

# **Proactive disclosure**

## **Name and address of the organization**

Central Forensic Science Laboratory  
Central Bureau of Investigation  
Block IV CGO Complex  
Lodhi Road New Delhi-03  
Phone: 011 2436 1396  
Fax: 011 2436 0742  
Email. [dcfsl@cbi.gov.in](mailto:dcfsl@cbi.gov.in)

## **Head of the organization**

Mr. NB Bardhan  
Director  
Central Forensic Science Laboratory (CBI)

## **Vision, Mission and Key Objectives**

To provide assured quality forensic services of certified standards to the investigating agencies and judiciary in order to deduce effective remedial solutions to the intricacies related to forensic investigation of crime cases any type and proper delegation of justice.

## **Functions and Duties**

To provide forensic support services to the law enforcement agencies in India, to take up research and development activities in the area of forensic science and to impart to training to the newly recruited forensic staffs of central and state forensic laboratories.

## **Any other details-the genesis, inception, formation of the department etc.**

Refer <http://cbi.gov.in/cfsl/about.htm>

## **Powers and duties of officers (administrative, financial and judicial)**

Director CFSL CBI is the administrative, financial and judicial head of the department. He is assisted by Principal Scientific Officer and Office Superintendent. In the scientific works, all forensic disciplines are headed by senior scientific officer Gr. I or Gr II and are reporting the cases referred by the law enforcement agencies and courts. In the administrative side, the office superintendent is managing the affairs of establishment.

## **Power and duties of other employees**

Senior scientific assistants, laboratory assistants, stenographers and laboratory attendants are assisting officers in reporting the cases and maintaining the records of the cases reported.

Crime assistants, stenographers, Lower division clerks and Multitasking staff are supporting the administration in salary, budget etc.

**Rules/ orders under which powers and duty are derived**

Refer [http://cbi.gov.in/cfsl/archives\\_CFSL\\_CBI\\_Creation\\_Order.pdf](http://cbi.gov.in/cfsl/archives_CFSL_CBI_Creation_Order.pdf)

**Work allocation**

Refer <http://cbi.gov.in/cfsl/report.htm>

**Process of decision making Identify key decision making points**

As far as the forensic assignments are concerned, the reporting officer concerned is the final authority in deciding the case on merits. However, the same is technically review by another reporting officer and administratively review by the technical manager and forwarded by the Director CFSL CBI to the law enforcement agency who referred the case.

**Final decision making authority**

Director CFSL CBI is the final authority in decision making in CFSL CBI. As far as the policy decision are concerned it is made in consultation with CBI and MHA.

**Related provisions, acts, rules etc.**

In addition to the CCS Rules, GFR etc., being a forensic laboratory NABL norms ISO/IEC 17025 are followed.

**Time limit for taking a decision, if any**

No hard and fast rule is there in analysing and reporting a case. It depends on the nature and complicity of the case and the work load on the reporting officer.

**Channel of supervision and accountability**

Refer <http://cbi.gov.in/cfsl/report.htm>

The reporting officer concerned is the final authority in deciding the case on merits and the findings are technically review by another reporting officer and administratively reviewed by the technical manager and forwarded by the Director CFSL CBI. Reporting officer is the custodian of the case file till it is reported.

**Nature of functions/ services offered**

Refer <http://cbi.gov.in/cfsl/cfsldivision.htm>

**Norms/ standards for functions/ service delivery**

Refer NABL norms ISO/IEC 17025 may be referred from NABL portal.

**Process by which these services can be accessed**

Any law enforcement agency of the Central and State government in India can refer the case in writing to CFSL CBI. In addition, courts can also refer cases to CFSL CBI. Priority will be given to CBI, NIA and Court directed cases. No fee is required to be paid.

### **Time-limit for achieving the targets**

There is no fixed time limit to complete the cases, as it is depending on the nature and the complexity of the issues required to be probed, voluminous nature of the case and the pendency of cases.

### **Process of redress of grievances**

As far as the forensic analysis is concerned, the law enforcement agencies are free to get the exhibits examined by any other forensic laboratory to ensure congruency.

### **Transfer policy and transfer orders**

CFSL CBI does not have any branch laboratories in India, except two scientific aid units located at Mumbai and Chennai. These are units having limited manpower and few divisions, therefore, periodic transfers chances are minimal.

### **Boards, Councils and Committees**

CFSL CBI does not have any permanent board or council or committee. Depending on the nature of requirement an appropriate committee is constituted with the approval of Director CFSL.

### **Name and designation**

Refer <http://cbi.gov.in/cfsl/contact.htm>

### **Telephone, fax and email ID**

Refer <http://cbi.gov.in/cfsl/contact.htm>

### **System of compensation as provided in its regulations**

Not applicable

### **Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority**

Refer [http://cbi.gov.in/cfsl/rti\\_Portfolio.pdf](http://cbi.gov.in/cfsl/rti_Portfolio.pdf)

### **Address, telephone numbers and email ID of each designated official.**

Refer [http://cbi.gov.in/cfsl/rti\\_Portfolio.pdf](http://cbi.gov.in/cfsl/rti_Portfolio.pdf)

### **Educational programmes**

Not applicable as the department is providing forensic support services to law enforcement agencies and courts only.

### **Efforts to encourage public authority to participate in these programmes**

Not applicable as the department is providing forensic support services to law enforcement agencies and courts only.

### **Training of CPIO/APIO**

CPIO and ACPIO have attended training and workshops conducted by ISTM

## **Update & publish guidelines on RTI by the Public Authorities concerned**

Refer [http://cbi.gov.in/cfsl/rti\\_Portfolio.pdf](http://cbi.gov.in/cfsl/rti_Portfolio.pdf)

Procedure followed in the decision making process

Director CFSL CBI is the final authority in decision making in CFSL CBI. As far as the policy decision are concerned it is made by CBI and MHA.

Instructions (Rules followed)

All rules pertain to the Central Government Services are applicable to CFSL CBI New Delhi

Category of documents (List of registers)

Category of registers maintained in CFSL CBI are as follows

- Case register (Central and division wise)

- Despatch register

- File movement register (division wise)

- RTI register

Telephone directory (to be linked to contact information)

Transfer policy

Budget and Salary

## Procurement process

### Norms of duties

- (i) the particulars of its organisation, functions and duties;
- (ii) the powers and duties of its officers and employees;
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;
- (iv) the norms set by it for the discharge of its functions;
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi) a statement of the categories of documents that are held by it or under its control;
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
- (viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;
- (ix) a directory of its officers and employees;
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- (xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- (xiii) particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv) details in respect of the information, available to or held by it, reduced in an electronic form;
- (xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- (xvi) the names, designations and other particulars of the Public Information Officers;
- (xvii) such other information as may be prescribed; and thereafter update these publications every year;