

Case Forwarding Guidelines of CFSL, Kamrup, Assam

The case exhibits being forwarded to the Central Forensic Science Laboratory (CFSL), Kamrup for forensic examination and report/opinion should accompany the followings:

(a) Forwarding letter and duly filled in 'Case Exhibit Submission Form' of CFSL, Kamrup (can be downloaded from CFSL website i.e. <http://cfsllghy.gov.in/>)

(b) Case exhibit(s) in sealed parcel(s).

(a) and (b) should be sealed and forwarded in **separate parcels**.

Additional sheets may be used due to inadequacy of space in 'Case Exhibit Submission Form'.

The forwarding letter and duly filled-in 'Case Exhibit Submission Form' containing 'Authorization Certificate' addressed to the 'Director, Central Forensic Science Laboratory, Kamrup, Assam' should be signed and stamped by the Judicial Officer, Superintendent of Police or Deputy Commissioner of Police or above rank, Senior Officer equivalent to Gr. 'A' Gazetted Officer of Mid/Senior Level Management in Autonomous Bodies, Public Sector Undertakings, National Banks etc.

Hindi or English language shall be preferred for filling-up the 'Case Exhibit Submission Form'. The 'Case Exhibit Submission Form', FIR, Post-Mortem or Medico-legal reports in regional languages should be accompanied by a true and accurate translation of its contents in Hindi or English.

Messenger(s) visiting the laboratory for official work of case exhibit submission or collection of forensic examination report should possess valid Authorization and official ID Card as proof.

The CFSL, Kamrup functions from 9.30 AM to 6.00 PM on all working days and remains closed on Saturday, Sunday and other public holidays.

Jurisdiction

CFSL, Kamrup will receive cases/exhibits referred by all Central Government Agencies, Higher/Lower Courts, Autonomous Bodies, Public Sector Undertakings, nationalised Banks and respective States under the jurisdiction as mentioned below:

Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, and Tripura.

Sealing of Parcel(s)

The parcel(s) containing exhibits should be sealed with the identical specimen seal in lac as forwarded along with 'Case Exhibit Submission Form'. The specimen seals (preferably 2-3 impressions on a cloth piece or hard paper) should be provided for comparison purpose. A transparent cellotape tape may be covered on the lac seal(s) of the parcel to avoid any damage during transit. In addition to specimen seals, 1-2 clear ink impressions may also be affixed.

The seals should be intact, legible and tamper-proof. The seals with coin impressions are not accepted.

Specimen seal used by the Medical Officer in medicolegal cases should be invariably provided.

A label containing details of the exhibit(s) contained in the parcel, PS, Case number along with U/S should be available on the parcel(s) along with the signature and official stamp of the Investigating Officer or Forwarding Authority that should tally with the description of exhibits mentioned in the 'Case Exhibit Submission Form'.

Similarly, a label containing details of the deceased with Name, Post-Mortem number, PS, Case number along with U/S should be affixed on the bottles/containers containing viscera samples along with the signature and official stamp of the Medical Officer that should tally with the description of exhibits mentioned in the 'Case Exhibit Submission Form'.

Case Examination Fee

No fee is charged towards the examination of case exhibits in the CFSL, Kamrup except for examination in Documents division. Request for examination in Documents division should accompany the following fees in the form of a Demand Draft in favour of '**Pay & Accounts Officer, DCPW, New Delhi**' payable at **New Delhi**.

A Class Cases: State Government Subordinate Offices: Rs. 2,000

B Class Cases: Higher/Lower Courts, Autonomous Bodies, PSUs, National Banks, etc: Rs. 5,000.

Additional Documents

A copy of FIR, Medico-legal Examination report, Post-Mortem Report must be attached with 'Case Exhibit Submission Form'. The additional documents desired for different types of forensic examination are listed below:

Alcohol Examination from Blood and Urine samples: Certificate of alcohol intoxication by the Medical Officer.

Digital Examination: Seizure memo/seizure list. If the forwarded exhibit(s) have any password, pattern lock or any security, it must be provided.

DNA Examination: Original copies of 'Blood Sample Authentication Forms' of the donors.

Explosive Examination: Copy of certificate of bomb disposal squad for the examination of diffused IEDs/explosives.

NDPS Examination: The weight of the NDPS should be mentioned.

Toxicology Examination of Viscera: A copy of FIR, treatment history report, Medico-legal Examination report, Post-Mortem Report.

Case Re-examination

If the case has already been examined and reported by another Forensic Science Laboratory; the Forwarding Authority has to first seek the permission of the Director-cum-Chief Forensic Scientist, Directorate of Forensic Science Services (DFSS), New Delhi for re-examination/second opinion by the CFSL, Kamrup.