



सत्यमेव जयते

CFSL/KOL/RECP/FM/01

CHECK LIST FOR ACCEPTANCE OF EXHIBITS FOR FORENSIC EXAMINATION

**CENTRAL FORENSIC SCIENCE LABORATORY
30, GORACHAND ROAD, KOLKATA - 700 014
DIRECTORATE OF FORENSIC SCIENCE SERVICES
(The following information to be filled by case receipt Section)**

**A. Information of Forensic Testing
Forwarding authority**

- 1. Case No P.S.
- U/S
- 2. No of Parcel
- 3. Nature of Examination

**B. Checklist of Items & information etc.
(To be verified from documents & parcels)**

- 1. Forwarding letter signed by the Competent Authority or equivalent. Yes/No.
- 2. Letter of Authority issued by the Competent authority. Yes/No.
- 3. Attested copy of FIR enclosed. Yes/No.
- 4. Attested copy of PM/MLC report enclosed Yes/No.
- 5. Brief case History Yes/No.
- 6. Letter of advise of forensic testing Enclosed/Not Enclosed
- 7. All relevant papers addressed to the Director CFSL, Kolkata Yes/No.

RECEPTION

**C Checklist of items & information etc.
(To be verified by the concerned Division)**

- 1. Specimen of the seal used by the forwarding authority on parcels Yes/No.
- 2. Seal of the parcel tallied with the specimen seal forwarded Yes/No.
- 3. Condition on seals on parcels Intact/Broken
- 4. Condition of label on the parcels Clear/Not Clear
- 5. Essential control sample forwarded with exhibits Yes/No
If yes, describe their number(s) & source(s) (Biological relationship & No.....)
- 6. Authentication Card of source of Blood samples/Control samples (DNA ONLY) Yes/No

D Head of examination Division/Unit

- 1. Unit has technical expertise to undertaken examination Yes/No
- 2. Recommended Case may be accepted/Not accepted

if not, please state reasons :

Head Examination Division/Unit
(Signature with date)

E Please accept/do not accept the case.

CFSL(K)/EE/

Technical Manager