USER MANUAL

FOR

ICJS e-FORENSICSPORTAL

Directorate of Forensic Science Services

Ministry of Home Affairs, Govt. of India

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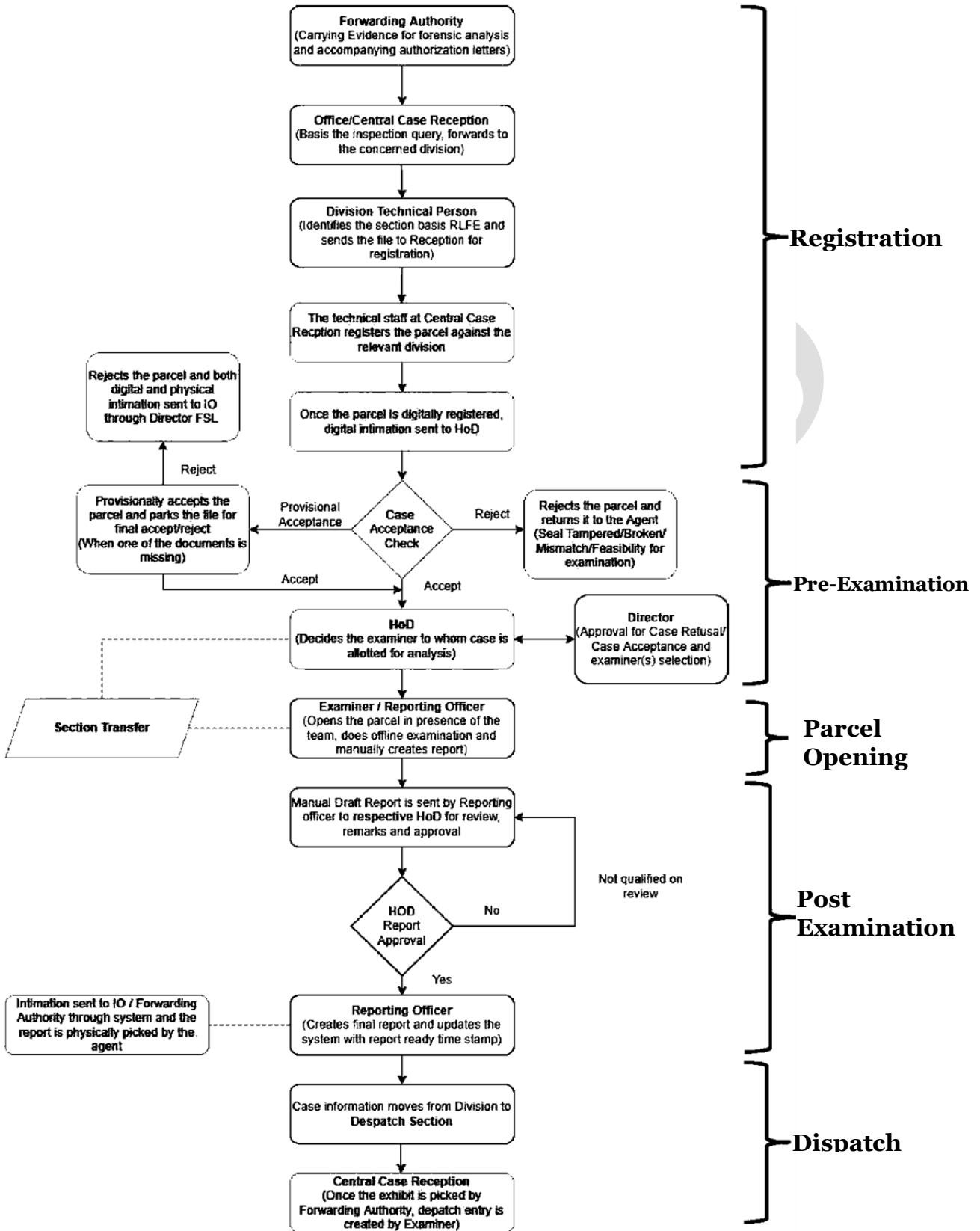
1 General Information

The Inter-operable Criminal Justice System (ICJS) is an initiative of the e-Committee to enable seamless transfer of data and information among different pillars of the criminal justice system, **like courts, prosecution, prisons and forensic science laboratories,** from one platform. The e-forensic portal serves the larger objective of 'Digital India'.

The e-forensic portal allows exchange of forensic examination results between various pillars of the criminal justice system such as the investigating agencies, Supreme Court, all High Courts and subordinate courts. It is a smooth and quick working system. It also allows searching and uploading of forensic reports across all pillars of the justice system which can be easily accessed and effectively used by all the pillars. The system ensures quick and paperless receipt of forensic reports and is admissible as important evidence in the court of law. This e-forensic system is made available through high speed connectivity and secure cloud.

The e-forensic portal is built on the principle of 'one data one entry' of the ICJS project, under which data is entered only once in a column and then this data is available in all other columns. Through the e-Forensics portal, 109 forensic labs are linked to each other and to the criminal justice system. The e-Forensics portal provides everything from registration to reports automates the entire work flow of the forensic lab till dispatch.

E-forensics has adopted an "integrated service" approach by eliminating manual work and digitizing the justice system.

Steps to Use the ICJS (e-forensics) Portal

Forwarding Authority
(Carrying Evidence for forensic analysis and accompanying authorization letters)

↓

Office/Central Case Reception
(Basis the inspection query, forwards to the concerned division)

↓

Division Technical Person
(Identifies the section basis RLFE and sends the file to Reception for registration)

↓

The technical staff at Central Case Recption registers the parcel against the relevant division

↓

Once the parcel is digitally registered, digital intimation sent to HoD

Rejects the parcel and both digital and physical intimation sent to IO through Director FSL

Reject

↓

Provisionally accepts the parcel and parks the file for final accept/reject
(When one of the documents is missing)

Provisional Acceptance ← **Case Acceptance Check** → Reject → **Rejects the parcel and returns it to the Agent (Seal Tampered/Broken/ Mismatch/Feasibility for examination)**

Accept | Accept

↓

HoD
(Decides the examiner to whom case is allotted for analysis) ← **Director** (Approval for Case Refusal/ Case Acceptance and examiner(s) selection)

↓

Section Transfer ⋯ **Examiner / Reporting Officer**
(Opens the parcel in presence of the team, does offline examination and manually creates report)

↓

Manual Draft Report is sent by Reporting officer to respective HoD for review, remarks and approval

↓

HOD Report Approval → No → Not qualified on review (loops back)

Yes

↓

Reporting Officer
(Creates final report and updates the system with report ready time stamp) ⋯ **Intimation sent to IO / Forwarding Authority through system and the report is physically picked by the agent**

↓

Case information moves from Division to Despatch Section

↓

Central Case Reception
(Once the exhibit is picked by Forwarding Authority, depatch entry is created by Examiner)

Registration

Pre-Examination

Parcel Opening

Post Examination

Dispatch

1.1 System Overview

e-Forensics 1.0 is an online case registration and tracking system formulated under the project ICJS (Interoperable Criminal Justice System) initiated by Ministry of Home Affairs, Govt. of India w.e.f. 1st September 2019. e-forensics has adopted an "integrated service" approach by eliminating manual work and digitizing the justice system. It provides online monitoring of cases referred for forensic investigation, including chain-of-custody of forensic evidence. The new version of e-Forensic 2.0 recommends that each forwarding agency should maintain a QR code/Bar Code system for each detail. This barcode/QR code is to be used at the crime scene and during parcel sealing. The system will enable the same information to automatically flow to the e-Forensics registration screen, on scanning the code. The e-Forensics application is broadly divided into the following components –

a) Admin – create, edit, and delete users
b) Registration
c) Pre-Examination
d) Section Transfer
e) Post-Examination
f) Dispatch Entry
g) Reports (MIS Dashboard)

There are currently 07 CFSLs and 32 state FSLs in the country, all of which use the e-Forensics application to register and process cases digitally. The salient features of the e-Forensic system are:

a) Integration with Police & Court System
b) Monitoring & Tracking of FSL cases
c) Court availability of FSL scientists/experts
d) Alert & notification at each stage to concerned authorities
e) The registration of all the parcels happens on the same day
f) On an average 25-30 cases are registered daily
g) As per Section 293, CrPC Act, CFSL reports are admissible in the court

1.2 Authorized User & Permissions

NIC creates credentials for each CFSL's (Admin), SFSL's (Admin) and DFSS Users (MIS Reporting). CFSL/SFSL Admin roles are handled by the Director of each FSL. Director CFSL is limited to its respective CFSL, while Director SFSL is able to see all Regional FSLs within that state as well as its own SFSL. Other user roles are created by admin (generally by the Director of CFSL/SFSL) such as Case Section Registration, Reporting Officer Role, and Head of Department Role. Every user login is given a different role and responsibility by this admin user, such as uploading reports and pre-examining parcels.

2 System Features

This User Manual provides step-by-step instructions on how to use e-Forensics by showing realistic pictures of actual e-Forensics portals. In order to ensure a pleasant user experience, it is kept clear, precise, and simple.

2.1 Login

By logging in with authorized username and password (provided by admin). Every user login is given a different role and responsibility by this admin user, such as uploading reports, pre-examining parcels and to update existing case records. Everyonecannot view all records in the database without logging in.

a) Open Internet Explorer, key the web address below and press Enter.
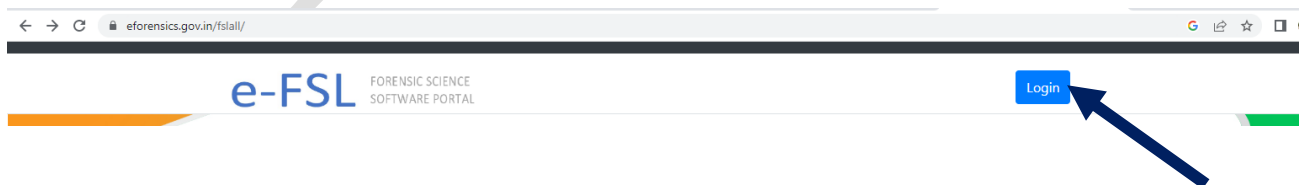
   https://eforensics.gov.in/fslall/

b) Click on 'Log in' submenu.

c) The login screen displays as shown below:

d) Type the User Name and Password.

e) Type the verification text.

f) Click Log In button

g) OTP login page will appear on window screen.

h) An OTP will be received to linked Mobile Phone number.

i) Enter the OTP received on phone.

j) Click on 'Log in' button.

2.2 On Successful Login

User details will be visible on webpage then for registration of the new case following steps should be followed:

a) This screen is displays as shown below:
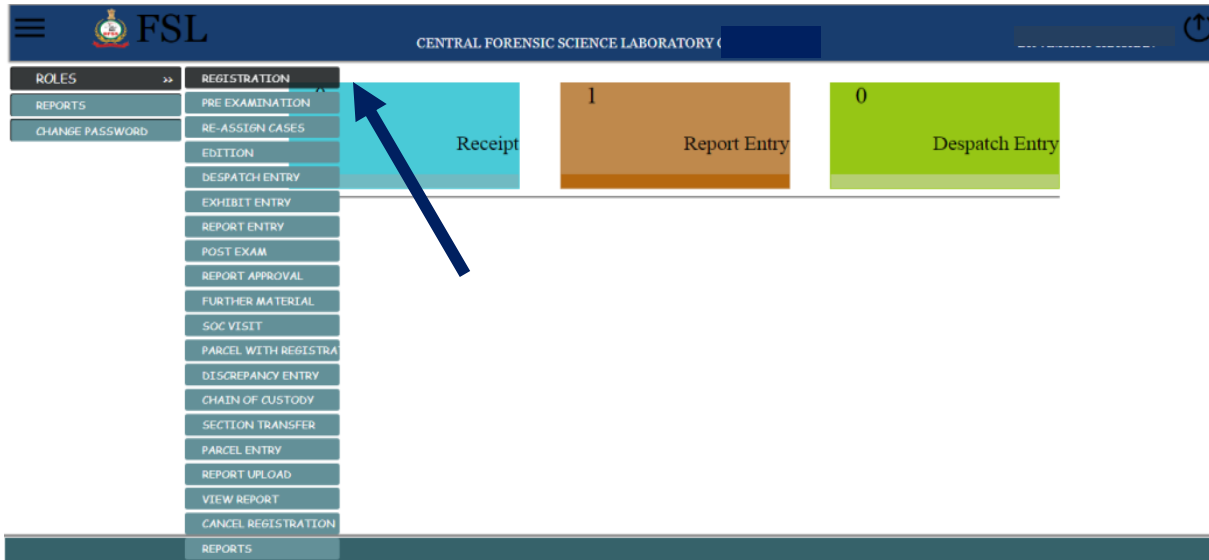
b) Click onRoles → Registration tab respectively.

2.3 Case Registration on e-Forensic portal

a) This case registration screen is displays as shown below:

b) User can fill the information provided by Forwarding Authority.

c) Technical staff register received exhibits parcels against the relevant division.

d) In case of receiving case exhibits sealed using QR code / Barcode, Verification of QR code / Barcode is required.

(Note: With the inclusion of new barcode/ QR code system, each Forensic Laboratory should consider and follow few new and additional steps during case registration and data feeding on e-forensic platform. Every forensic laboratory should have hardware and software application enabled systems with PKI enabled technology to scan secure QR Code /Barcodes to verify and store information.)

e) Chain of custody transfer with exhibits parcels.

f) Electronically transfer the chain of custody for received exhibit parcels to FSL on the e-forensic system duringregistration of the case.

g) Appendix-28 is obtained after successful registration of the case on the Portal.

h) Download Appendix 28 – Front Page.

i) Appendix 28 – Front Pagedisplays as shown below :

Appendix-28: Case Registration and Acceptance Check

CENTRAL FORENSIC SCIENCE LABORATORY

DIRECTORATE OF FORENSIC SCIENCE SERVICES

MINISTRY OF HOME AFFAIRS, GOVT. OF INDIA

PLOT NO 2 SECTOR 36 A, DAKSHIN MARG

(Phone No. : 0900020323, Email: cfsl@gov.in)

	Case File No	
1.	Date of receipt of the case:	
2.	Forwarding authority's name and address in full	
3.	Forwarding authority's reference No. and date	
4.	Case FIR/DDR/RC No and date, if any	
5.	Under section(u/s), if any	
6.	Police station, if any:	
7.	When received through messenger, his name, designation and identity:	
8.	When received by carrier service, its name and parcel tracking No., if any:	
9.	Name and designation of the case registration personnel:	
10.	Any other information:	
11.	Acceptance Status:	
12.	Acceptance Remarks:	

(Signature of the case registration personnel with date)

Remarks of the Head of the discipline:

Signature of the HoD with Date

Forwarded to Shri/Dr .. ... for acceptance check of Case

j)

2.4 Pre - Examination

Once parcel is digitally registered digital information sent to HOD and HOD sent it to technical staff for acceptance check of case. Decision of acceptance check can be filled after logging to e-forensic portal (see sec. 2.2 Login) by technical staff. Now the registered case details can be filled in Pre Examination section on portal, and for this following steps should be followed:

a) This pre examination screen is displays as shown below:
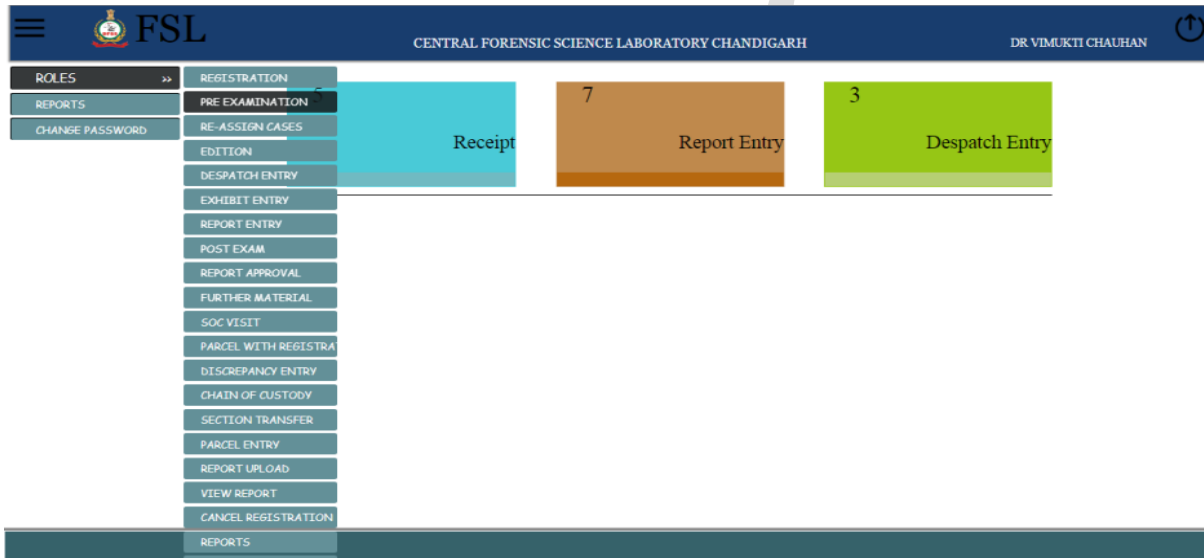
b) Click on Roles →Pre Examination tab respectively.

c) All the newly registered cases appears on page displays as shown below:

d) Choose your case for further entry.

e) Particular case Pre Examination screen displays as shown below:

CASE NUMBER   1

PRE EXAMINATION / CASE ALLOTMENT

Purpose	Feasibility	No Of Parcels
EXAMINATION	YES	1
Adequate Doc Submitted	Seals Intact	Seal Tallied
YES	YES	YES
Correspondence Details Regarding Articles In Memo		Nature Of Case
YES		

ACCEPTANCE DETAILS

Acceptance Status*   Name Of ACE And Remarks

Accepted

Assigned To   Assigned Date   Priority

***** SELECT *****   DDMMYYYY   NORMAL

Nature Of Crime (Nature Of Charge And Other Details)

Save   Reset

f) Fill the details in window as per Case rejection or Acceptance followed by digitally allotment of the case to Reporting officer.

g) Under the option 'Assigned to', the name of the Reporting Officer should be selected to assign the case along with the 'Assigned Date'.

h) At this stage you got complete appendix 28 (front & back pages).

i) Click on 'Print Appendix 28' to download it.

j) Place it in case file and further processes.

k) Appendix 28 – Back Page displays as shown below:

Acceptance Check report

Acceptance Qualifying Criteria	Remarks
1. Purpose of reference.	Examination
2. Number of parcels containing exhibits.	1
3. Correspondence between the parcels submitted and the item(s) listed in the case forwarding memo.	yes
4. Identity and integrity of the parcel(s) submitted and its/their seals/sealing	Seals Are Intact
5. Feasibility of examination by the Laboratory(based on documentation).	Yes Feasible
6. Adequacy of the submitted documents and records (based on documentation)	Required Documents submitted

Any other information   ONE SEALED PARCEL SEALED WITH SEALS OF GMCH/FM/CHANDIGARH

Name and signature with Date of acceptance checker

Remarks of the HoD after conducting acceptance review :

(Note : If the case is found acceptable then the HoD is to nominate here the examiner or the examination unit/team of the Case)

Signature of the HoD

Remarks by Director

Signature of Director

Forwarded to HoD (.....) for followup

Follow-up action taken by the Head of the Discipline :

1) Case property is received here and acknowledged.

2) Case property is received here provisionally and acknowledged.

3) Case property is hereby returned due to the reasons mentioned above.

4) Any other action taken.

Signature of the Head of Discipline with date

Stamp

h) Click on 'Acknowledgement' and download it for further submission to forwarding authority regarding receipt of case exhibits.

i) Or Returnthe case with rejection details in rejection letter.

2.5 Report-Entry

Accepted case assignedto reporting officerfor examination. After completion of case examination and approval of report. The reports details mentioning the number of parcels/exhibits must be entered using the Login ID of the Reporting officer who examined the case.

Report Entry can be done after logging to e-forensic portal (see sec. 2.2 Login) by Reporting officer. Now the registered case details can be filled in 'Report Entry' section on portal, and for this following steps should be followed:

a) After Login,screen displays as shown below:
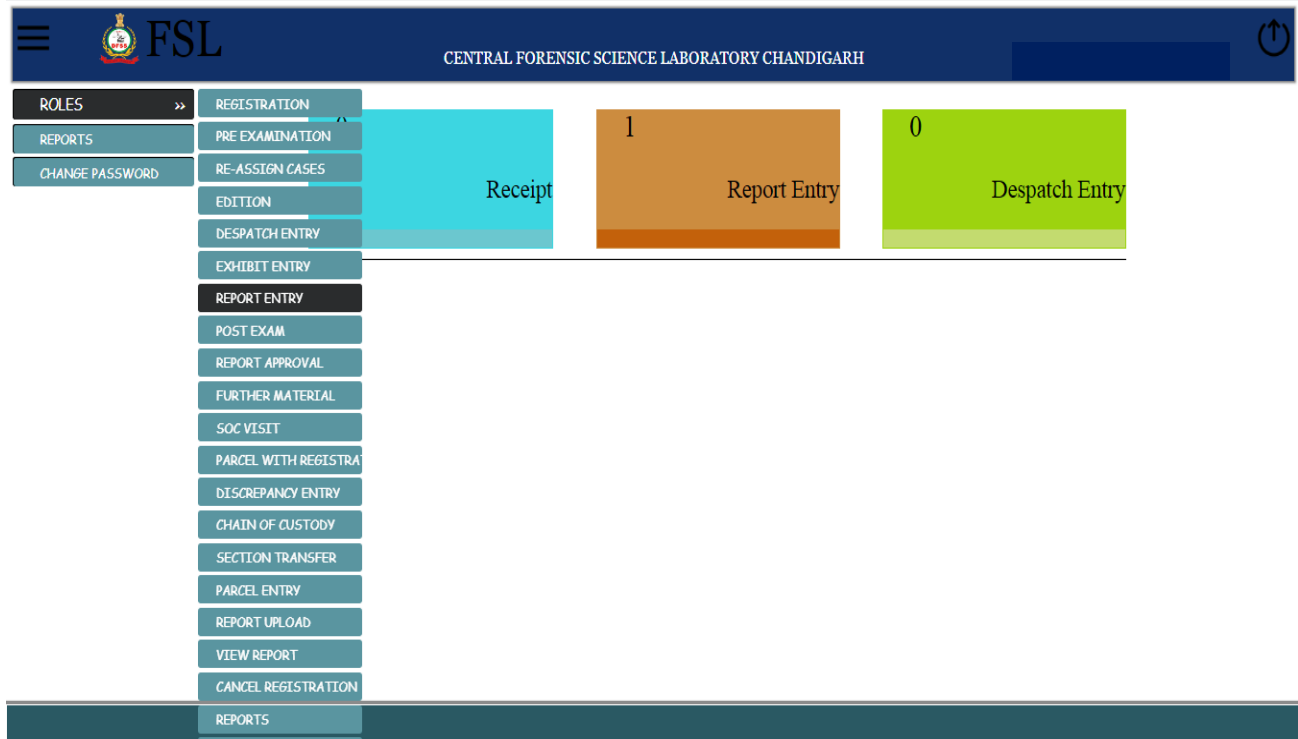
b) To search option for the reported case.

c) Click on Roles → Report Entry tab respectively.

d) Report Entry screen displays as shown below:

REPORT MODULE

Search By	From Date	Till Date	Case No
●Registration Date ○Allotment Date	01/04/2023 📅	21/04/2023 📅	
		Go	

Sr.No ▲	File No ⇕	Fir no ⇕	Received From ⇕	Reference no ⇕	Parcels ⇕	Email ⇕	Nature of Case ⇕	Received Date ⇕	Total Exhibits ⇕
				No data available in table					

Search: [   ]

Previous   Next

Back

e) Find and Click on the case from list.

f) Report module screen displays as shown below.

REPORT MODULE

CASE NUMBER [   ]

Received From	Fir No
(	25/22

Report No.Details	Report Date	Total Exhibit
(	ddmmyyyy 📅	0

Exhibit Opening Date
DDMMYYYY 📅

Remarks
[   ]

Email Id
[   ]

Phone No
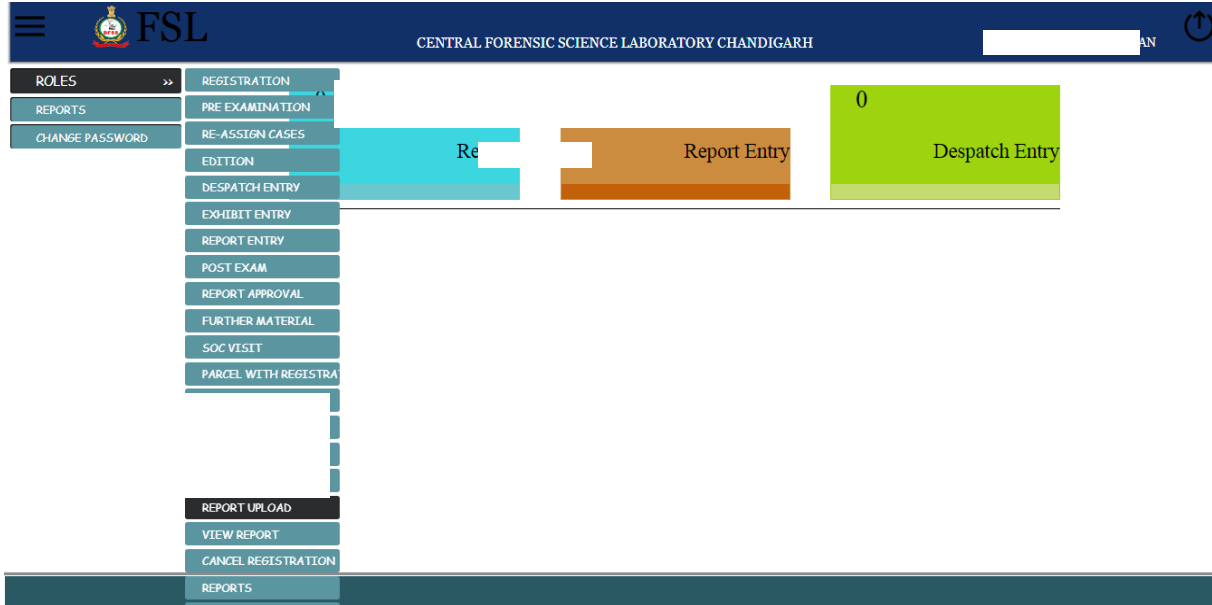[   ]

Case Nature
OTHERS,

Save Report   **Further Material**   **Reset**

g) Enter the Date of reporting in this window.

h) Click the 'Save Report' option on screen.

i) Automatically generated Intimation letter to F/A, page displays as shown below:

CENTRAL FORENSIC SCIENCE LABORATORY
DIRECTORATE OF FORENSIC SCIENCE SERVICES
MINISTRY OF HOME AFFAIRS, GOVT. OF INDIA
PLOT NO 2 SECTOR 36 A , DAKSHIN MARG
CHANDIGARH - 160063

Intimation Letter

To,

SSP
UT
CHANDIGARH
- 160009

Ref No
Dated:

Subject: Examination of the crime case exhibits.

Sir,

Kindly refer to your letter No RD367, dated 2019-12-05 regarding examination of exhibits in the case DDRNO : 58 dated 2019-11-01 U/S: 174 CR PC P/s CENTRAL SECTOR 17 UT CHANDIGARH.

The case has been examined and reported. You are, therefore, requested to kindly depute a messenger along with a proper authority letter to collect the report and the case property please.

Yours sincerely/faithfully

(Director/Coordinator)

2.6 Report upload

After Login, screen displays as shown below:

a) Click on Roles → Report Upload tab respectively.

b) Report Upload screen displays as shown below:

REPORT UPLOAD

Register No   Report Upload

Office Code
Main File No   01344
Section
Division No   170
Year   21
Search

c) Fill the details in 'Report Upload' window and click on search option.

d) Now Report Upload screen displays as shown below:

REPORT UPLOAD

Register No   Report Upload

FSL File No.   Select File (Max File Size 5MB)

                                               Choose file   No file chosen

File Type   Remarks

FORENSIC EXAMINATION REPORT

Email   Phone No.

p

Reset   Upload

e) Click on 'choose file' and upload scanned Pdf Report.

f) Click on 'Upload' option.

2.7 Dispatch Entry

Once the messenger collects the 'parcels/exhibits' along with report, dispatch entry must be madeunder 'Dispatch Date' on thee-Forensic portal.

a) After Login, screen displays as shown below:
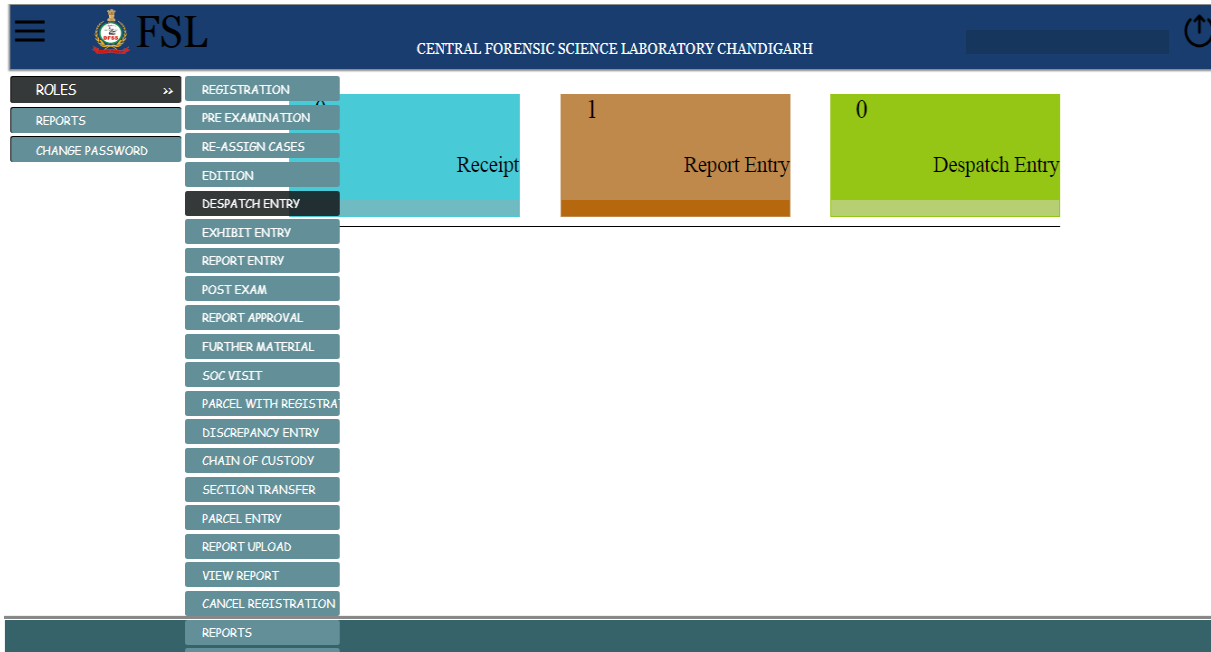
b) Click on Roles → Dispatch Entry tab respectively.

c) Dispatch Module screen displays as shown below:
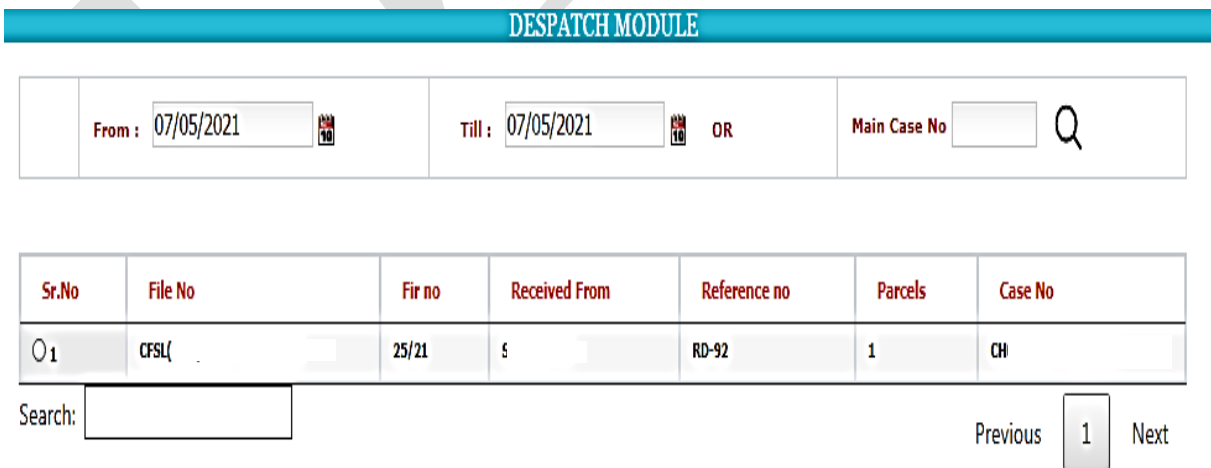
c) Search and select the case in search option for dispatch entry

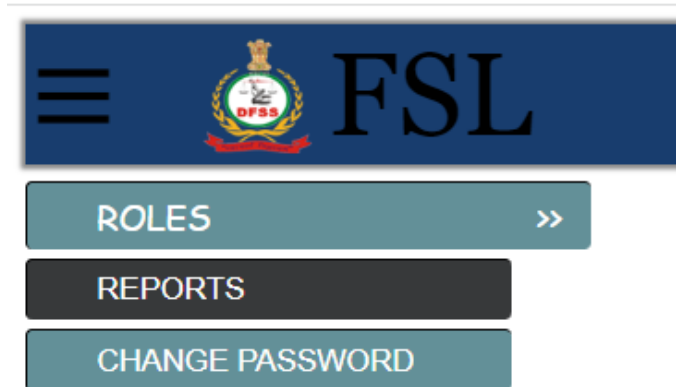d) Now Report Dispatch Module screen displays as shown below:

c) Fill the information related to case to be dispatched.

d) Click on 'Save report' option.

2.8 Reports

If user wants to check and see status of reports this section can be used on thee-Forensic portal.

a) After Login, screen displays as shown below:

b) Click on 'Report' option.
c) Web page will open a new page as follows:

These options can be used in case of checking details of case statistics and print the details of case and reports etc.

2.9 Change Password

If user required to change password it can be changed by login usingLogin ID of the User/Reporting officeron thee-Forensic portal.

a) After Login, screen displays as shown below:

b) Click on 'Change Password' option.
c) Now 'Change Password' screen displays as shown below:

1.Password must be at least 8 characters
2.Password must contain at least one Small letter and one Capital Letter
3.Password must contain at least one digit
4.Password must contain at least special Characters

d) Fill the details as shown on page and select 'save' option.

3 Do's and Don'ts of using e-forensic portal

Important Points to Remember While Using the e-forensics on ICJS Portal during difrrent process of case details uploading is as follows:

<u>During case registration :</u>

- The designation of the forwarding authority must be written completely in full form any abbreviation should not be used.
  Eg: If the Forwarding authority on the letter is mentioned as *'The SSP'*, on the ICJS portal, it should be entered as *'The Senior Superintendent of Police'*.

- The complete address of the *'Forwarding Authority'* must be mentioned on the ICJS Portal **along** with the pincode.

- If the FIR of the case is absent, instead a DDR is available, the entry must be made as follows:

  > *Registeration →FIR Type → Select '**OTHERS**' → Type the DDR Number*

<u>During case Pre-Examination:</u>

- Correct and total number of parcels must be mentioned along with the description of the marking present and and total number of Seals on the exhibit/parcel.
  Eg: If the Seal is marked with the impression of 'GMFC' then under the section 'Name of ACE & Description', the particlars of the seal must be mentioned as *"'X' no of parcel/envelope/other was sealed with the 'Y' number of seal bearing the impression of 'GMFC' is checked"*

- Under the option 'Assigned to', the name of the Reporting Officer should be selected to assign the case along with the 'Assigned Date'.

During Report Entry:

- Once the examination of the case is complete, The reports details mentioning the number of parcels/exhibits must be entered using the Login ID of the Reporting officer who exmained the case.

- Further, after the entry of the Report, A dialogue box with the option of 'Reminder' appears. This option must be used to generate the Intimation letters which will be sent to the Forwarding Authority concerned with the case.

During Report Upload:

- After logging in the ICJS portal using the concerned R.O.'s login credentials, Reports must be uploaded in '-pdf' format only.

During Dispatch Entry:

- Once the messenger collects the 'parcels/exhibits', under 'Despatch Date' on the e-forensic on ICJS poral, dispatch entry must be made.

IMPORTANT NOTE:

Each and every exhibit/sample should be packed at the scene of crime with proper bar coding (Including name of the IO, Police Station, FIR/DDR No., Longitude and Latitude with date and time, etc) It should be properly maintained as per ICJS protocol so that at the time of receipt of case in the Forensic Science laboratory all relevant information could be accessed through the bar code for maintaining proper chain of custody.