

SOPs OF CCRO FIA HQ ISLAMABAD

It was established vide standing order no.4 of FIA, with the purpose to streamline the crime record by collecting, compiling, maintaining and updating information in crimes dealt by F.I.A.

Central Crime Record Office (CCRO) is headed by an Additional Director/ Deputy Director under the direct supervision of Director General FIA. The prime responsibility of CCRO is to maintain the record of all FIRs received by the zones and circles.

The aims & objectives of the CCRO section are as under:-

- i. Maintain and keep record of all FIRs of FIA throughout Pakistan.
- ii. Prepare standardized & computerized record of FIRs, Cases and Enquiries.
- iii. Collect compile, maintain and analyze crime data relevant to all wings.
- iv. Prepare Bird-Eye-View analysis of crime data and crime trends of FIA Zones in Annual Administration Report.
- v. Create a feedback mechanism for monitoring the progress of Enquiries, Cases and Court Work in Quarterly basis.
- vi. Prepare Quarterly Bulletins, Annual Administration Reports & Six-monthly performance review based on enquiries, cases and prosecution/court work of all wings/zones/units/sections etc.
- vii. Any other assignment assigned by senior officers time to time.