

Organisation, Functions and Duties

248

**Office of the Director General of Police, Himachal Pradesh, Nigam
Vihar, Shimla-171001**

No. P-III-5-FSL/97 _____ Dated _____

“Order”

*Provide Copies
to all Divisions.*

D/FSL

9/7/03

DA-II

9/17

Following are the duties of the officers/officials of the scientific staff of State Forensic Science Laboratory, HP, Shimla, which are hereby ordered for meticulous compliance by all concerned officers/officials of the scientific staff of State Forensic Science Laboratory, HP.

1. Director

1. Examinations, evaluation, comparison of clue materials and to submit Scientific reports.
2. To testify or give evidence before Judicial/Semi-judicial/Inquiry authority as and when required.
3. Examination of scene of crime and submission of reports.
4. Research in Forensic Science and related fields.
5. Teaching and training of G.Os/NGOs of Police, prosecution and Judiciary in Forensic Science.
6. Any other Scientific and Administrative work assigned by the ADGP/CID, Director-General of Police, H.P./ Government.

Besides above duties, he is the head of the Institution as well as Controlling Officer and has to perform duties related to it. He has to manage all the Scientific matters for the over-all scientific development of the Institution for the incorporation of new technology.

2. Dy. Director

1. Examination, evaluation and comparison of clue materials and to submit scientific reports.
2. To testify or give evidence before Judicial/Semi-judicial/Inquiry authority as and when required.
3. Examination of scene of crime and submission of reports.
4. Research in Forensic Science and related fields.
5. Teaching and training of personnels in Forensic Science and related fields.
6. He/she will be responsible for efficient working of the division(s) and expeditious disposal of work / cases pertaining to the division(s) by giving quality reports.
7. He/she will render all assistance to the D/FSL in updating and introducing new technologies in the division(s)
8. Any other work related to scientific or administrative nature assigned to him by the Director FSL, ADGP/CID, DGP/Govt.

Besides above duties, he is required to assist the Director, FSL in the matters of scientific and administrative nature. He is the supervisory officer and Divisional Incharge of atleast two Divisions and has to guide the Scientists working under him.

Management of Scientific and Administrative work has also to be looked after by him under the guidance of Director, State FSL, HP. (244)

3. Assistant Director

1. Examination, evaluation and comparison of clue materials and to submit scientific reports.
2. To testify or give evidence before Judicial/Semi-judicial/Inquiry authority as and when required.
3. Examination of scene of crime and submission of reports.
4. Research in Forensic Science and related fields.
5. Teaching and training of personnels in Forensic Science and related fields.
6. He/she will be responsible for efficient working of the division and expeditious disposal of work / cases pertaining to the division by giving quality reports.
7. He/she will render all assistance to the D/FSL in updating and introducing new technologies in the division.
8. Any other work assigned by Senior officers/Government.

He/she is Divisional Incharge of his/her Division. He also supervises and guide the Scientific & Technical staff of his Division concerned in administrative and scientific matters.

3. Scientific Officer

1. Examination, evaluation and comparison of clue materials and to submit scientific reports.
2. To testify or give evidence before Judicial/Semi-judicial/Inquiry authority as and when required.
3. Examination of scene of crime and submission of reports.
4. Research in Forensic Science and related fields.
5. Teaching and training of personnels in Forensic Science and related fields.
6. He/she will be responsible for efficient working of the division and expeditious disposal of work / cases pertaining to the division by giving quality reports.
7. He/she will render all assistance to the D/FSL in updating and introducing new technologies in the division.
8. Any other work assigned by senior officers/Government.

He/she is also Incharge of the Scientific Unit of staff working under him/her and also has to guide and supervise the Unit.

4. Scientific Assistant

1. Examination, evaluation and comparison of clue materials and to submit scientific reports.
2. To assist the officers/Experts in examination of scene of crime and the exhibits in the laboratory.
3. Assistance in research in Forensic Science and related fields under the supervision of experts.
4. Assistance in practical demonstrations during teaching and training.
5. Any other work assigned by the senior officers.

- 258
6. He/she will also be assist in keeping the laboratory and equipments in order for scientific examinations and shall help in expeditious disposal of work/cases pertaining to the division and also to help in the preparations of quality reports.
 7. He/she will also render all assistance to the senior officers in the division in updating and introducing new technologies in the division.

5. Laboratory Assistant

1. He/she is required to assist SA/SO/AD/DD and Director in examination, evaluation and comparison of clue material especially for systematic arranging of exhibits and reagents.
2. To maintain register of the Division concerned for making entries of the exhibits/cases received in the division. He/she also has to maintain all the records of chemical, glassware and equipments and to prepare data whenever required.
3. To perform any other duties assigned by senior officers.

6. Lab. Attendant

1. To clean the laboratory tables/apparatus sinks, shelves, furniture and other items in the division.
2. To hold and carry exhibits, glass-apparatus, reagents from where required. To cut open/seal the exhibits of the Division in the presence of experts and to carry them from one Division to another or to Crime Branch.
3. To perform any other duties assigned by senior officers for the cleanliness of the laboratory as a whole and for carrying materials and other items for the functioning of the laboratory

This supersedes all the previous order issued, if any.

HS
Director General of Police,
Himachal Pradesh, Shimla-1

Endst. No: P.III-5-FSL/97 32992-93A Dated 05-7-2003

Copy forwarded to -

1. The Additional Director General of Police, Himachal Pradesh, SDA Complex Kasumpti, Shimla-171009 for information.
2. ✓ The Director, State Forensic Science Laboratory, HP, Shimla for information and necessary action. He is directed to bring it to the notice of all officers/officials working in various divisions of State FSL for meticulous compliance.

HS
Director General of Police,
Himachal Pradesh, Shimla-1

OFFICE OF THE DIRECTOR STATE FORENSIC SCIENCE LAB.
HIMACHAL PRADESH, SHIMLA-1.

Endst.No. FSL (R&P) Corrps. /02-2846-50 Dated: 10-7-03

Copy forwarded to all Division incharge for info. & necessary action with the remarks to bring it to the notice of all officers/officials working under their control for meticulous compliance.

2. Copy to Steno/D. SFSL Shimla for record.

Mhams
Director
State F.S.L. Shimla.