

Ref. Memo No. :

Date :

### AUTHORISATION CERTIFICATE

Certified that the **Director, Central Forensic Science Laboratory, DFSS, M.H.A., Government of India, 30, Gorachand Road, Park Circus, Kolkata - 700 014, West Bengal** has the authority to examine the exhibits of **Case No..... dated..... P.S..... U/S.....** and also to take portions thereof or take them to pieces for the purpose of examination.

Signature, Seal and Designation  
of the Forwarding Authority.

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**N.B. :-**

1. Requisition for Forensic Examination should be forwarded by Police Officer not below the rank of DCP/SP or any Judicial Magistrate.
2. Sample seal(s) (in wax) should be legible, intact & covered with cello tape.
3. All the exhibits forwarded should be clearly & properly packed, sealed and labeled. A Specimen Seal, used on parcel should be affixed in Submission form.
4. All the necessary papers/copies of FIR/Post Mortem Report/Medico Legal Certificate etc. should be attested by the Forwarding Authority / Gazetted Officer.
5. Submission Form of CFSL, Kolkata should be used in forwarding the case(s).
6. Specimen seal used by the Medical Officer in medico-legal cases should be provided invariably.
7. All control blood (biological) samples for DNA Profiling test should be as FTA card or in EDTA coated tubes and carried in ice container.
8. Duly filled Biological Specimen Card (BSC), in duplicate, in respect of each donor should be attached with samples.
9. Case submitted with incomplete information / documents will not be accepted.
10. Exhibit(s) to be submitted to laboratory by Messenger Only.
11. In case, the space of the column(s) of the submission form is inadequate, separate sheet(s) may be attached.