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WP CrI. No. 824 of 2



IN THE HIGH COURT OF JUDICATURE AT MADRAS

DATED: 16-04-2026

CORAM

THE HON'BLE MR JUSTICE M. NIRMAL KUMAR

WP CrI. No. 824 of 2026

A.Yacob
S/o.late.Arulappan,
No.12/115, Kamalapuram,
Olagapuram Post,
Vanur Taluk,
Villupuram District-604154.

..Petitioner(s)

Vs

1. The Superintendent of Police,
Villupuram District,
Office of the Superintendent of Police,
Villupuram-605602.
2. The Inspector of Police,
Brahmadesam Police Station,
Villupuram District,
Tamilnadu.

..Respondent(s)

Prayer: Writ Petition filed under Article 226 of Constitution of India, praying to issue a Writ of Mandamus, directing the 2nd respondent to receive the Petitioner's complaint regarding the loss of the original title deeds, issue CSR, conduct enquiry and issue Non-traceable Certificate within a time frame fixed by this court.

For Petitioner(s):

Mr.S.Kathiravan

For Respondent(s):

Mr.R.Vinothraja,
Government Advocate (CrI. Side)



ORDER

The Writ Petition has been filed to direct the second respondent to receive the petitioner's complaint regarding the loss of original title deeds, issue CSR, conduct enquiry and issue Non-traceable Certificate within a time frame fixed by this Court.

2.The learned counsel for petitioner submitted that on 17.02.2026, the petitioner lodged a complaint to the second respondent. The gist of the complaint is that the petitioner is aged about 79 years. On 21.02.2025, he was carrying the land documents in Doc.No.316 of 1999 along with the parent document of the year 1981 in his two wheeler. When he was proceeding to Vellakulam junction to board the bus, he noticed that these two documents were found missing from the hand bag. He made search but unable to trace the documents. Thereafter, he lodged a complaint on 27.05.2025 through on-line. When he searched the status of the complaint, it was found that the complaint forwarded to Vaanur Police Station and finding that the missing of documents took place within the jurisdiction of Brahmadesam Police Station, he lodged the present complaint dated 17.02.2026. Since, no action has been taken, through an Advocate sent notice dated 04.03.2026 to the first and second respondents. Thereafter too, no action has been taken. Hence, the present petition.



3.The learned Government Advocate (CrI. Side) submitted that though the petitioner states that he handed over the complaint on 17.02.2026, it is without any acknowledgement and the second respondent not received any such complaint. Likewise, with regard to notice dated 04.03.2026, it is seen that notice sent to Superintendent of Police, Villupuram and Inspector of Police, Villupuram and the second respondent not received any notice dated 04.03.2026. The Director General of Police, Head of Police Force, Chennai in R.C.No.2029209/General.1(1)/2022, dated 01.04.2022 issued certain guidelines in issuing Non-Traceable Certificate in respect of the missing documents. He further submits that if the petitioner appears in person and re-submits the complaint along with details of missing documents, thereafter following the DGP Circular, Non Traceable Certificate can be issued.

4.The learned counsel for petitioner, on instructions, submits that the petitioner will appear before the second respondent on 29.04.2026 along with documents and copy of the complaint.

5.This Court considered the rival submissions and perused the materials available on record.

6.A scanned reproduction of Circular issued by the Director General of Police, Head of Police Force, Chennai, dated 01.04.2022 and documents required to issue Non Traceable Certificate, are as follows:-



Re.No.2029209/General.1 (1)/2022

Office of the
Director General of Police /
Head of Police Force,
Tamil Nadu, Chennai-4,
Dated:01.04.2022

Circular Memorandum

Sub: Police – Issuance of Non Traceable Certificate in respect of Missing original land documents – Instructions issued – Regarding.
Ref: Criminal original Petition No. 3307/2022 on the file of Hon'ble High Court, Madras.

The following procedure should be adopted with regard to issuance of Non-traceable Certificate on receipt of petition relating to the loss of original land documents.

1. Petition should be preferred only by the legal owner or his power of attorney of the property.
2. The petitioner should furnish the following documents along with the petition:-
 - i. 2 Certified copies of the document/s which is alleged to have been lost (obtained within a month prior to the presentation of the petition at the Police Station from the concerned Sub Registrar Office)
 - ii. Recent photograph of the petitioner or that of his power of attorney.
 - iii. Copy of Aadhar Card or Voter ID or Passport (No other Identity proof will be accepted.)
 - iv. News paper advertisements in original as mentioned in para 6.
 - v. Undertakings mentioned in paras 7 and 8.
3. In case of death of the legal owner of the property, his or her legal heir should present the petition along with the following documents:-
 - a) Death Certificate pertaining to the death of the legal owner issued by the competent Local body/ Municipality / Corporation authorities
 - b) Legal Heir Certificate issued by the designated Revenue Authority to establish that the petitioner is the legal heir of the owner of the property.



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4. In case of multiple legal heirs, No Objection Certificate obtained from other legal heirs other than the petitioner should be enclosed.
5. Encumbrance certificate (Digital or Manual) for the above property for the last 20 years or from the date of registration of missing document, whichever is longer and it should be obtained from the concerned Sub-Registrar Office only.
6. Original of the public advertisement given one in leading English and one in leading vernacular newspaper should be enclosed. The advertisement should have been published within 30 days prior to the presentation of the petition (format pertaining to the publication of public advertisement in the newspaper in English and vernacular as follows)

Original Land / Property Document Lost

I (Aadhar Card/Voter ID/ Passport No S/o / D/o), aged about years, residing at, do hereby inform to the General Public that I have lost the original land document pertaining to my / our property registered in document No, dated registered at Sub Registrar Office, If anyone finds the said document, please contact me over phone no (.....) or at the following residential address: (.....)

அரசு நிலம்/சொத்து அடங்கிய காணவில்லை

..... முகவரியில் வசித்து வரும் திரு. திருமதி.....
அவர்களின் மகன் / மகள் ஆதார் அட்டைவாங்காளர் அடையாள அட்டை /
கடவுச் சீட்டு எண் சமர் வயதுடைய நான் இதன்
மூலம் பொதுமக்களுக்கு தெரிவித்துக்கொள்வது யாதெனில்
சார்பதிவாளர் அலுவலகத்தில் பதிவு செய்யப்பட்ட எனக்கு, எங்களுக்கு
சொத்தமான அசையா சொத்தின் மூல ஆவணம் என் தேதி
நொலைந்து விட்டது யாரேனும் அதுனைக்கண்டுவிடிந்தால், எனது
கைப்பேசி எண்ணிற்கு அய்வது தீர்மானம் முகவரிக்கு தொடர்பு கொள்ளுமாறு
கேட்டுக் கொள்கிறேன்.

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7. The petitioner should submit an undertaking along with the petition that no civil dispute or mortgage pertaining to the property document alleged to have been lost, is pending before any Court or Financial Institution.
8. The petitioner should also submit an undertaking along with the petition that if he/she furnishes any false information with regard to the property, whose document is alleged to have been lost, the petitioner or whoever abets the offence shall be liable for criminal prosecution under appropriate legal provisions. The petitioner should also furnish an undertaking that he/she shall handover the missing document if it is traced later. In that case, the Station House Officer should intimate about the tracing of the document to the concerned Sub Registrar Office.
9. On receipt of the petition, the Station House Officer (SHO) shall issue a CSR to the petitioner immediately.
10. The CSR should be issued only by the Station House Officer (SHO) and not by any other personnel in the Police Station.
11. If any shortfall in production of documents is noticed, (Documents mentioned in para-2) the Station House Officer (SHO) should intimate the same to the concerned petitioner in writing instructing him to produce the concerned documents within a week time.
12. Within three days from the receipt of documents in full and issuance of CSR, the Station House Officer (SHO) after personally satisfying himself, should send a letter addressed to the Deputy Superintendent of Police / Assistant Commissioner of Police of the DCRB/ CCRB informing about the loss of document along with the following Certificate;



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"Certificate"

"Certified that I have verified all the documents enclosed as mandated in the Chief Office circular memorandum in Rc.No2029209/Gen.1(1)/2022, dated: 01.04.2022".

13. The DSP's / ACP's of DCRB / CCRB on receipt of papers shall publish the matter in Crime and Occurrence Sheet within a week from the date of receipt of the letter from the Station House Officers.
14. The publication in the Crime and Occurrence Sheet shall be sent to the concerned Station House Officers within three days from the date of such publication.
15. In the meantime, necessary action should be taken by the SHO to trace out the said original land documents. Enquiry should be conducted to find out whether the owners or the complainant had encumbered the land documents and by approaching the concerned S.R. for verification. [The purpose of compelling original document is to avoid double documentation.]
16. On receipt of copy of the Crime and Occurrence Sheet publication and if unable to trace out the said documents, the Station House Officers shall issue Non-traceable Certificate to the petitioner.
17. Henceforth, Non-traceable certificate with regard to loss of original land documents shall be issued only by the Station House Officer after adhering to the above procedure and the certificate should be issued to the petitioner after obtaining due acknowledgement and a copy of the same shall be sent to the concerned Sub Registrar Office. (Format of Not Traceable Certificate is enclosed in Annexure)



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18. The Commissioners of Police in Cities and Superintendents of Police in Districts are requested to issue suitable instructions to the Station House Officers to adhere to the above procedure without any deviation. In case of any deviation in this regard, action shall be taken against the concerned police personnel.

19. The above circular shall be posted on the State Police Website and CCTNS Citizen Portal and also posted in the 'Notice Board' of all Police Stations.

Encl: Annexure.

Sd/-Dr.D.Sylendra Dabu
Director General of Police/
Head of Police Force,
Tamil Nadu

To
All Commissioners of Police in Cities
All Superintendents of Police in Districts

Copy to: The Additional Director General of police, SCRB, Chennai.
Copy to: All Inspectors General of Police in Zones.
Copy to: All Deputy Inspectors General of Police in Ranges.
Copy to: Legal Officer (Service) and Legal Officer, Chief Office, Chennai.
Copy to: Administrative Officer (R&T), Chief Office, Chennai.
Copy to: Stock File.

As below

Asst. Inspector General of Police,
(Law & Order)



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சொத்து ஆவணம் தொலைந்து போனது தொடர்பாக குற்ற ஆவண காப்பகத்தில் வரைமுறைப்படுத்த வேண்டிய ஆவணங்களின் பட்டியல்

S.No.	ஆவணங்கள்
1	காவல் ஆய்வாளர் அறிக்கை
2	புகார்
3	CSR
4	ஆவணங்களின் நகல்கள்
5	பதிவுதரையில் ஆய்வாளர் மூலம் ஆவணங்களின் உண்மைநிலை சான்றிதழ்
6	நோட்டரி சான்றிதழ்
7	தமிழ் மற்றும் ஆங்கில நாடோள்களில் விளம்பர விளம்பரம்
8	35 ஆண்டு EC
9	புகார்தாள் தொலைபேசி எண் (CDR)
10	சமீப இடத்தில் CCTV கேமரா பதிவு குறித்த அறிக்கை
11	VAD சான்றிதழ்
12	கணினி பட்டா
13	சொத்து வரி ரசீது
14	மின் இணைப்பு அட்டை
15	வாரிசுதாரர் சான்றிதழ்
16	உறுதிமொழி பத்திரம் புகார்தாள் பெறவேண்டும்
17	அரசு நில ஒதுக்கீடு ஆவணமாக இருந்தால் தாசில்தார் சான்றிதழ்
18	பெறப்பட ஆவணங்கள் அனைத்து SCAN செய்து Pendrive ல் Copy செய்து புகாருடன் மேற்படி ஆவணங்கள் 2 செட் நயர் செய்து வரவேண்டும்
19	காவல் ஆய்வாளர் அவர்கள் CSR விசாரணை மேற்கொள்ளவேண்டும்



7. The respondent Police to follow the above circular for issuance of Non Traceable certificate, but the only concern is that citing the same, causing harassment by not entertaining the complaint of a person who lost the document and making him to run from pillar to post, is not proper. So that unnecessarily the public are not harassed and made to feel that they are harassed for some other reason. Now, the petitioner is ready to appear before the second respondent Police for further enquiry.

8. In view of the above, the petitioner is directed to appear before the second respondent Police on 29.04.2026 with all documents available with him including certified copy of the documents and compliant copy. On his appearance, the second respondent Police following the said circular take appropriate steps and issue Non Traceable Certificate without any delay. In any event, Non Traceable Certificate to be issued within a period of four weeks from the date of submission of documents to the second respondent Police.

9. With the above directions, the Writ Petition is disposed of.

16-04-2026

Index: Yes/No
Speaking/Non-speaking order
Neutral Citation: Yes/No
RSI



To

1. The Superintendent of Police,
Villupuram District,
Office of the Superintendent of Police,
Villupuram-605602.
2. The Inspector of Police,
Brahmadesam Police Station,
Villupuram District,
Tamilnadu.
3. The Public Prosecutor,
High Court, Madras.



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M.NIRMAL KUMAR, J.

RSI

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