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Government of India  
Ministry of Home Affairs  
Bureau of Police Research & Development

Block No.11, 3<sup>rd</sup> Floor,  
CGO Complex, Lodhi Road,  
New Delhi-110 003  
Dated: November 2002

S. J. K.  
15/07/09  
A.K. Sharma  
D.D.P.

S. J. K.  
To  
15/7/09  
Subject

All Directors,  
Central/State Forensic Science Laboratories

Revised Work Norms of Forensic Science Laboratories and Government  
Examiners of Questioned Documents

S.r.

In continuation of this Bureau's letter of even number dated 12.11.2002 on the subject cited above, the Work Norms in detail is enclosed herewith for information and necessary action at your end. While forwarding the Work norms vide our earlier letter dated 12-11-2002, certain important and essential conditions relating to the work norms were inadvertently left due to oversight

Inconvenience caused, if any, in this regard is regretted.

Yours faithfully,

K. Ravikumar

(K. Ravikumar)  
Senior Scientific Officer Gr.I (FS)

Encl: As stated.

**WORK NORMS OF FORENSIC SCIENCE LABORATORIE AND GOVERNMENT EXAMINERS OF QUESTIONED DOCUMENTS**

**Scope**

| Division             | No. of cases/exhibits to be examined per year. (200 working days by each unit of the Division. | Scope   |
|----------------------|--|---|
| Biology              | 750 cases with 4500 exhibits<br>700 cases with 3200 exhibits                                   | Stain examination, routine microscopic examination and routine botanical examination etc.<br>Origin, Routine blood grouping, Iso-enzyme typing etc.   |
| Serology             | 150 cases with 750 exhibits  | DNA Analysis, superimposition, anthropological examination, food poisoning etc.   |
| DNA                  | 450 cases with 1200 exhibit  | Extraction, detection and identification of poisoning in body tissues, detection and estimation of blood drug level in clinical toxicological cases, detection and identification of poisons in suspected poisonous samples                 |
| Toxicology           | 300 cases with 800 exhibits  | Arson, Petroleum products, General Analysis of Chemical substances  |
| Chemistry            | 4000 cases with 8000 exhibits  | Chemical/Instrumental Analysis of Liquor samples with respect to qualitative and quantitative estimation of ethyl alcohol and all other related substances  |
| Liquor (Chemistry)   | 400 cases with 1200 exhibits   | Analysis of narcotics and psychotropic substances   |
| Narcotics            | 300 cases with 1200 exhibits   | Analysis of Post Blast explosive residues, unexploded explosive material, identification of pyro-techniques etc.  |
| Explosives           | 200 cases with 750 exhibits  | Firearm and ammunition identification, bullet examination, range of firing, time of firing, GSR residue analysis etc.   |
| Ballistics           | 200 cases with 750 exhibits  | Physical examination of trace elements like physical measurements, trace element profile, tool marks, deciphering, building materials, fiber and fabrics, glass/plastics, voice analysis, fake currency, counterfeit coins, broken objects. |
| Physics              | 240 cases with 12000 exhibits  | Forensic Examination of documents including examination of signatures, writings, stamp impression, typewriting, printed matter, erasures, addition/obliteration, currency notes, lottery tickets etc.                                       |
| Questioned Documents | 20,000 prints.   | In-door and outdoor photography, micro and macro photography, video graphy, digital photography, invisible/visible photography, development of films etc in addition to this other supporting photography techniques will also be handled.  |
| Photography          | 200 suspicious exhibits  | Lie detection examination, psychoanalysis examination, psychological assessment, Narco analysis and voice stress analysis etc.  |
| Psychology           |  |   |

WORK NORMS OF FORENSIC SCIENCE LABORATORIES AND GOVERNMENT EXAMINERS OF QUESTIONED DOCUMENTS

The number of cases/exhibits to be examined per year (200 working days) by each unit of the Division and scope as prescribed by the BPR&D for Forensic Science Laboratories and Government Examiners of Questioned Documents are shown in the enclosed Annexure.

2. Each unit of the division of Forensic Science Laboratory shall consist of one SSO/SO/JSO, two SSA/SA, One Laboratory Assistant and one Attendant. In Toxicology Division one additional Laboratory Attendant shall be provided for viscera cutting. The work of two Units of the same division will be supervised by one Assistant Director who will also have one working hand/SA. In case the number of units in any division exceeds two, one additional post of Assistant Director will be created. Similarly, the Questioned Document Unit will consist one officer of Class-I level and two officers of Class-II level. An officer of senior Class-I officer will supervise the work of such two units. The Director or Head of the Laboratory would provide the supporting staff to the Questioned Document Unit as and when required depending upon the work load.

3. In case of requirement for quantitative analysis of the exhibits in any unit of the laboratory, the concerned Director reserves the right of reviewing the work norms depending upon the frequency of getting such case exhibits.

4. There will be a group wise Deputy Director for each of the three main groups i.e. Chemical Science, Biological Science and Physical Science who will supervise the work of respective Assistant Directors and technical work of all the divisions of his group. Joint Director will assist the Director and will also supervise over all technical and Administration work of the main, regional and district level laboratories, R&D and other developmental work. The Regional Laboratory is to be headed by Joint Director and the District Laboratory by a Gazetted officer. The District Laboratory must have one SSO/SO/JSO, one SSA/SA, one Photographer, one Fingerprint expert and one Constable (on deputation)/one Peon and one Driver (for the mobile unit).

5. The Laboratory should have sufficient supporting Admn. Staff so that the technical staff do not waste their time in Admn. Work.

6. The officers of the Laboratory will impart training to Police Officers, Judiciary and Forensic Scientists as per the need in addition to the normal case examination.

7. The Officers of the laboratory will themselves carry out Research and Developmental work on forensic problems and will also collaborate with Universities and other R&D Institutions in addition to case examination as per need of such work from time to time.

8. The position of the staff strength on the basis of these work norms shall be reviewed after every three years depending upon the load of case work and other activities in the laboratory.

Dr. M.S. Rao

Chief Forensic Scientist