



STANDARD OPERATING PROCEDURE FOR CASE OPENING, REPORTING AND UPLOAD ON ICJS



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FOREWORD

The Standard Operating Procedure (SOP) for Case Opening, Reporting and uploading on e-Forensic Portal (ICJS) is an important document that outlines the guidelines for opening a forensic case exhibits. The procedure is critical to maintain the integrity of the evidence and to ensure that the evidence collected is admissible in court of law. This document describes the materials recommended for opening a forensic case exhibits, the conditions for videography during the process, and the step-by-step procedures for opening a case.

The SOP includes a process for reviewing the draft report and case file by another expert and addressing any technical or administrative gaps. It also outlines the steps for preparing the final report and uploading it to the ICJS portal.

The guidelines provided in this document are intended to ensure the proper handling of evidence during the case opening process, and the integrity of the evidence is maintained throughout the examination process. I appreciate the efforts made by Experts of CFSLs and DFSS in preparation and finalizing of this document. The SOP is based on best practices and is intended to be a living document that can be updated as necessary to reflect changes in technology, procedures, or regulations if required in future.

It is recommended that forensic Science laboratories adopt and implement this SOP as a standard practice to ensure consistency in the handling and examination of forensic cases exhibits regularly.

(Dr. S. K. Jain)

Chief Forensic Scientist

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FOREWORDS

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It is recommended that forensic laboratories adopt and implement this SOP as a standard practice to ensure consistency in the handling and examination of forensic cases exhibits regularly.

Dr. S. K. Jain
Chief Forensic Scientist

A. Standard Operating Procedure for Case Opening

1. Materials recommended:

- Camera or Video Recorder
- Gloves
- Masks
- Evidence markers
- Sealable containers
- Personal protective equipment (PPE)
- Test tubes and sampling kits

2. Conditions for Videography:

- Presence of the examiner / RO during entire process of Videography is recommended.
- The entire case opening process should be recorded using a camera or video recorder.
- Do ensure that the camera or video recorder is in good working condition, has enough memory to record the case opening process, and is fully charged.
- The recording should intent cover the identification of the evidence, date and time of opening the forensic case, condition of the evidence, any discrepancies observed vis-à-vis forwarding note during the opening process and any other information relevant to the case.
- **Turn on the Camera:** Turn on the camera and check if the camera is functioning correctly before starting the recording.
- **Position the Camera:** Position the camera in a way that it can capture the entire process of opening the forensic case. Ensure that the camera is set up at a stable and secure position, and the angle should allow for the best possible view of the process.

- **Record the Evidence:** Start the recording of the case opening process. The video should capture the condition of the parcel from outside especially the reference / markings / seals before opening the forensic case, the opening process itself, and any discrepancies that were observed.
- **Avoid interference:** Ensure that the camera operator is not interfering with the opening process and does not obliterate the recording of evidence in any way.
- **Record Audio:** If necessary, record audio to capture important observations / remarks (if any) made during the opening process.
- **Document the Video:** After the recording is complete, save the video by giving the case number and other relevant title, such as the date of recording, initials of RO.
- **Store the Video:** Store the video file in a secure location / CD / DVD / Pen Drive for further reference (if required).

3. Procedure for case opening:

- **Preparation:** Ensure that all required tools and PPE are available and in good working condition. Identify the type of case (e.g., DNA, Biology, Narcotics drugs, explosives, ballistics, documents, or cyber forensics).
- **Record the Condition of the Evidence:** Inspect the condition of the evidence from outside the parcel before opening the forensic case. Take note of any damage, tampering, or discrepancies observed on the exterior of the parcel. Document the condition of the evidence using photographs or video recording.
- **Match the Details on Parcel with Forwarding Memo:** Compare the details of the evidence with the forwarding memo provided by the forwarding agencies. Ensure that the details on the forwarding memo match the evidence collected from the forensic case.
- **Open the Crime Case:** Open the crime case in a clean and secure area using appropriate tools. Ensure that the evidence is not contaminated during the opening process.

- **Note down discrepancies:** During the opening process, carefully inspect the evidence for any discrepancy. A discrepancy may include any alteration, damage, or contamination that was not present before. If any discrepancies are noticed, document them and take appropriate measures to address them. Ensure that all observations and actions taken during the opening process are recorded accurately.
- **Parcel and exhibit marking:** Sign the parcels and exhibits to acknowledge receipt and to ensure that the chain of custody is maintained. Mark each parcel and exhibit with the corresponding case number to ensure proper identification and organization of the evidence.
- **Preparing of the case opening sheet:** Document the case opening sheet in the laboratory format, include observations, discrepancies noticed in case opening sheet during or immediately after the case opening process.

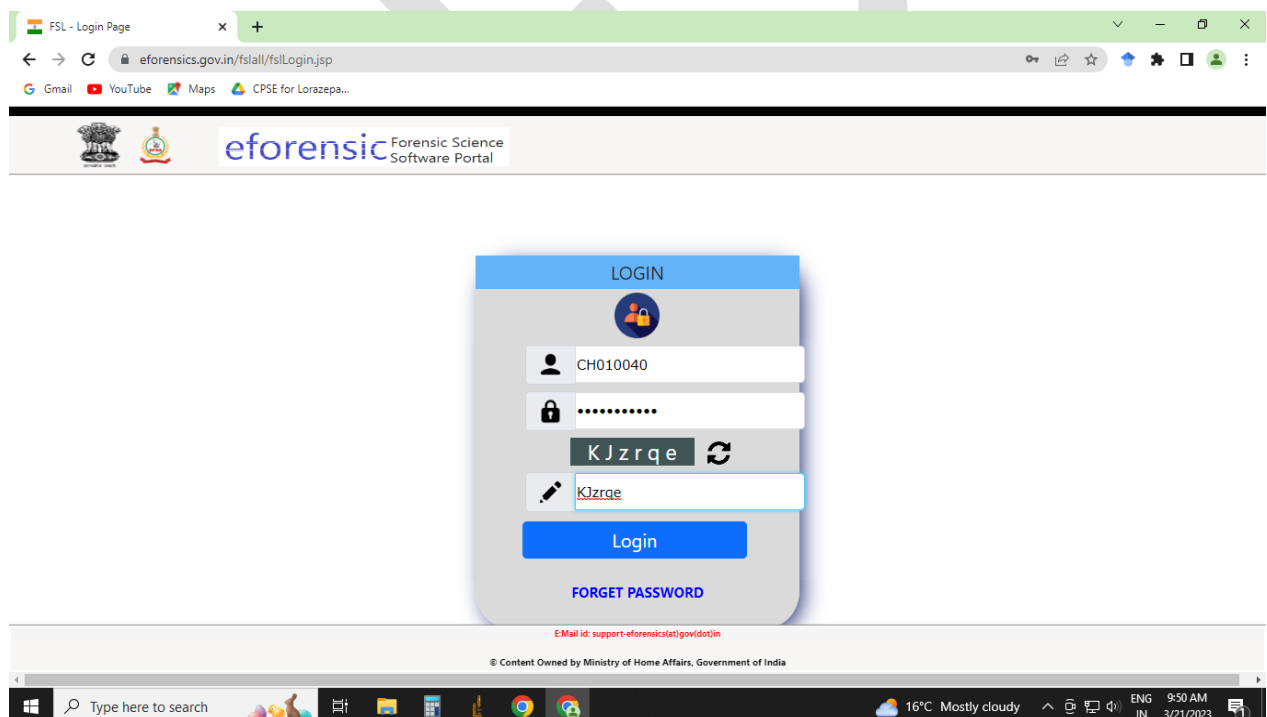
B. Case Reporting and uploading the reports on e-Forensic (ICJS) portal:

- a) Following the examination of case, the draft report and case file should be reviewed by another expert(s) from the same field to ensure the technically and then to be administratively reviewed by the designated expert to review the report to serve the purpose of justice. This includes following recommendations;
 - **Review of Case Report and Case File:** Present the case report and case file to another co-expert, along with any additional relevant information. Allow the co-expert sufficient time to review the case report and case file thoroughly. Ensure that the expert has access to all relevant information necessary for the review purpose.
 - **Identification of Technical and Administrative Gaps:** The co-expert / senior should identify any technical or administrative gaps in the case report and case file. The expert should address the suggestions made during the review process, to serve the purpose of justice.

Standard Operating Procedure For Case Opening, Reporting And Upload On ICJS

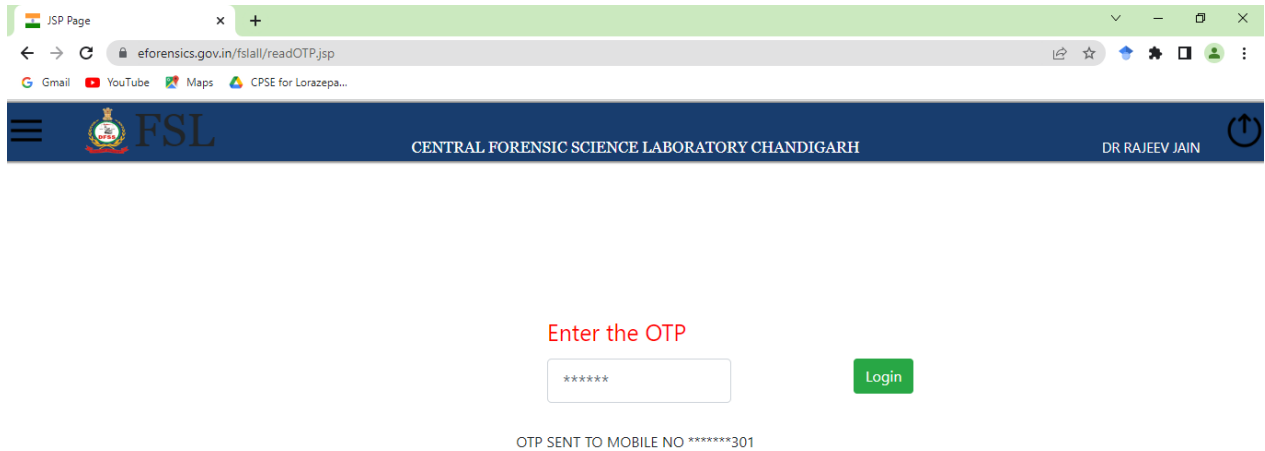
- **Preparation of Final Report:** Based on the findings of the review and any additional examination, the RO / Examiner should prepare a final report that addresses all technical and administrative suggestion made during the review process.
 - **Technical and Administrative review outcome:** The forensic examiner should make a practice of learning and incorporate the suggestions made by co-expert in his / her future reports.
- b) The final report should be scanned in good quality and should be entered and uploaded on e-Forensic Portal (<https://eforensics.gov.in/fslall/>) by the expert / assistant from his own account on the portal. For this purpose, step-by-step screenshots of the portal are appended below:

Step 1: Login into e-Forensic Portal – Enter username, password and correct image captcha to login into the portal.

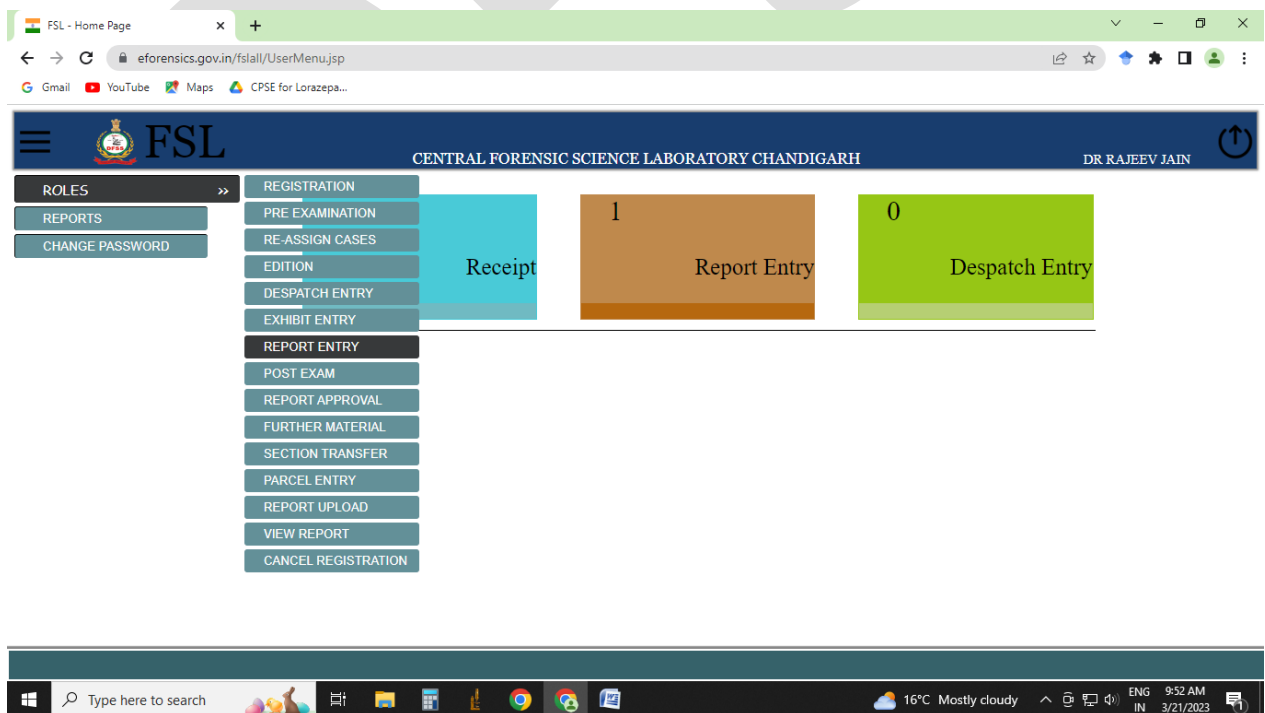


Standard Operating Procedure For Case Opening, Reporting And Upload On ICJS

Step 2: Enter the OTP received on the registered mobile number of the expert



Step 3: Click on Roles > Report Entry



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Step 4: Enter the ICJS case number into report module.

The screenshot shows the 'REPORT MODULE' search interface. The 'Case No' field contains '03569'. Below the search fields is a table with columns: Sr.No, File No, Fir no, Received From, Reference no, Parcels, Email, Nature of Case, Received Date, and Total Exhibits. The table is currently empty, displaying 'No data available in table'. A 'Go' button is located to the right of the search fields. Below the table is a search input field and navigation buttons for 'Previous', 'Next', and 'Back'.

Step 5: Enter remaining details such as number of exhibits, date of opening, remarks and phone number in the resulting page

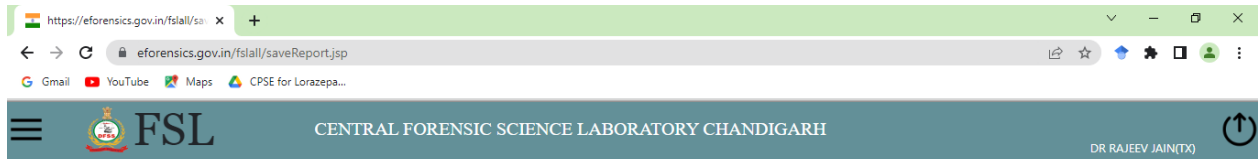
The screenshot shows the 'REPORT MODULE' form for entering case details. The form fields are as follows:

- CASE NUMBER:** CH0103569TX0061322
- Received From:** PS INDUSTRIAL AREA
- Fir No:** 30/
- Report No.Details:** CFSL(CHD)/3569/Tox/613/22
- Report Date:** 20/03/2023
- Total Exhibit:** 5
- Exhibit Opening Date:** 13/02/2023
- Remarks:** Examined
- Email Id:** (empty)
- Phone No:** 9217756815
- Case Nature:** POISONS EXAM,

Buttons at the bottom of the form include 'Save Report', 'Further Material', and 'Reset'.

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Step 6: Click on reminder to generate the intimation letter asking forwarding authority to collect examination report and exhibits

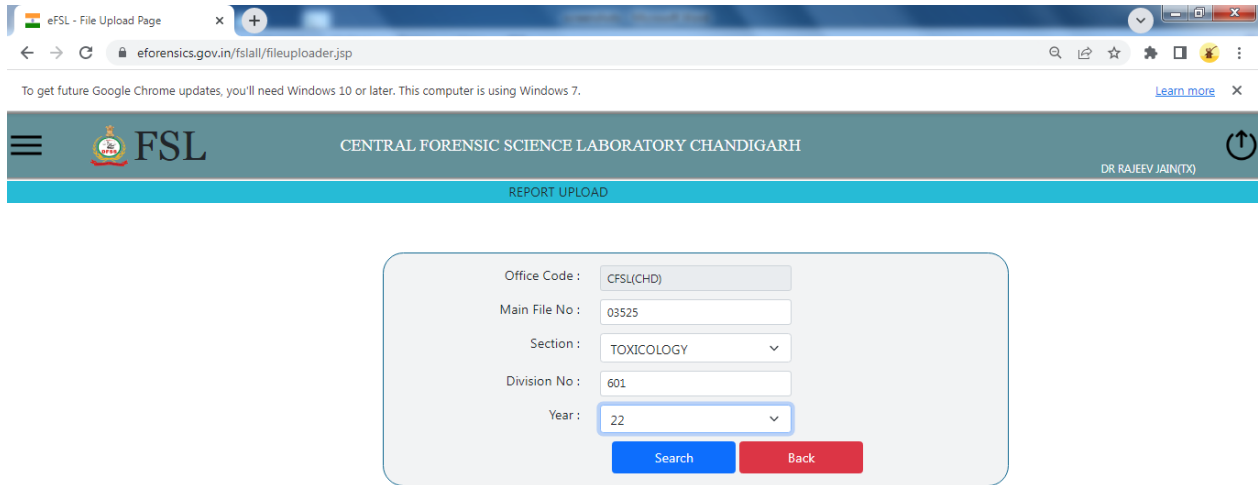


Step 7: Click on Roles > Report Upload



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Step 8: In the resulting page, fill-up the necessary information such as Main File no., Section, Division no. and Year.

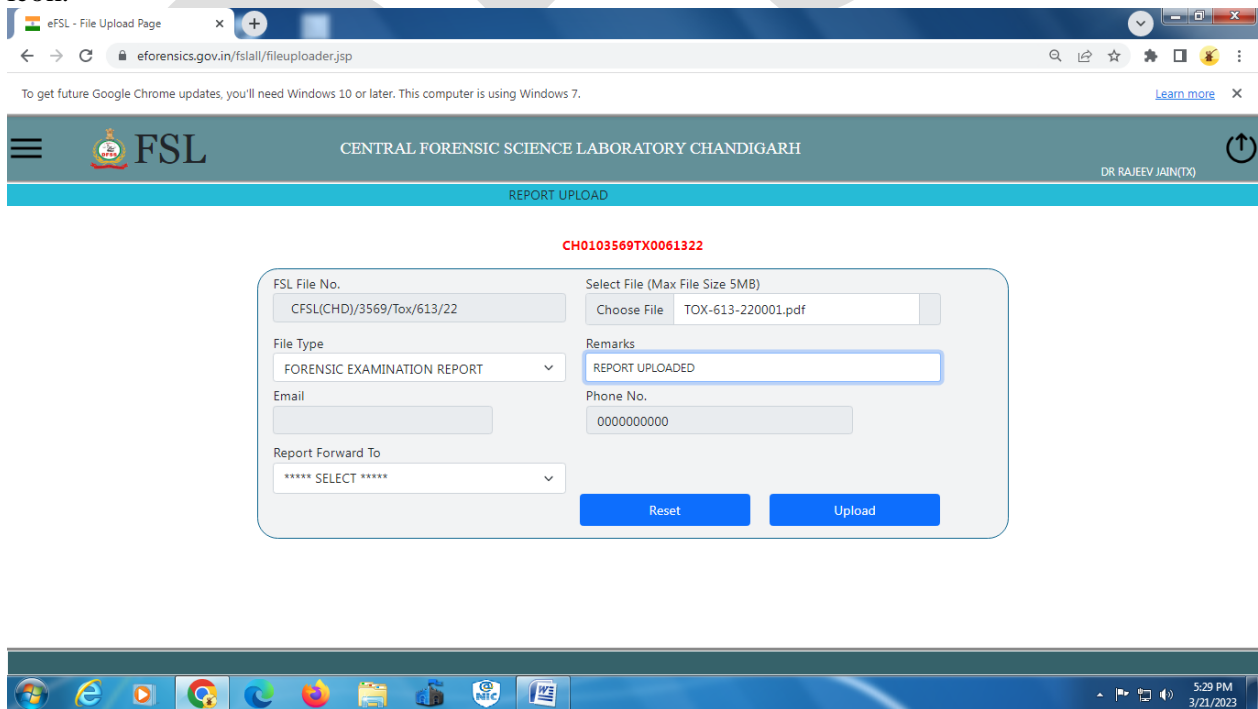


The screenshot shows a web browser window with the URL `eforensics.gov.in/fslall/fileuploader.jsp`. The page header includes the FSL logo and the text "CENTRAL FORENSIC SCIENCE LABORATORY CHANDIGARH". Below the header, there is a "REPORT UPLOAD" section. The main form contains the following fields:

- Office Code: CFSL(CHD)
- Main File No: 03525
- Section: TOXICOLOGY
- Division No: 601
- Year: 22

At the bottom of the form are two buttons: "Search" and "Back".

Step 9: Now, in the resulting page, browse the scan copy of the final report and click on upload icon.

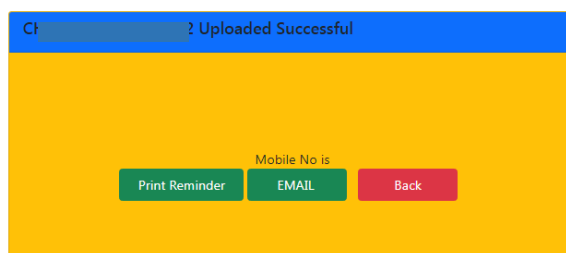
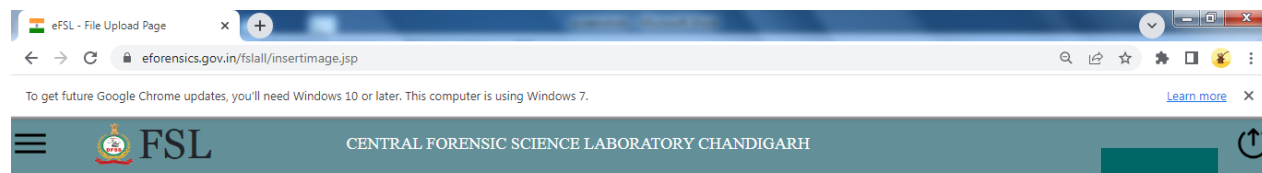


The screenshot shows the same web browser window as in Step 8. The form is now populated with the following information:

- FSL File No: CFSL(CHD)/3569/Tox/613/22
- Select File (Max File Size 5MB): TOX-613-220001.pdf
- File Type: FORENSIC EXAMINATION REPORT
- Remarks: REPORT UPOADED
- Phone No: 0000000000
- Report Forward To: ***** SELECT *****

At the bottom of the form are two buttons: "Reset" and "Upload".

Step 10: Report upload is successful. User can print intimation letter from here also, if not taken previously



C. Providing information to the IO for collection of reports and exhibits:

- a) Following the report entry and uploading on the e-Forensic portal; the laboratory should immediately intimate the IO / Forwarding Agency of the case to collect the Examination Report and Exhibits in order to prevent any delay in the justice.
- b) The Scientist-in-Charge of Reporting Officers (ROs) should inform to IO / Forwarding Agency concerned on the same day when the report is ready to collect. This communication should be issued by email besides other means like speed post, etc. usually in practice by CFSLs and State FSLs.
- c) In case the report and allied material is not collected by the IO / Forwarding Agency concerned within 07 days; reminders should be sent by email etc. to the IO concerned within few days, which should be endorsed to the Supervising Officers (i.e. SP/DIG/IG/DG) until the needful is done by the IO / Forwarding Agency. **If not collected within 15 days time;** DO letter should be written to the higher ups (DG/IG/Director etc.) by the Director/Head of the CFSL/State FSL for collection of

Report/Exhibits. If not collected, the lab will not be able to assist with further investigation of the cases from those agencies.

- d) Standard norms for case examination as issued by DFSS with the approval of MHA vide its letter no. 30(01)/2020-Pt.I; Dated 18.01.2022 (available on DFSS website i.e. www.dfs.nic.in/notification) may be complied for disposal of cases.

D. Compliance with work norms issued by DFSS for disposal of cases:

All the ROs of CFSLs and State FSLs are recommended to comply with the work norms issued by DFSS vide its letter no. 30(1)/2020-DFSS/Pt.I dated 18.01.2022 for standard turnaround time for case reporting. Apart from this; ROs are recommended to follow the following work norms as a standard:

- **Adherence to established protocols:** ROs should always follow established protocols and Working Procedure Manuals while examining cases. This helps to maintain consistency and ensures that all necessary steps are taken during the examination process.
- **Maintaining confidentiality:** ROs should maintain the confidentiality of all cases and their findings. They should only discuss the case details with authorized personnel and should not disclose any information to unauthorized individuals.
- **Timeliness:** ROs should complete the examination of cases in a timely manner, as the results of their findings can impact legal proceedings. The examination should be done efficiently without sacrificing accuracy.
- **Documentation:** Accurate and complete documentation of all examinations and findings should be maintained.
- **Quality control:** Quality control measures should be taken at every step of the examination process to ensure accuracy and reliability of the results. This includes regular calibration of equipment and instruments, as well as periodic proficiency testing.
- **Continuous learning:** Forensic scientists should keep themselves updated with the latest research and developments in their field. They should also participate in training programs to enhance their skills and knowledge.



सत्यमेव जयते

DIRECTORATE OF FORENSIC SCIENCE SERVICES
Ministry of Home Affairs, Government of India

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Ref. No. 30(1)/2020-Pt. ^{Tel : 011-24365834, 24365835, 24366779 Fax : 24362819} ₈₄₇₆₋₇₇ Dated: March 10, 2023

OFFICE ORDER:

with reference to the directions issued by Women Safety Division, Ministry of Home Affairs vide reference number 28011/07/2022-WS-III Dated March 3, 2023 in r/o compliance of the order dated 30.01.2023 passed by the Hon'ble Justice Abhijit Gangopadhyay in WPA Number 3501 of 2022 (Ganesh Rajak Vs The State of West Bengal & Ors.) following Committee is hereby constituted with the approval of the CFS, DFSS :-

1. Dr Deepak Middha, Sc. D and Dy. Director, CFSL Chandigarh
2. Dr Rajeev Jain, Sc. B and SSO, CFSL Chandigarh

The above two members Committee will be responsible for preparation of Standard Operating Procedure for the following :-

- i) Case Opening (with recording)
- ii) Case reporting and Uploading the reports on e-Forensic Portal
- iii) Providing information to the IO o the same day when the report is ready (telephonically, emails and by post) for collection of reports and exhibits
- iv) In case of non collection of reported cases : Issuance of Reminder after every seven days and writing DO letters by the Directors to higher ups.
- v) Compliance of work norms issued by DFSS for disposal of cases.

This Directorate already issued DO letter of even number dated March 7, 2023 to all the Central and State FSLs on the above lines, however comprehensive guidelines/SoPs will help the Central and State FSLs to follow the Court's directions as regular feature. The draft SoPs may be submitted by the above Committee by April 07, 2023.

This issues with the approval of CFS, DFSS Hqs, New Delhi

(Dr S Ahmed)

Sr. Scientific Officer Gr. I (FS)

Office Order Book

Copy for information & n.a.:

1. Director: CFSL Chandigarh
2. Committee Members
3. US (WS-III) WS Division, MHA, New Delhi

Sr. Scientific Officer Gr. I (FS)

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