

ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ (ਸੈਕੰਡਰੀ), ਪੰਜਾਬ
ਐਟ ਪੰ.ਸ.ਸਿੱ.ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-VIII, ਐਸ.ਏ.ਐਸ. ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

(email. dpise.coordination@punjabeducation.gov.in)

ਸੇਵਾ ਵਿਖੇ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ ਅਤੇ ਐਸਿ), ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ. 299688/DPISE-Cord/12/2020/2025/311508

ਮਿਤੀ: 24-10-2025

ਵਿਸ਼ਾ: Guidelines for Summons to Produce Documents under Section 94 of Bharatiya
Nagarik Suraksha Sanhita, 2023.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਨਿਆਂ ਵਿਭਾਗ (ਨਿਆਂ-2 ਸ਼ਾਖਾ) ਦਾ ਪੱਤਰ ਨੰ. 22/10/2025-
4Jud2/3522 ਮਿਤੀ 26.09.2025.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਹਿੱਤ
ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

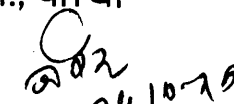

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਪਿ.ਅੰ.ਨੰ: ਉਕਤ | 2025/311509-511

ਮਿਤੀ 24-10-2025

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

- 1.0 ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡੀ.ਜੀ.ਐਸ.ਈ., ਪੰਜਾਬ।
- 2.0 ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡੀ.ਐਸ.ਈ. (ਸੈਕੰਡਰੀ/ਐਲੀਮੈਂਟਰੀ), ਪੰਜਾਬ।
- 3.0 ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ., ਪੰਜਾਬ।


ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

**GOVERNMENT OF PUNJAB
DEPARTMENT OF JUSTICE
(JUDICIAL-II BRANCH)**

No. 22/10/2025-4Jw2/3522

Dated, Chandigarh 26.01.2025

Guidelines for Summons to Produce Documents under

Section 94 of Bharatiya Nagarik Suraksha Sanhita, 2023

Criminal investigation involves the collection of both oral and documentary evidence to verify allegations and reach a logical conclusion. Wherever the production of any document or item is necessary for the purposes of investigation, inquiry, trial or other proceedings under the Bharatiya Nagarik Suraksha Sanhita, 2023, the Magistrate or the Officer-in-Charge of a Police Station is empowered under Section 94 to issue summons or written order for its production. The requirement of such production shall be processed in the manner laid down as under:-

1. Definition

For the purpose of these guidelines, "Document" shall have the meaning assigned under Section 2(d) of the Bharatiya Sakshya Adhiniyam, 2023.

2. Guidelines for Issuance of Summons/Orders and Compliance

A. Issuance of Summons/Orders

- i. Under the powers conferred by Section 94 of the BNSS, 2023, a summon or written order for production of documents or other items may be issued by the Court or by the Officer-in-Charge of the Police Station in the format appended to this notification as Annexure A.
- ii. The order shall be issued to the person, who is believed to have possession, custody or control over the document or item.
- iii. The order may be issued physically or electronically and must bear the signature of the issuing authority and where applicable the seal of the Police Station.
- iv. The order shall specifically mention the nature of the document(s) or item(s) to be produced, and the date, time, and place for such production.

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B. Mode of Production

The person to whom such order is issued may:

- i. produce the document personally or
- ii. cause its production through an authorized representative unless personal attendance is expressly directed.

C. Acknowledgement and Seizure

- i. The Issuing Authority shall issue a receipt bearing proper seal and signature upon production.
- ii. If documents are seized, a copy of the seizure memo shall be provided to the concerned person and all formalities prescribed under Section 105 of the BNSS, 2023 shall be followed.

D. Non-Compliance

If the person fails to produce the document at the specified date, time and place without any intimation, the Investigating Officer/Officer-in-Charge may proceed to search the premises as per Sections 96, 103, 104, 185 and 186 of the BNSS, 2023.

E. Chain of Custody

All seized documents, including electronic devices shall be recorded in the case diary with a clear chain of custody and shall be duly proved during trial.



JASPREET TALWAR

**Additional Chief Secretary to Govt. of Punjab
Department of Justice**

Annexure 'A'

PROFORMA

SUMMONS TO PRODUCE DOCUMENT OR THING

(See sub-section 1 of Section 94 of BNSS, 2023)

In the Court/Police Station of : _____

Summon No.:- _____

Date: _____

To

(Name of Accused/Noticee)

Address: _____

Phone No. _____ Email Id _____

Whereas it has been made to appear to the undersigned that the production of the following document(s)/item(s) is necessary/desirable for the purposes of investigation /inquiry/trial/ other proceeding under the *Bharatiya Nagarik Suraksha Sanhita, 2023*, in connection with FIR/Case No. _____ dated _____, you are hereby summoned/required to:

1. Produce the following document(s)/item(s):

2. Date and Time of Production:- _____

3. Place of Production:- _____

You may produce the above document(s)/item(s) personally or cause them to be produced through your authorized representative, unless your personal attendance is specifically directed.

Failure to comply with this Notice without lawful excuse may render you liable to legal action under the *Bharatiya Nagarik Suraksha Sanhita, 2023* and other applicable laws.

Issued by

Name & Designation: _____

Seal: _____

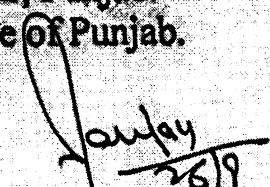
Signature: _____

No.22/10/2025-4Jud2/3523/2

Dated, Chandigarh the 26.09.2025

Copy is forwarded to the following for information and compliance:

1. Registrar General, Punjab and Haryana High Court, Chandigarh.
2. All the Administrative Secretaries of the State of Punjab.
3. All the Deputy Commissioners/Commissioners of Police
Amritsar/Jalandhar/Ludhiana
4. The Director General of Police, Punjab, Chandigarh.
5. The Additional Director General of Police, Jails, Punjab,
Chandigarh.
6. All Range IGPs/DIGs in the State of Punjab
7. The Director Prosecution and Litigation, SAS Nagar, Punjab.
8. All the Senior Superintendents of Police in the State of Punjab.
9. All the Jail Superintendents in the State of Punjab.


26/9
Under Secretary, Justice

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