Written Information to the Station House Officer for Registration of an FIR

Rohan Varma
S/o Suresh Varma
Flat 12B, Gulmohar Residency, Lakeview Road, Kesarpur 400 701
Mobile: +91 90000 12345 | Email: rohan.varma@example.com

Date: 24 November 2026
Delivered by hand at the police station, with an advance copy by email to sho.lakeviewnagar@example.gov.in

To,
The Station House Officer
Lakeview Nagar Police Station
Station Road, Lakeview Nagar, Kesarpur 400 701

Subject: Written information about the theft of my motorcycle, registration no. KP 07 AB 4821, from the parking area of Gulmohar Residency on the night of 23-24 November 2026, and request to register a First Information Report under section 173 of the Bharatiya Nagarik Suraksha Sanhita, 2023

Respected Sir/Madam,

I, **Rohan Varma**, S/o Suresh Varma, aged 34 years, working as a software tester and residing at Flat 12B, Gulmohar Residency, Lakeview Road, Kesarpur 400 701, give this written information about a cognizable offence of theft committed against me. I am the registered owner of the motorcycle described below, and I make this report in my own name as the first informant.

I request that you record this information under section 173(1) of the Bharatiya Nagarik Suraksha Sanhita, 2023 (the "**BNSS**") and register a First Information Report ("**FIR**"). The facts are set out below in the order in which they happened.

(a) I live in Flat 12B, Gulmohar Residency, Lakeview Road, Kesarpur 400 701 with my family. Residents of our building park their vehicles in the open parking area in front of Gulmohar Residency, Lakeview Road, Kesarpur. The parking area is open on the side facing the road and has no gate.

(b) On about 10:30 pm on 23 November 2026, I returned home from work on my motorcycle and parked it at my usual place, the third bay from the building entrance. I locked the handle with the built-in steering lock and took the key with me. The vehicle was in good running condition and nothing was wrong with the lock.

(c) At about 6:15 am on 24 November 2026, I came down to leave for work and found that the motorcycle was not in its bay. I searched the parking area, the lane behind the building and the road up to the main crossing, but I could not find it. I found small pieces of broken plastic from the ignition cover on the ground where the motorcycle had stood.

(d) I asked Mr. Dinesh Pal, the night watchman of our building, whether he had seen anything. He told me that he had gone on a round of the rear side of the building at about 2:30 am and that when he came back he noticed the bay was empty, but he thought I had taken the motorcycle out myself.

(e) I then asked my neighbour Mrs. Kamala Iyer, who lives on the ground floor facing the parking

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area. She told me that she woke at about 2:40 am to the sound of a motorcycle engine being started with difficulty and saw a man ride out of the parking area towards the main road.

(f) Later the same morning, Mr. Prakash Joshi of Joshi General Stores, a shop on the opposite side of Lakeview Road, let me view the footage of the shop's outdoor CCTV camera. The footage shows a man entering our parking area on foot at about 2:38 am, working at the front of my motorcycle for about four minutes and riding it away at about 2:44 am.

(g) I did not give anyone permission to take or use the motorcycle. No member of my family, no friend and no mechanic had the key or my consent to move it. The motorcycle has been taken dishonestly out of my possession without my consent.

The stolen property is as follows:

Item

Particulars

Approximate value

Motorcycle

Velora Street 125 motorcycle, colour black with red stripes, registration no. **KP 07 AB 4821**, engine no. VS125E48210K, chassis no. VS125C00992175, year of manufacture 2023

Rs. 68,000

Helmet

grey full-face helmet, which was locked to the motorcycle

Rs. 1,800

Documents

Copy of the registration certificate and the insurance policy, kept in the storage box under the seat

No money value

The total approximate value of the stolen property is **Rs. 69,800**. The motorcycle is insured with Northwind General Insurance Ltd. under policy no. NGI/MC/2026/558120. The original registration certificate and the original key are with me, and I will produce them whenever you ask.

No one was hurt, and nothing else was taken from the building that I know of.

I do not know who took the motorcycle. I make this report against an unknown person.

From the CCTV footage and from what Mrs. Kamala Iyer saw, the person was a man of about 25 to 30 years, of slim build and medium height, wearing a dark hooded jacket, blue jeans, white sports shoes and a black face mask. He arrived on foot and left on my motorcycle towards the main road.

I do not suspect any particular person, and I have no dispute with anyone that could explain the theft. If I learn the name of the person or any fact about where the motorcycle is, I will inform the investigating officer at once.

Witnesses. The following persons can speak to the facts above:

1. Mr. Dinesh Pal, night watchman, Gulmohar Residency, who can confirm that the bay was empty after his round at about 2:30 am.

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Mrs. Kamala Iyer, aged 64 years, Flat 1A, Gulmohar Residency, Lakeview Road, Kesarpur 400 701, who heard the engine and saw the rider leave. As she is a woman, she cannot be required to attend anywhere other than her residence under the first proviso to section 179(1) of the BNSS, and I request that her statement be taken there.

3. Mr. Prakash Joshi, Joshi General Stores, who controls the CCTV system that recorded the theft.

Electronic evidence. Mr. Prakash Joshi has kept the original footage for 2:30 am to 3:00 am on 24 November 2026 on the shop's recorder and has agreed not to delete it. He has given me a copy on a pen drive, which I enclose. He has told me that he is willing to hand over the original recording and to give any certificate the police or the court need for it.

Other evidence. I enclose photographs of the empty bay and of the broken pieces of the ignition cover, taken by me at about 6:30 am on 24 November 2026. The pieces themselves are kept in a sealed envelope and I will hand them over when you ask.

I discovered the theft at about 6:15 am on 24 November 2026 and I am reporting it on the same day, within a few hours. The time in between was spent searching for the motorcycle and collecting the information about the witnesses and the CCTV footage set out above, so that the police can act on it quickly. There has been no delay in reporting this offence.

The facts above disclose the commission of theft, an offence under section 303(2) of the Bharatiya Nyaya Sanhita, 2023 (the "**BNS**") or any other provision that the facts disclose, which is a cognizable offence under the First Schedule to the BNSS. The value of the stolen property is well above five thousand rupees.

I therefore request you to:

1. register an FIR on this information under section 173(1) of the BNSS and enter it in the General Diary of the police station;
2. give me a copy of the information as recorded, free of cost, as section 173(2) of the BNSS requires;
3. investigate the offence, circulate the registration, engine and chassis numbers of the motorcycle so that it can be traced, and take the necessary steps to recover it;
4. if you decide to hold a preliminary enquiry under section 173(3) of the BNSS, complete it within the period the law allows and inform me at once of the result, so that I can use the remedy in section 173(4) if no case is registered;
5. inform me of the progress of the investigation within ninety days, by any means including email or SMS on the contact details above, and later of the action taken; and
6. issue the documents that I will need to make an insurance claim for the stolen motorcycle.

I declare that the facts stated in this letter are true and correct to the best of my knowledge and belief, and that I have not hidden any material fact. Statements about what others told me are based on what they said to me on 24 November 2026, and I believe them to be true. I understand that knowingly giving false information to the police is a punishable offence.

Enclosures:

1. Copy of the registration certificate of motorcycle no. KP 07 AB 4821.
2. Copy of insurance policy no. NGI/MC/2026/558120.

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Copy of my Aadhaar card as proof of identity and address.

4. Pen drive with a copy of the CCTV footage from Joshi General Stores for 2:30 am to 3:00 am on 24 November 2026.
5. Four photographs of the parking bay and the broken ignition cover, with a note of the date and time each was taken.
6. Photograph of the motorcycle taken before the theft, showing the registration plate.

Yours faithfully,

(Signed)

Rohan Varma
Flat 12B, Gulmohar Residency, Lakeview Road, Kesarpur 400 701
Mobile: +91 90000 12345 | Email: rohan.varma@example.com

I have signed this written information. I have sent an advance copy by email; if the police station takes the email copy on record first, I will attend and sign it within three days.

Request for acknowledgement

Kindly acknowledge receipt of this letter on the copy kept by me, with the date and time of receipt, the stamp of the police station, the General Diary entry number and, once registered, the FIR number.

Received by (name and rank): to be completed at the police station
Date and time of receipt: to be completed at the police station
General Diary entry no. and FIR no.: to be completed at the police station

1. Letter to the Superintendent of Police

For use only if the Station House Officer refuses to record the information. Send by post.

BY SPEED POST (article no. EK123456789IN)

Rohan Varma
Flat 12B, Gulmohar Residency, Lakeview Road, Kesarpur 400 701

Date: 27 November 2026

To,
The Superintendent of Police
District Police Office, Civil Lines, Kesarpur 400 701

Subject: Refusal to register an FIR on my written information of 24 November 2026 about the theft of motorcycle no. KP 07 AB 4821: information sent under section 173(4) of the BNSS

Respected Sir/Madam,

1. On 24 November 2026, I gave written information to the Station House Officer, Lakeview Nagar Police Station, about the theft of my motorcycle, registration no. KP 07 AB 4821, on the night of 23-24 November 2026. A copy of that letter, with its enclosures, is attached.
2. On 24 November 2026, the duty officer, Sub-Inspector R. K. Sinha (name as given at the station) at the police station told me that no FIR would be registered and asked me to wait for the motorcycle to be found. No FIR number or copy of the recorded information was given to me, and I was not told of any preliminary enquiry or of any decision with reasons.

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The information discloses theft under section 303(2) of the BNS or any other provision that the facts disclose, a cognizable offence. I am aggrieved by the refusal to record it.

4. I therefore send you the substance of my information in writing and by post under section 173(4) of the BNSS. I request you to investigate the case yourself or to direct a police officer subordinate to you to investigate it, and to inform me of the FIR number and the name of the investigating officer.

5. If no action follows, I intend to apply to the Magistrate with an affidavit for an order directing investigation.

Yours faithfully,

(Signed)

Rohan Varma

Enclosure: copy of my letter dated 24 November 2026 to the Station House Officer, Lakeview Nagar Police Station, with its enclosures.

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