OFFICE OF THE INSPECTOR GENERAL OF POLICE
PUDUCHERRY

No.121 /IGP/OW/2025 Dated: 13.06.2025.

STANDARD OPERATING PROCEDURE

Sub: Scientific Aids in Investigation - Reg.

1. INTRODUCTION

The use of scientific aids in investigations is essential for improving the quality of investigations by obtaining irrefutable evidences so as to establish the case beyond reasonable doubt in the Court of Law. According to Section 176(3) of the Bharatiya Nagarik Suraksha Sanhita, 2023 it is mandatory to ensure that a forensic expert visits the scene of a crime and that the process is videographed using a mobile phone or other electronic devices for offences punishable by 07 (seven) or more years of imprisonment.

Therefore, it is crucial to streamline and codify the processes involved in forensic activities, including the collection, packaging, and forwarding of exhibits to the Forensic Science Laboratory (FSL), retrieval of results from the FSL, coordination with the FSL, and collaboration with all other agencies that play a role in supporting investigations through technical and scientific means.

This Standing Order aims to establish a structured framework for the efficient functioning of the Forensic Teams (FTs), enhancing the forensic capabilities of the Puducherry Police. It is designed to ensure that all the forensic procedures are standardized, evidence integrity is maintained and forensic support is robust.

2. FORENSIC TEAMS (FTs)

The Forensic Teams (FTs) shall comprise of Mobile Forensic Vans equipped with Forensic Field Experts, video/photographers, fingerprint experts, Dog with Handler and other skilled personnel.

The FT consists of:

(1) Forensic Field Experts (FFE) (Deployed by FSL, Puducherry),

(2) Fingerprint Experts/proficient personnel,

(3) Police Photographer/Videographer,

(4) K9 Units, and

(5) Mobile Forensics Vans (MFVs),

Forensic Field Expert is a qualified professional who specializes in collecting, preserving and analyzing evidence at crime scenes for assisting in criminal investigation. He shall be deployed by FSL Puducherry.

The FTs are responsible for inspecting the Scene of Crime (SoC) and assisting the Investigating Officers (IOs) in investigations, inquiries, and inquest proceedings.

The FTs shall provide forensic support to the Investigating Officers in districts/units during the investigation of offences punishable by 07 (seven) or more years of imprisonment, as prescribed in Section 176(3) of the BNSS, 2023. The teams shall operate round the clock in three shifts. In addition to the mandatory requirement as stated above, FTs shall also be called upon to attend other cases, complaints, or inquests, as directed by the Senior Officers.

3. COMPOSITION OF FTs

The composition of the FTs are as follows:

(1) Puducherry - Two Forensic Teams shall be functioning per shift on three shifts per day basis. One team shall be stationed at the Police Complex, Gorimedu and another team shall be stationed at the Kirumampakkam PS.

(2) Karaikal – one Forensic Team shall be functioning per shift on three shifts per day basis and the team shall be stationed at the SSP Quadrangle, Karaikal.

(3) Mahe – one Forensic Team shall be functioning per shift on three shifts per day basis and the team shall be stationed at the Mahe PS.

(4) Yanam - one Forensic Team shall be functioning per shift on three shifts per day basis and the team shall be stationed at the Yanam PS.

(The senior most Officer in each shift shall be the incharge of the Forensic team)

Time of Duty:

1st shift – 08.00 A.M to 02.00 P.M
2nd shift – 02.00 P.M to 10.00 P.M
3rd shift – 10.00 P.M to 08.00 A.M

Note:

(a) SP (MT) shall provide vehicles with Drivers to the Forensic teams without any interruption, till the procurement of the Mobile Forensic Vans (MFVs) by the FSL, Puducherry.

(b) SP (Wireless) shall provide wireless equipment to the vehicles and at the Static Points of the Forensic Teams.

4. TRAINING AND CAPACITY BUILDING

(a) The Police Training School shall promptly organize Refresher courses with experienced Faculties for the existing FT Members and Investigating Officers, covering the specific themes such as, the gadget usage and Forensic procedures.

(b) Staff of the Fingerprint Bureau and the Dog Handlers shall be trained and deployed centrally by the Superintendent of Police (CID).

(c) The Superintendent of Police (CID) shall also organize regular training courses for the photographers and the forensic experts by inviting nominations from the willing subordinates either at the Police Training School with the experienced faculties in reputed institutions.

5. CASES IN WHICH FT SHALL BE REQUISITIONED

Section 176(3) of the BNSS, 2023 stipulates that "on receipt of every information relating to the commission of an offence which is made punishable for seven years or more of imprisonment, the officer in charge of a police station shall cause the forensic expert to visit the crime scene to collect forensic evidence." Thus, it is clear that the Investigating Officer is bound to cause i.e. to ensure forensic evidence is collected from every such scene of crime, which is punishable with imprisonment for seven years or more.

Therefore, the actions that are required to be taken by the Investigating Officer, upon receipt of the information are as mentioned below, namely :-

(i) To determine whether the crime disclosed to have been committed in the information, carries a punishment of seven years or more of imprisonment, and then,

(ii) To ascertain where the scene of crime, as reported, is physically situated, and then,

(iii) To ensure that the forensic evidence is collected from the identified, physical scene of crime by requisitioning services of the Forensic Team. While determining the scene of crime, in physical terms, the Investigating Officers may keep the following points in mind for ensuring the mandatory compliance of Section 176(3) of BNSS,2023:

(a) There may be certain offences e.g. Criminal Breach of Trust, Human Trafficking etc., which, as per the information received, do not disclose any tangible, physical scene of crime from where evidence can be collected by sending the Forensic Team.

(b) There may be certain offences e.g. MV thefts, Burglaries etc., where there is no requirement of causing the visit of the entire Forensic Team to the scene of crime as the evidence to be obtained is limited to the domains of photography/videography and Fingerprint Expert/Proficient.

In all cases falling under the abovementioned categories of (a) and (b), the Investigating Officer shall, apprise his immediate supervisor i.e. Sub-Divisional Police Officer concerned who shall, upon being satisfied with the factual matrix of the case, issue a Certificate along with the concerned I/C of the Forensic Team, specifying either that "Forensic Team" is not required" or, only "Partial Forensic Team" is required. In all other cases, the SHO shall cause the Forensic Team to visit the scene of Crime, turns ensuring compliance with the mandate of Section 176(3) of the BNSS, 2023.

Note:-

(1) FT can also be summoned in any other case, where the Investigating Officer/Sub-Divisional Police Officer concerned considers it necessary.

(2) Also, in case of any doubt, full FT be requisitioned to avoid any confusion.

6. PROCEDURES FOR REQUISITION OF FT

The procedures for requisitioning the FT are as follows:

(a) If a crime punishable by seven years or more of imprisonment is reported to the District Police Control Room, the Officer on duty in control room shall inform the Inspector (CRB) of the FT using telephone, wireless, or other communication means. The FT In-Charge and the SHO shall then ensure that the forensic team reaches the SoC at the earliest.

(b) If the first information is received by the SHO, then, he/she shall inform the Inspector (CRB) apart from dispatching the local Police to the SoC and make an entry to this effect in the Station General Diary, linked to CCTNS.

(c) If the information initially received does not disclose an offence covered under Section 176(3) of the BNSS, 2023, but it is found to be so upon reaching the scene, the IO shall convey the same to the SHO for informing the FT shift In-Charge to send the team immediately.

7. RESPONSIBILITIES OF THE INVESTIGATING OFFICERS AND SHOs

The SHO/IO or any Police Officer, who first arrives at the SoC, shall take appropriate measures to preserve the Scene of Crime until the FT arrives. They shall ensure the integrity of the crime scene before and during the inspection.

8. BASE STATIONS/LOCATIONS FOR FT

The District Superintendent of Police of each District shall decide the base locations for the MFV/FT, based on operational requirements as stated in Para 3 hereinabove. Adequate infrastructure and connectivity (landline phone, WT Set, mobile phone, etc.) shall be provided at these locations.

9. DUTIES OF THE FORENSIC TEAM

(a) Upon receiving the information about an offence, the Inspector (CRB) shall ensure that the Forensic Team reaches the crime scene immediately and contacts the IO/requisitioning Officer.

(b) The senior-most Officer at the spot/SoC shall brief the FT shift In-Charge on the available facts. The FT shall then deploy its members for the photography, videography, and the collection of fingerprints, footprints, and other evidence which is to be documented as per **Annexure-A.**

(c) The Forensic Field Experts shall assist the IO in preparing the questionnaire for exhibits to be sent to the FSL.

(d) The Inspector (CRB) shall submit daily, weekly, and monthly statements to the Inspector General of Police through the proper channel detailing the types and number of calls attended under the different categories as per **Annexure-B.**

DUTIES OF SHOs/IOs OF POLICE STATIONS

(a) As required by Section 176(3) of the BNSS, 2023, the SHO/IO shall ensure videography of the crime scene using the e-Sakshya application developed by NIC.

(b) The SHO/IO shall take appropriate measures to ensure the protection of crime scenes from the entry of unauthorized persons so that the physical evidence materials are not altered, moved, destroyed, lost or contaminated by the time, the Forensic Field Experts visit the Crime scenes.

(c) The SHO/IO shall ensure that only relevant Forensic Assistants, Fingerprint Experts, and Photographers/Videographers are listed as prosecution witnesses whose depositions are necessary to establish the prosecution case. Here, attention is invited to Section 336 of the BNSS, 2023, wherein it is provided that no scientific expert shall be called to appear before the Court unless the Report of such Scientific Expert is disputed during trial.

(d) The SHO/IO, with the FT, shall ensure comprehensive videography and photography of the crime scene, covering all the evidence. The collection, packaging, and the seizure of evidence shall be recorded using the e-Sakshya application.

(e) The SHO/IO shall obtain a Certificate from the FT In-Charge, confirming that all evidence, including fingerprint analysis, has been thoroughly collected and sealed, before the FT leaves the scene.

(f) The SHO/IO shall ensure that the I/C FT furnishes a Certificate as required to be produced with the case file, as per Section 63 of the BSA, 2023 (Section 65-B (4) of the Indian Evidence Act). The same may be downloaded from e-Sakshya App. The I/C FT shall ensure that all such data is stored in digital format in addition to providing the copies of the same to IOs.

(g) The SHO/IO shall maintain the record of pendency of Forensic results as prescribed in **Annexure-F & G.**

11. COORDINATION MEETINGS

Regular meetings shall be conducted under the chairmanship of the SSP (C&I) to review the functioning of the FT.

12. SUPERVISION OF DISTRICT SSPs

Whereas, the administrative control of FT lies with the Crime Branch. However, the operational and functional control of the FT shall rest with the respective District Superintendent of Police who shall have the following responsibilities:

(a) The District SSP shall provide infrastructure, manpower, consumables, and communication facilities at the base station or designated location, such as telephone, wireless, Wi-Fi, mobile phone sets, a garage for vehicle maintenance, a kennel for dogs, adequate and secure storage space for expensive equipment, and safe, comfortable, and hygienic accommodation for the FT.

(b) The District SSP shall exercise operational and functional supervision of the FT through the SP (District Legal and Administrative Cell). The administrative control of the FT staff shall be with the Crime Branch (CID).

(c) The District SSP shall ensure that the SP (District Legal and Administrative Cell) inspects the FT staff, vehicles and equipments at least once every fortnight, while the District SP conducts an inspection at least once a month. A copy of the inspection report shall be sent to the Inspector General of Police.

(d) The District SSP shall ensure that the FT is provided with a vehicle in good condition, along with a Driver, for transporting Forensic staff to visit the SoC. Necessary steps shall be taken to keep the vehicle roadworthy at all times.

13. PROCUREMENT AND SUPPLY OF CONSUMABLES

(a) The Inspector (CRB) shall submit requisitions for consumables required for forensic use to the SSP (HQ) and maintain an adequate stock.

(b) A date-wise and visit-wise inventory of consumable stock shall be maintained by each FT. A permanent Register shall be maintained to monitor the consumable stock. Each Shift In-Charge shall prepare this record at the end of their shift and submit it to the Inspector (CRB).

14. ROLE OF DIRECTOR, FINGERPRINT BUREAU IN MONITORING THE FT

The Director, Crime Record Bureau, Puducherry shall monitor the performance of fingerprint experts as follows:

(a) The Director/FPB shall allocate an adequate number of fingerprint experts from the FPB to the FT in each district, with the approval of the SSP (C&I).

(b) The allocated fingerprint experts shall visit the SOC with the FT and make sincere efforts to find or develop chance prints using all the available equipment and kits.

15. K9 UNITS

The K9 Units shall be attached to each FT for the inspection of the SOC and to assist the Investigating Officers in their investigations, inquiries, or inquest proceedings.

(a) District SSP shall be responsible for the operational and functional control of the K9 Units in their respective Districts.

(b) The Crime Branch shall be responsible for the administrative control of the K9 Units.

(c) District SSP in coordination with SP/MT shall ensure the provision of vehicles to transport the dogs, along with their handlers, to the place of occurrence and back to their kennels.

16.GENERAL GUIDELINES FOR COLLECTION, PACKAGING, AND FORWARDING OF EXHIBITS TO FSL

(a) SHOs/Investigating Officers (IOs) shall ensure proper collection/package of all the exhibits collected at SoC through FT and they shall be forwarded to the Forensic Science Laboratory (FSL)/Central Forensic Science Laboratory (CFSL) through the Hon'ble Courts concerned without any delay. Biological samples such as blood and semen, which degrade rapidly, shall be sent on the same day or the next day of collection. The exhibits shall be submitted with information in the format prescribed by FSL/CFSL under the updated e-Forensics system. The IO shall ensure that all the procedural formalities are completed before sending exhibits to the respective laboratory. (Refer Annexure-C).

(b) The forwarding letter for sending exhibits shall be in the proper format and shall be signed by the IO of the Police Station or Unit.

(c) The forwarding letter shall clearly mention the FIR number, Police Station, Legal Section, Memo number with date, and a brief description of the case.

(d) The names and parentage of the individuals and other relatives' details from whom the exhibits were received or seized, shall be clearly stated in the forwarding letter.

(e) The Government Examiner of the Questioned Documents (GEQD)/FSL/CFSL Form or Certificate, shall be addressed to the Director of the respective laboratory correctly.

(f) Exhibit packets, parcels, or wooden boxes shall be sealed in a manner that prevents access to the contents without breaking the seal. The seals shall be legible and complete.

(g) Exhibits shall be sent in a properly sealed envelope, with a duly attested sample seal affixed to the forwarding letter.

(h) The specimen seal shall be legible and match the seal on the parcel or packet. It shall be attested by the IO/SHO or Medico-Legal Officer.

(i) All the relevant documents shall be attached to the forwarding letter and attested by the IO of the Unit.

(j) Evidence from the SoC shall be collected, packaged, sealed, and dispatched to the FSL/CFSL as per the updated e-forensic procedures. Details of the exhibits shall be entered into the Integrated Investigation Form (IIF4) in the Crime and Criminal Tracking Network and Systems (CCTNS).

(k) The status of FSL/ CFSL Reports shall be monitored in the Inter-Operable Criminal Justice System (ICJS).

(l) The IO/SHO shall refer to Annexure-D for any expert opinion.

17. FORENSIC SCIENCE LABORATORY, PUDUCHERRY

The Forensic Science Laboratory in Puducherry primarily provides the scientific services for the analysis of crime exhibits in cases referred to them. Additionally, they cater to the forensic support requirements of the Puducherry Police. FSL offers independent scientific support services, including the detection of physical clues, expert opinions in criminal cases, and expert testimony in Courts of Law. Laboratory experts also inspect the crime scenes, assisting in the collection and preservation of significant physical evidence for scientific examination when needed. Furthermore, the FSL offers training to field investigators and scientists. Forensic Field Experts (FFE) attached with the District Mobile Forensic Unit (DMFU) shall be under the operational control of SSP/SP of the Districts/Regions of the concerned District Police HQ.The administrative

control shall remain with the Director, FSL, Puducherry. The Director, FSL shall visit and review the functioning of the Field Forensic Experts.

The key functions of the Forensic Field Expert (FFE) shall include:

(a) visiting the crime scenes with the available Mobile Forensic Vans equipped with the tools/kits or other available vehicles provided by the Police as and when calls are received from the Investigating Officers. The priority of visit shall be:

Heinous crimes -→ Crimes for which punishment of imprisonment of 7 years or more is prescribed --→ other cases.

(b) To advice and guide the Investigation Officers in the scientific investigation of the crimes at every stage.

(c) To assist the IOs in the locating/lifting/ packing of the physical evidences from the scene of crime. The seizing/marking/forwarding of the physical evidences shall be the responsibility of the IO.

(d) To prepare Crime Scene Visit report containing the findings and guidelines for the I.O. wherever necessary.

(e) To attend the monthly crime meeting of the respective District/Region.

(f) To liaise with the Police and the Forensic Science Laboratory in getting the status of examination of the case exhibits.

(g) Refresh the Police personnel on Scientific aids to investigation as and when arranged by the Police Department at the Police Training School.

18. COLLECTION OF RESULTS

(a) Investigating Officers (IOs) shall pursue their cases via e-forensic module or personally, to expedite obtaining results from the relevant laboratories using the Inter-operable Criminal Justice System (ICJS) application.

(b) Upon receiving the information from the Forensic Science Laboratories (FSL), the Central Forensic Science Laboratories (CFSLs), or the Fingerprint Bureaus (FPBs) through the e-forensic system that a result is ready, the IOs shall collect it promptly and submit it to the concerned Court without delay.

(c) If an IO is transferred, the Station House Officer (SHO) shall ensure the proper handover of the case files, including the pending exhibits, to the new IO. They shall be responsible for expeditiously depositing the exhibits, collecting the results, and submitting them to the appropriate Courts by assigning a responsible Officer for these tasks.

19. PROCEDURE FOR SENDING THE EXHIBITS AND MAINTAINING RECORDS OF EXHIBITS

(a) SHOs and IOs shall deposit all exhibits, including viscera, within seven days of collection. The exhibits shall be accompanied by a prescribed proforma, which shall include the Closed User Group (CUG) mobile number/ email of the concerned SHO/IO, as well as the specific queries.

(b) Sub-Divisional Police Officers (SDPOs) shall ensure that SHOs and IOs collect, pack, and prepare the exhibits according to the instructions from the Director, FSL Puducherry, for submission within the stipulated seven-day period.

(c) The SDPOs shall ensure that the forwarding letters provide complete details of exhibits and the Reports sought. Exhibits shall be properly sealed and labeled to avoid rejection by laboratories. Necessary instructions shall be issued to the SHOs and IOs, accordingly.

20. SUBMISSION OF FORENSIC RESULTS IN COURT

(a) The IO shall collect copies of the forensic results from the Court, which were received directly by the Court from the FSL/CFSL, by filing an application, before the concerned Court.

(b) The IO shall add Forensic Expert as a witness in the memo of evidence while filing the charge sheet to the Court. The Court shall

also be specifically requested to summon the Forensic Expert as a witness.

21. DISCLAIMER

This supersedes the Standing Order No.59/93 and all other previous Standing Orders and instructions given in this regard earlier.

15/7/20

(Dr. AJIT KUMAR SINGLA, IPS)
INSPECOR GENERAL OF POLICE
PUDUCHERRY

To

1. The Director General of Police, Puducherry.
2. The Deputy Inspector General of Police (L&O/AP&T), Puducherry.
3. The Senior Superintendent of Police,(HQ/C&I/L&O/KKL/Traffic, CMT(IRBn),Puducherry.
4. All SPs, UT of Puducherry.
5. Secretary to DGP, Puducherry.
6. All Inspectors/SHOs/In-charge of OPs.
7. In-Charge Record Section.

Copy to:

1. The Director, Forensic Science Laboratory, Puducherry.
2. The Under Secretary to Govt., Home Department, Puducherry.