

**Central Forensic Science Laboratory**  
**Directorate of Forensic Science Services**  
**Ministry of Home Affairs, Government of India**  
Urput village, Urput-Kumeria Road, P.O. Maniari Tiniali, P.S. Palashbari,  
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**Case Exhibits Submission Guidelines**

The forwarding letter and duly filled-in ‘**Case Exhibits Submission Form (CESF)**’ in a sealed parcel. Additional sheets may be used if the space in ‘CESF’ is inadequate

The Case Exhibit(s) should be sealed in separate parcel(s).

The forwarding letter and duly filled-in ‘CESF’ including an ‘**Authorization Certificate**’ addressed to the ‘**Director, Central Forensic Science Laboratory, Kamrup, Assam**’ should be signed and stamped with an official stamp 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 ‘CESF’. In case the ‘CESF’, FIR, seizure list/memo, Post-Mortem or Medico-legal reports, etc. are in regional languages; a true and accurate translation of their contents in Hindi or English should be attached.

**Messenger(s) visiting the CFSL for official work** of case exhibits submission, status report or collection of forensic examination report should possess **valid Authorization and an official ID Card** as proof.

**The CFSL 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, Assam will receive cases 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	Tripura	

### **Sealing of Parcel(s)**

The parcel(s) containing exhibits should be sealed with the identical specimen seal in sealing wax as forwarded along with the ‘Case Exhibits Submission Form (CESF)’. The specimen seals (preferably 2-3 impressions on a cloth piece or hard paper) should be provided for comparison. **A transparent cello tape may be covered on the sealing wax 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. Specimen seals used by the Medical Officer in medicolegal cases should be invariably provided. **The seals should be intact, legible and tamper-proof.** The seals with coin impressions are not accepted.

**A label containing details of the exhibit(s) contained in the parcel, PS, and Case number along with U/S should be available on the parcel(s) along with the signature and official stamp of the Investigating Officer and/or Forwarding Authority** that should tally with the description of exhibits mentioned in the ‘Case Exhibits Submission Form (CESF)’. Similarly, a label containing details of the deceased with Name, Post-Mortem number, PS, and 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 Exhibits Submission Form (CESF)’.

### **Case Examination Fee**

No fee is charged towards the examination of case exhibits in the CFSL, Kamrup, Assam except for examination in the Documents division. Request for examination in the 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/Materials**

A copy of the FIR, Medico-legal Examination report and Post-Mortem Report must be attached to the ‘Case Exhibits Submission Form (CESF)’. The additional documents/materials 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
- **Ballistics Examination:** Requisite live ammunition of sufficient quantity, preferably similar to that of the exhibit ammunition/parts of ammunition should be supplied
- **Digital Examination:** Seizure memo/seizure list. It must be provided if the forwarded exhibit(s) have any password, pattern lock or security
- **DNA Examination:** Original ‘**Blood Sample Authentication Forms (BSAFs)**’
- **Explosive Examination:** Copy of certificate of ‘Bomb Detection and Disposal Squad (**BDDS**)’ 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, and Post-Mortem Report.

### **Re-examination of the Case**

The case can be accepted for re-examination of the exhibits analysed in another Forensic Science Laboratory on the recommendation of the courts.