

( LICENCE BRANCH )

**Form S - 4**

**Standard format of police report**

*(See rule 14)*

**DRAFT COVERING LETTER**

**Office of the DM/Commissioner of Police**

Ref. No. \_\_\_\_\_

Date : \_\_\_\_\_

To

The Station House Officer,

Police Station \_\_\_\_\_,

\_\_\_\_\_.

**Sub. : Report under section 13(2) of Arms Act, 1959 of the officer in charge of the nearest police station (of present address of the applicant) on application for grant of arms license or renewal of an arms licence.**

S.No.	Particulars	Contents
1	Name of the applicant	Mr./Mrs./Messrs
2	Nature of licence applied for (fresh applications)	
3	Licence No. (renewal application)	
4	Address of the applicant	

Note: As per provisions of Section 13(2) of Arms Act, 1959, on receipt of an application, the licensing authority shall call for the report from the officer-in-charge of the nearest police station on the application and such officer shall send his report within the prescribed time. Accordingly the report should be sent in the format attached here within 30 days.