

## Norms for Discharge of Functions

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

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	Stain examination, routine microscopic examination, hair examination and routine botanical examination etc.
Serology	700 cases with 3200 exhibits	Origin, Routine blood grouping, iso-enzyme typing etc.
DNA	150 cases with 750 exhibits	DNA Analysis, superimposition, anthropological examination, food poisoning etc.
Toxicology	450 cases with 1200 exhibits	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.
Chemistry	300 cases with 800 exhibits	Arson, Petroleum products, general analysis of chemical substances.
Liquor (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.
Narcotics	400 cases with 1200 exhibits	Analysis of narcotics and psychotropic substances
Explosive	300 cases with 1200 exhibits	Analysis of Post Blast explosive residues, unexploded explosive material, identification of pyro-techniques etc.
Ballistics	200 cases with 750 exhibits	Firearm and ammunition identification, bullet examination, range of firing, time of firing, GSR residue analysis etc.
Physics	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/plastic, voice analysis, fake currency, counterfeit coins, broken objects.
Questioned Documents	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.

Photography	20000 prints	In-door and outdoor photography, micro and macro photography, videography, digital photography, invisible/visible photography, development of films etc in addition to this other supporting photography techniques will also be handled.
Psychology	200 subjects / exhibits	Lie – detection examination, psycho analysis examination, psychological assessment, Narco analysis and voice stress analysis etc.

**WORK NORMS PREPARED BY THE DIRECTORATE OF FORENSIC SCIENCE, MINISTRY OF HOME AFFAIRS, GOVT. OF INDIA, NEW DELHI ARE FOLLOWED IN HIMACHAL PRADESH.**

1. 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.