

**CASE EXHIBIT SUBMISSION FORM
TO
CENTRAL FORENSIC SCIENCE LABORATORY
DIRECTORATE OF FORENSIC SCIENCE SERVICES
MINISTRY OF HOME AFFAIRS, GOVT. OF INDIA
URPUT VILLAGE, URPUT-KUMERIA ROAD,
P.O.: MANIARI TINIALI, P.S.: PALASHBARI,
DISTRICT KAMRUP - 781125, ASSAM.
Phone: (0361)-2571148, 2571149; Email: coord.cfsl-ghy@gov.in
Website: <http://cfslghy.gov.in>**

Name & Rank of I.O.:

Mobile No.:

Forwarding Authority:

Postal Address:

P.O. with Pincode:

District:

State:

Mobile No.:

Email:

P.S.:

Case No.:

Dated:

U/S:

A. HISTORY OF THE CASE:

B. LIST OF CASE EXHIBITS SENT FOR EXAMINATION:

Sl. No.	Description of Exhibits	No. of Parcel	How, when and by whom found	Source of Exhibits	Remarks

C. NATURE OF FORENSIC EXAMINATION REQUIRED:



**Specimen Seal Impression in Sealing Wax
(Covered with Cellotape)**

.....
Signature of Investigating Officer

Ref. Letter/Memo No.:

Date:

AUTHORIZATION CERTIFICATE

Certified that the Director, Central Forensic Science Laboratory, DFSS, MHA, Government of India, Urput village, Urput-Kumeria Road, District Kamrup, Assam, has the authority to examine the Case Exhibits of **P.S.:**

Case No.: **Dated:**

U/S:

..... and also to take portions thereof or take them to pieces for the purpose of examination.

Signature, Designation & Stamp
of the Forwarding Authority

Instructions

- 1) The forwarding letter and duly filled-in 'Case Exhibit Submission Form' containing 'Authorization Certificate' 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, nationalized Banks etc.
- 2) The forwarding letter and duly filled in 'Case Exhibit Submission Form' and Case exhibit(s) in sealed parcel(s) should be sealed and forwarded in **separate parcels**. A copy of FIR, Medico-legal Examination report, Post-Mortem Report must be attached with the form.
- 3) No fee is charged towards the examination of case exhibits in the CFSL, Kamrup except for examination in Documents division. The following fees in the form of a Demand Draft in favour of '**Pay & Accounts Officer, DCPW, New Delhi**' payable at **New Delhi** is required.
A Class Cases: State Govts., Subordinate Offices: Rs. 2,000
B Class Cases: Higher/Lower Courts, Autonomous Bodies, PSUs, National Banks: Rs. 5,000.
- 4) 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.
- 5) 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.