

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
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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

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

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

Refer 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