## Citizen Charter of Chemistry Division

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Services</th>
<th>Service/ Performance Standard</th>
<th>Contact details of the Responsible Officer</th>
<th>Weight - age (%)</th>
<th>Processes</th>
<th>Documents required</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Forensic Chemical examination of crime case exhibits forwarded by the central /state law enforcement agencies relating to analysis &amp; identification of acids, alkalis, drugs, dyes, petroleum products and their residues, various type of poisonous chemicals in viscera/body fluids and blood alcohol estimation. Research and development in the above area of work.</td>
<td>ISO/IEC 17025:2005 and NABL 113.</td>
<td>1. The Director, CFSL, CBI, MHA, CGO Complex, Lodhi Road, New Delhi-110003. Phone: 011-24361396 Fax:011-24360742 e-mail: <a href="mailto:dcfsl@cbi.gov.in">dcfsl@cbi.gov.in</a> 2. HOD(Chemistry), Room No. 815, 8th Floor, Block –4, CFSL, CBI, MHA, CGO Complex, Lodhi Road, New Delhi-110003. Phone: 011-24361846 Fax:011-24360742 e-mail: <a href="mailto:hodchem.cfsl@cbi.gov.in">hodchem.cfsl@cbi.gov.in</a></td>
<td>90 %</td>
<td>1. Receipt of exhibits. 2. Physico-chemical examination / analysis of exhibits. 3. Preparation of chemical examination report. 4. Packing &amp; sealing of exhibits. 5. Sending intimation to the forwarding authority regarding readiness of the report. 6. Handing over the report &amp; remnants of the exhibits to the authorized messenger. 7. Publication of research findings.</td>
<td>1. Forwarding letter in prescribed format by the officer not below the rank of SP/ HOB in respect of CBI cases, DCP in case of Delhi Police cases, IG in case of State Police cases or Judicial Authorities and equivalent in case of other law enforcement agencies. 2. Certificate of authority in prescribed format. 3. Specimen seal impression(s). 4. Copy of FIR, seizure memo etc. 5. MLC/PM report, Data of Medical treatment, etc.</td>
<td>Nil</td>
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</table>
2. Reaching at the scene of crime in shortest possible time.  
3. Photography.  
4. Inspection of scene of crime.  
5. Guiding the Investigating Officer in the collection of relevant clue material.  
6. Preparation of crime scene inspection report.  
7. Handing over the report to the investigating agency. | 1. Request letter from the law enforcement agency with brief history of the case/Photographs, etc.  
2. To & Fro Air tickets/other suitable transport.  
3. Details of lodging and boarding arrangement. | Nil |
| --- | --- | --- | --- | --- | --- |
| 3. | Court Testimony/Evidence in departmental enquiries. | 293 Cr. P. C. HOD(Chemistry)/Reporting Officer, 8th Floor, Block -4, CFSL, CBI, MHA, CGO Complex, Lodhi Road, New Delhi-110003. Phone: 011-24361846 Fax:011-24360742 e-mail: hodchem.cfsl@cbi.gov.in | 05% | 1. Receipt of summon form the Court/ Letter of request to attend the enquiry proceedings.  
2. Making/Approval of Travel Plan.  
4. Depositing by the reporting officer. | 1. Summon form the Court/ Letter of request to attend the enquiry proceedings with CFSL Report number. | Nil |
| 4. | Trainings to the trainee officers/PG students of Govt. Institutes/ Universities. | Laboratory Norms. | 3% | 1. Delivering technical lectures.  
2. Practical demonstratio-nns.  
3. Issue of certificates. | 1. Request letter from the Institutes/ Universities. | Nil |
| 5. | Delivering Lectures/ Organizing technical meetings/ Symposia/ Seminars/ Workshops. | Laboratory Norms. | 1% | 1. Preparation of presentations/technical notes/ Material for workshops.  
2. Delivering lectures/ conducting technical meetings/ Symposia/ Seminars/ Workshops. | 1. Request letter from the Institutes/ Universities.  
2. To & Fro Air tickets/other suitable transport.  
3. Details of lodging and boarding arrangement. |