in the Courts.		
06	Act as member of any administrative committee constituted in the District or any other body by Government	The DPP will at as member of the Committee constituted at District level and will keep liaison with other department for smooth running of prosecution work. Shall maintain the record of the same.	Administrative Committee Proceeding file.	NIL
07	Periodical meetings with Prosecutors	Monthly Meetings are held in the Office of the DPP, who will convene the monthly meeting with all the prosecutors of the District, in order to review previous decisions, discussion on day to day problems faced by the prosecutors in their prosecution work and also to discuss any legal proposition arising during Court proceedings. Minutes of the meeting are to be recorded and electronic copy of the same is maintained.	i. Prosecutor Meetings File ii. Electronic Record	NIL
08	Sanction of Leaves	The DPP will sanction casual leaves of the staff and officers on presentation of leave application according to The Revised Leave Rules, 1981	Leave Account Register Leave Application Files	NIL
09	Acts as Reporting Officer in ACRs	At the end of calendar year, the DPP shall initiate Annual Confidential Reports of officers and officials and this process should be completed by 31 st of March every year.	Receiving Record of ACRs	NIL
	Financial Matters			
01	Act as Drawing and Disbursing Officer (DDO) for the District	The DPP will strictly follow The Delegation of Financial Powers Rules. The DPP being the DDO will supervise that the account record mentioned in column 4, is being maintained and updated properly by the	i. Cash Book ii. Token Register iii. Personal files of Officer/Officials	NIL

S.no.	Job Description	Flow Chart	Record for Verification	Proformas
		<p>Accounts staff. DPP will ensure that competitive statements are prepared and verified timely from the District Accounts Office by the Assistant. If there is any discrepancy in the account, the DDP will manage to get it rectified from the concerned Accounts Office. After maintaining this record DPP will submit Monthly Expenditure/Reconciliation Statement to the PG office for settlement of accounts. Further DPP will prepare excess and surrender statement and submit it to the PG office as requisitioned. The DPP will ensure that every official is getting pay from bank through computerized pay slip. The DPP will ensure the Assistant has maintained the purchase items file, cash book, stock register as per rules and other files mentioned in column no.4</p>	<ul style="list-style-type: none"> iv. Service Books of Staff v. Verified Reconciliation Statements File vi. Completion Statement File vii. Payment Schedule viii. Monthly Expenditure /reconciliation Statement File ix. Purchase file x. Audit File xi. SNE File xii. Excess & Surrender Statement File xiii. T.A. File xiv. Misc. Accounts File 	

Performance Standards Document

JOB DESCRIPTIONS, FLOW CHART, RECORDS & PROFORMA

Category: Superintendent – (DPP Office Support Staff)

Level: District Prosecution

S.no.	Job Description	Flow Chart	Record for Verification
01	Implementation/execution of instructive orders received from authorities	Superintendent under the supervision of DPP shall ensure disposal of Administrative work on daily basis through the Assistant and staff of the Section dealing with the disposal of administrative work. Any Departmental instruction issued in shape of Orders, Directives, Letters etc. to the DPP office required to be communicated and executed at District or sub-divisional level shall be timely communicated by the Superintendent and he shall keep the DPP informed and updated about the communication and execution of such instructions.	i. Office Order File Secretary ii. Office Order File P.G. iii. Office Order File Courts iv. Office Order File Misc. v. Electronic Record
02	Channalize internal and external flow of information between different tiers of the concerned offices	Superintendent shall be responsible for the uninterrupted flow of information required at any tier of Prosecution Department. He shall keep the DPP updated on flow of information at all times and shall take his directions regarding the mode of communication. He shall be responsible for timely compilation and submission of proformas regarding performance of prosecution work in DPP office.	i. Proforma File Consolidated ii. Proforma Files of individual Prosecutors iii. Electronic Record
03	Maintenance of record of DPP Office	Superintendent shall be the custodian of all records and registers maintained in the District and sub-divisions of the District and shall be responsible for timely entry of information electronically through the concerned Officials. He will be responsible to ensure safe custody and maintenance of the electronic as well as record in hard copy. He shall also be responsible for keeping the DPP informed about the safety	i. Personal files of Officials/Officers ii. All other record files. iii. Electronic Record

S.no.	Job Description	Flow Chart	Record for Verification
		and maintenance of the record	
04	Supervise all sub-ordinate officials working in the Office of DPP	<p>Shall ensure maintenance of record of attendance, postings and Performance report of all the ministerial staff in District and sub-divisional offices of DPP. Shall execute the instructions of DPP on attendance, posting and working of the Ministerial Staff and keep the DPP informed about the progress on matters.</p> <p>Shall timely inform DPP regarding any complaint against or grievance of the Officials and implement the instructions of DPP in this regard.</p>	<ul style="list-style-type: none"> i. Attendance Register ii. Complaint Register iii. Leave Account Register iv. Leave Application File
05	Supervision of performance of accounts section	<p>Superintendent shall ensure flow of proper and timely communication on account matter between the DPP and the accounts section headed by Assistant. Superintendent shall take instructions from the DPP and convey it to the Assistant. Superintendent shall ensure on behalf of the DPP that competitive statements are prepared and verified timely from the District Accounts Office by the Assistant. If there is any discrepancy in the account and get it rectified. Submission of all requisite documents to the PG office for settlement of accounts. Will assist the Accounts Assistant in preparation of excess and surrender statement and submission to the PG office as requisioned. Completion of Service Book of all the staff and verification from District Account Officer. Timely draw of salaries. Ensuring that on transfer of any officer/official, there is no excess amount recoverable on their par. He will be responsible for checking of pay roll, ensuring therein that every officer/official is drawing pay through computerized pay slip. Will ensure the Assistant has maintained the purchase items file of each year as per on going financial instructions issued by the Govt.</p>	<ul style="list-style-type: none"> i. Cash Book ii. Token Register iii. Personal files of Officer/Officials iv. Service Books of Staff v. Verified Reconciliation Statements File vi. Completion Statement File vii. Payment Schedule File viii. Monthly Expenditure/reconciliation Statement File ix. Purchase file x. Audit File xi. SNE File xii. Excess & Surrender Statement File xiii. T.A. File xiv. Misc. Accounts File
06	Supervise R & I work in the office of DPP	Shall ensure timely issuance and receipt of DAK received in DPP office.	<ul style="list-style-type: none"> i. Receiving Register ii. Dispatch Register

Performance Standards Document

JOB DESCRIPTIONS, FLOW CHART, RECORDS & PROFORMA

Category: Assistant – (DPP Office Support Staff)
Level: District Prosecution

S.no.	Job Description	Flow Chart	Record for Verification
01	Preparation of Annual Budget	Prepare Annual Budget for DPP office with the help of Superintendent and submit the same to Prosecutor General Office and keep it in a file for record.	Budget Estimation File
02	Maintains the Account Record	Accountant shall maintain the following record: i. Cash Book ii. Token Register iii. Personal files of Officer/Officials iv. Service Books of Staff v. Verified Reconciliation Statements vi. Completion Statement vii. Payment Schedule viii. Monthly Expenditure/reconciliation Statement ix. Purchase file x. Audit File xi. SNE File xii. Excess & Surrender Statement File xiii. T.A. File ix. Misc. Accounts File	i. Cash Book ii. Token Register iii. Personal files of Officer/Officials iv. Service Books of Staff v. Verified Reconciliation Statements File vi. Completion Statement File vii. Payment Schedule File viii. Monthly Expenditure/reconciliation Statement File ix. Purchase file x. Audit File xi. SNE File xii. Excess & Surrender Statement File xiii. T.A. File xiv. Misc. Accounts File

S.no.	Job Description	Flow Chart	Record for Verification
03	Keeps Liaison with District Account Office	To keep liaison between the office of Accountant General and keeps the DPP informed on such liaison on daily basis. Gets the reconciliation report from the Accountant General Office	Token Register
04	Keeps Liaison with Prosecutor General Office	Timely dispatches reconciliation statement, excess & surrender statement, SNE and request for supplementary grants to the Office of Prosecutor General.	i. Expenditure/reconciliation Statement File ii. SNE File iii. Excess & Surrender Statement File

Performance Standards Document

JOB DESCRIPTIONS, FLOW CHART, RECORDS & PROFORMA

Category: **Junior Clerk – (DPP Office Support Staff)**

Level: **District Prosecution**

S.no.	Job Description	Flow Chart	Record for Verification
	Prosecutorial Work		
01	Maintains the record	<p>The Junior Clerk shall maintain the following record electronically as well as hard copy on daily basis:</p> <ul style="list-style-type: none">i. Register of FIRsii. Register of Police Reportsiii. Register of Bail/Bail Cancellation Petitionsiv. Register of Decided casesv. Register of summons and warrantsvi. Register of Appeals/Revision/Writvii. Complaint Register (Prosecution matters)viii. Misc. Record Fileix. Scrutiny Committee Report Filex. Withdrawal of Cases Filexi. Appeal Order File	<ul style="list-style-type: none">i. Register of FIRsii. Register of Police Reportsiii. Register of Bail/Bail Cancellation Petitionsiv. Register of Decided casesv. Register of summons and warrantsvi. Register of Appeals/Revision/Writvii. Complaint Register (Prosecution matters)viii. Misc. Record Fileix. Scrutiny Committee Report Filex. Withdrawal of Cases Filexi. Appeal Order Filexii. Electronic Record

S.no.	Job Description	Flow Chart	Record for Verification
	Administrative Work		
01	Maintains the record	<p>The Junior Clerk shall maintain the following record as hard copy and electronically:</p> <ul style="list-style-type: none"> i. Personal Files of Officers/Officials ii. Attendance Register iii. Complaint Register (Against Officials/Officers) iv. Leave Account Register v. Leave Applications File vi. Office Order File Secretary vii. Office Order File P.G. viii. Office Order File Courts ix. Office Order File Misc. x. Proforma File Consolidated xi. Proforma Files of individual Prosecutors xii. Inspection Reports File xiii. Opinion Work File xiv. Duty Roaster for Courts File xv. Duty Roaster for Police Stations File xvi. Criminal Justice Coordination Committee File xvii. Administrative Committees Proceedings File xviii. Prosecutor Meetings File xix. Receiving record of ACRs File 	<ul style="list-style-type: none"> i. Personal Files of Officers/Officials ii. Attendance Register iii. Complaint Register(Against Officials/Officers) iv. Leave Account Register v. Leave Application File vi. Office Order File Secretary vii. Office Order File P.G. viii. Office Order File Courts ix. Office Order File Misc. x. Proforma File Consolidated xi. Proforma Files of individual Prosecutors xii. Inspection Reports File xiii. Opinion Work File xiv. Duty Roaster for Courts File xv. Duty Roaster for Police Stations File xvi. Criminal Justice Coordination Committee File xvii. Administrative Committees Proceedings File xviii. Prosecutor Meetings File xix. Receiving record of ACRs File xx. Electronic Record
	Accounts Work		
01	Maintains the record	<p>The Junior Clerk shall maintain the following record:</p> <ul style="list-style-type: none"> i. Cash Book 	<ul style="list-style-type: none"> i. Cash Book ii. Token Register iii. Personal files of Officer/Officials

S.no.	Job Description	Flow Chart	Record for Verification
		ii. Token Register iii. Personal files of Officer/Officials iv. Service Books of Staff v. Verified Reconciliation Statements vi. Completion Statement vii. Payment Schedule viii. Monthly Expenditure/reconciliation Statement ix. Purchase file x. Audit File xi. SNE File xii. Excess & Surrender Statement File xiii. T.A. File xiv. Misc. Accounts File	iv. Service Books of Staff v. Verified Reconciliation Statements vi. Completion Statement vii. Payment Schedule viii. Monthly Expenditure/reconciliation Statement ix. Purchase file x. Audit File xi. SNE File xii. Excess & Surrender Statement File xiii. T.A. File xiv. Misc. Accounts File
	R&I Work		
	Maintains R & I Record	The Junior Clerk shall maintain the following record: i. Receiving Register ii. Dispatch Register	i. Receiving Register ii. Dispatch Register
	Library		
	Maintains Library Books and Record	The Junior Clerk shall maintain Library Books already existing in the DPP Office and make a list of Books as soft copy and keeps a hard copy of the same . He shall make an entry in the list on arrival of new books in the Library. He shall issue and receive back books from the Library to the Prosecutors with the direction of DPP and shall maintain a Register for issuing books.	i. Hard and Soft List of Library Books ii. Register of Issuance of Books

FIR Register

S.No.	Date & Time of Receiving of FIR	FIR No.	Date	Sections of Law	Police Station	Detail of FIR

Complaint Register

S.No.	Subject	Date	Details	Progress

Police Reports u/s 173 Cr.P.C.
Daily Proforma for District Prosecutors

Date:_____ Name of Prosecutor/Designation_____ District/Sub-Division_____ Court Assigned_____

S.No.	Nature of Police Report (Challan/Cancellation/Untraced)	Date of First Receipt	FIR No.	Date	Sections of Law	Police Station	Status of Police Report

Appeal/Revision Proceedings
Daily Proforma for District Prosecutors (Sessions Appeal/Revision)

Date: _____ Name of Prosecutor/Designation _____ District/Sub-Division _____ Court Assigned _____

S.No.	Title of the Appeal/Revision	FIR No.	Date	Sections of Law	Police Station	Status of Appeal/Revision	Next Date

District _____

Bail Applications

Period _____

No. of Bail Applications conducted	No. of Bail Applications contested	Bail Applications not Allowed	Bail Applications Allowed	No. of Cancellations moved in the same Court by Prosecutors where Bail applications are allowed	No. of successful Cancellations	No. of Cancellations recommended by the Prosecutor to be filed in the higher Court

District _____

Trial -1
(Summary of Trials)
Period_____

Previous Balance	Fresh Institution	Total	Decided	Consigned	Trials in which prosecution is Withdrawn	Pending

District _____

Trial-2
(Summary of Pending Trials)
Period _____

Cases Conducted	Witnesses examined	Witnesses given-up	Final Arguments made

District _____

**Quantum of Punishment
Period_____**

Death Sentence	Life Imprisonment	Imprisonment above 07 Years	Imprisonment below 07 Years	Total Convictions	Fine

District _____

**Disciplinary Action Recommended by DPP Office
(Against Police Officers)
Period _____**

Actions recommended in case of late provision of FIR	Actions recommended in case of defective investigation	Actions recommended in case of non-submission of Report u/s 173 Cr.P.C. with in statutory period	Actions recommended due to non-production of record requisitioned by Prosecutor	Actions recommended due to non-furnishing of any information required by the Prosecutor during prosecution of a case	Actions recommended against officers not appearing in witness box	Actions recommended against officers who are bound by Court to produce witnesses but they failed

District _____

Post Trial
(Appeals/Revisions/Writs in Sessions Court and High Court)
Period _____

No. of Revisions recommended by Prosecutors for filing in Sessions Court	No. of Revisions for enhancement of sentence filed in Sessions Court	No. of Appeals recommended by Prosecutors for filing in Sessions Court	No. of Appeals filed in Sessions Court	No. of Writs recommended by Prosecutors for filing in Sessions Court/High Court	No. of Writs filed in Sessions Court/High Court	No. of Appeals recommended by Prosecutors for filing in High Court	No. of Appeals Forwarded to Prosecutor General Office for Sanction of Government

