**ACTION PLAN PROPOSAL**

**STRENGTHENING AND CAPACITY BUILDING**

**OF STATE FORENSIC SCIENCE LABORATORY**

(FOCUS ON DNA ANALYSIS, CYBER CRIME AND NARCOTICS)

FOR <NAME OF STATE>

UNDER SUB-SCHEME FOR ASSISTANCE TO STATES FOR MODERNISATION OF POLICE FORCE

SUBMITTED TO MHA ON \_\_\_\_\_\_\_\_\_\_\_<DATE>

**(TO BE SUBMITTED THROUGH**

**HOME DEPARTMENT OF STATE)**

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# Section 1 :: Forensic Action Plan (FAP) for <Name of State>

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Particulars** | **Description** |
| 1 | Details of the proposal | Action Plan proposal for the State of <*name of state*> for the Financial Year 2019-20  |
| 2 | Type of project | Strengthening of Forensic Science Laboratories  |
| 3 | Is this first FAP for the State? Is the State has receiving assistance as part of State Action plan under sub-scheme for Modernization of Police Forces for forensics for the first time?  | <Yes / No> (Please indicate “No” in case items for forensics have been approved under State Action Plan under Police Modernization scheme or any other scheme in previous FYs)  |
| 4 | If reply to sl no 3 is “No”, whether details of the previous Action Plan / Items for forensics approved under State Action Plan under Police Modernization scheme or any other scheme have been given in Section 3, Table-3.I with this FAP | <Yes / No>(*Mention the details of the previous Action Plan i.e. its target achievement status, closure status in Section 3,* ***Table-3.I****)*  |
| 5 | Funds approved and released to the State in the previous Action Plan / Items for forensics under State Action Plan under Police Modernization scheme | (i) Funds approved – Rs.\_\_\_\_\_\_\_\_\_(ii) Funds released, Center - Rs.\_\_\_\_\_\_\_(iii) Funds released, State - Rs. \_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| FY | Total Central funds released (in Rs) | Total Central funds utilized \*(in Rs) |
| 2019-20 |  |  |

**\* To be taken as a percentage in the ratio of funds received (60:40 between Center and State normally, and in case of 8 NE States and HP, UK and J&K in the ratio of 90:10)** Balance Central funds remaining- Rs. \_\_\_\_\_\_\_\_\_\_It is requested that the State may be allowed to continue remaining activities of FY 2018-19 in FAP 2019-20, and the balance Central funds may be deducted from the first installment of Central funds in FAP sanction for FY 2019-20.UC for Central funds received for FY 2018-19 under FAP are **enclosed**.  |
| 6 | Number of State Forensic Science Laboratories  | <Information regarding the No. of State Forensic labs in State at Section 3, **Table 3.2**> |
| 7 | Number of Regional Forensic Science Laboratories | <Information regarding the No. of Regional State Forensic labs in State at Section 3, **Table 3.3**> |
| 8 | Number of Mobile Forensic Laboratories  |  |
| 9 | Does the State have a dedicated capacity and manpower for DNA analysis?  | Yes / No<Details of existing capacity and manpower to be given in Section 3, **Table 3.4**> |
| 10 | Does the State have a dedicated capacity and manpower for Cyber-crime forensic? | Yes /No<Details of existing capacity and manpower to be given in Section 3, **Table 3.5**> |
| 11 | Does the State have a dedicated capacity and manpower for Narcotic analysis? | Yes /No<Details of existing capacity and manpower to be given in Section 3, **Table 3.6**> |
| 12 | Past Achievements[[1]](#footnote-1) | <Details to be mentioned in Section 3, ***Table 3.7***> |
| 13 | No of Forensic Science Laboratories and items to be covered in FAP in FY 2019-20 | <Name of FSL/RFSL, identified items and cost per item of capacity building, to be mentioned at Section 4, ***Table 4.1 and Table 4.2 respectively***> |
| 14 | Total cost capacity building of FSL/RFSL proposed in the FAP | Total cost – Rs.\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Sl no** | **Cost**  | **Amount (in Rs.)** |
| 1 | Central Cost |  |
| 2 | State cost |  |
|  | Total cost |  |

It is stated that the State commits to bear the State share of Rs. \_\_\_\_\_\_\_ for FAP for FY 2019-20. |
| 15 | First installment (50% of the total FAP approved for FY 2019-20) | Total First installment – Rs.\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Sl no** | **Share of installment** | **Amount (in Rs.)** |
| 1 | Central share |  |
| 2 | State share |  |
|  | Total first installment |  |

  |
| 16 | Second installment (50% of the total FAP approved for FY 2019-20) [[2]](#footnote-2)  | Total Second installment – Rs.\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Sl no** | **Share of installment** | **Amount (in Rs.)** |
| 1 | Central share |  |
| 2 | State share |  |
|  | Total second installment |  |

  |
| 17 | Expected date of Commencement of the FAP | <dd/mm/yyyy> |
| 18 | Expected date of Completion of the FAP | <dd/mm/yyyy> |
| 19 | Risk analysis in implementation of project |  |

# Section 2 :: State Profile

|  |  |  |
| --- | --- | --- |
| **1** | **Name of State** |  |
| **2** | **Name of Nodal Department implementing the FAP** |  |
| **3** | **Name of Nodal officer**  |  |
| 3.1 | Designation  |  |
| 3.2 | Contact email ID |  |
| 3.3 | Telephone number |  |
| 3.4 | Mobile no |  |
| 3.5 | Mail address |  |
| 3.6 | Fax |  |
| **4** | **Dedicated Bank Account for FAP[[3]](#footnote-3)** |  |
| 4.1 | Bank Account Number |  |
| 4.2 | Name of Bank |  |
| 4.3 | Name of Branch |  |
| 4.4 | Branch code |  |
| 4.5 | IFSC Code |  |
| 4.6 | Registered with Public Fund Monitoring System (Yes / No) |  |
| **5** | **Name of alternate officer to Nodal officer**  |  |
| 5.1 | Address |  |
| 5.2 | E-mail |  |
| 5.3 | Phone |  |
| 5.4 | Fax |  |
| **6** | **Name of Director State FSL**  |  |
| 6.1 | Address for speed post |  |
| 6.2 | Contact email ID |  |
| 6.3 | Telephone number |  |
| 6.4 | Mobile no |  |
| 6.5 | Mail address |  |
| 6.6 | Fax |  |

# Section 3 :: Information on State Forensic capacities

## Table 3.1 :: Details on target achievement status, closure status of previous FAP for the FY 2018-19

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl No** | **Item approved in previous Action Plan** | **Amount sanctioned** | **Status**  |
| 1 |  |  | <Achieved/Pending> |
| 2 |  |  |  |
| 3 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Note: State to add details of all the items approved in the State Action Plan along with amount sanctioned and status of closure of the target in terms of achievement

## Table 3.2 :: Details on State Forensic Laboratory

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl no** | **Item** | **Details**  | **Remarks** |
| 1 | Address |  |  |
| 2 | Own building /Rented building |  |  |
| 3 | No of Divisions  | As below: |  |
| 3.1 | Ballistics |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

  |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 3.2 | Chemistry |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 3.3 | Physics |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 3.4 | Biology |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 3.5 | Toxicology |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 3.6 | Narcotics |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 3.7 | Document |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 3.8 | DNA Analysis |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 3.9 | Cyber crime |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 4 | Is the State FSL connected to eForensic system | Yes/ No |  |
| 5 | Is the State FSL using eForensic system to report its cases | Yes/ No |  |
| 6 | Does the State FSL have its own online Forensic cases monitoring system? | Yes/ No |  |
| 7 | Does the State FSL have its own R&D set up  | Yes/ No |  |
| 8 | Does the State FSL have MoU with any University/Educational Institute for Forensic courses? | Yes/ No | Give details if “Yes” |

## Table 3.3 :: Details on Regional Forensic Laboratories

**Total number of Regional FSLs in State- \_\_\_\_\_\_\_\_**

(Please give details on each Regional FSL in format as below)

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl no** | **Item** | **Details**  | **Remarks** |
| 1 | Name of Regional FSL |  |  |
| 2 | Address |  |  |
| 3 | Own building /Rented building |  |  |
| 4 | No of Divisions  | As below: |  |
| 4.1 | Ballistics |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

  |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 4.2 | Chemistry |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 4.3 | Physics |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 4.4 | Biology |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 4.5 |  |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 4.6 |  |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 4.7 |  |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 4.8 | DNA Analysis |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 4.9 | Cyber crime |

|  |  |
| --- | --- |
| No. of Machinery & Equipment available |  |
| No. of Manpower available |  |

 |

|  |  |
| --- | --- |
| No of cases disposed in FY 2018-19 | No of cases pending till 31.1.2019 |
|  |  |

 |
| 5 | Is the Regional FSL connected to eForensic system | Yes/ No |  |
| 6 | Is the Regional FSL using eForensic system to report its cases | Yes/ No |  |

**Note: State to add separate table for each Regional FSL while reporting details on the Regional FSL as per format above**.

## Table 3.4 :: Facility available for DNA analysis

**FACILITY AVAILABLE FOR DNA PROFILING FOR SEXUAL ASSAULT AND HOMICIDE, HUMAN IDENTIFICATION, PATERNITY AND MITOCHONDRIAL DNA CASES:**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | **Particulars** |  **Yes / No)** | **Remarks** |
| 1. | **Lab Space (Minimum Space 6000 Sq.ft)** |  |  |
| * Sampling Lab (600 sq.ft)
* DNA Extraction Lab (800 sq.ft.)
* Serology Lab (600 sq.ft)
* DNA Quantification Lab (500 sq.ft.)
* Pre-PCR Lab (400 Sq.ft)
* PCR Lab (400 sq.ft)
* Post-PCR Lab (400 sq.ft)
* Genetic Analyser-cum-analysis Lab (800 sq.ft)
* Water purification and autoclaving (600 sq.ft)
* Case Exhibit Storage (Dry / Cold) (900 Sq.ft)
 |  |  |
| 2. | **Major Equipment** |  |  |
| Gel Documentation system |  |  |
| Refrigerated Centrifuge |  |  |
| Non-refrigerated Centrifuge |  |  |
| Thermal cycler |  |  |
| DNA analyser |  |  |
| Deep Freezer -20◦C |  |  |
| Digital microscope |  |  |
| RT-PCR |  |  |
| 3. | **Minor Equipment** |  |  |
| Bio-safety cabinet |  |  |
| Thermo-mixer (microprocessor controlled shaking dry bath) |  |  |
| Vortex mixer |  |  |
| Gel Electrophoresis Unit with PS |  |  |
| PCR workstation |  |  |
| UV –VIS Spectrophotometer |  |  |
| Mini-Centrifuge  |  |  |
| Autoclave |  |  |
| Multi-wave length light |  |  |
| Water Bath |  |  |
| Refrigerator 4 ◦C |  |  |
| Microwave oven |  |  |
| PH Meter |  |  |
| Micro Pipette set (variable volumes) |  |  |
| Evidence drying cabinet |  |  |
| Tissue Lyzer |  |  |
| Evidence drying cabinet |  |  |
| Uninterrupted Power Supply |  |  |
| 4. | **Manpower** |  |  |
| **Post** | **Available**  | **Required** |  |
| Reporting Officers |  |  |  |
| Technicians |  |  |

## Table 3.5 :: Cyber crime facility with State

**FACILITY AVAILABLE FOR DIGITAL EVIDENCE EXAMINATION CASES (MOBILE PHONE, HARD DISK, CCTVS ETC):**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | **Particulars** |  **Yes / No)** | **Remarks** |
|  | **Lab Space (Minimum 3000 Sq. Ft)** |  |  |
| 1. | * Cell Phone Examination Lab
* Hard Disk, Memory and SIM card Examination Lab
* Audio-Video Examination Lab
* Facial Identification and authentication Lab
 |
| 2. | **Major /Minor Equipment** |  |  |
| Software & Hardware tools for Cell phone examination  |  |  |
| Software & Hardware Tools for Digital Storage device acquisition with write blockers. |  |  |
| Software & Hardware Tools for Audio recording and analysis  |  |  |
| Software & Hardware Tools Video analysis  |  |  |
| 4. | **Manpower** |  |  |
| **Post** | **Available**  | **Required** |  |
| Reporting Officers |  |  |  |
| Technicians |  |  |

## Table 3.6 :: Narcotics testing facility with State

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | **Particulars** |  **Yes / No)** | **Remarks** |
| 1. | **Lab Space (Minimum 3000 Sq. Ft)** |  |  |
| 2. | **Major /Minor Equipment** |  |  |
| GC-MS  |  |  |
| FT-IR |  |  |
| UV-VIS Spectrophotometer |  |  |
| Fume Hood |  |  |
| pH Meter |  |  |
| Ultra sonicator |  |  |
| Vortex Shaker |  |  |
| Hot plate cum stirrer |  |  |
| Centrifuge |  |  |
| Hot air Oven |  |  |
| 3. | **Manpower** |  |  |
| **Post** | **Available**  | **Required** |  |
| Reporting Officers |  |  |  |
| Technicians |  |  |

## Table 3.7:: Past achievements (Total State)

|  |  |  |  |
| --- | --- | --- | --- |
| FY | Total cases referred | Total cases reported | Total cases pending |
| 2013-14 |  |  |  |
| 2014-15 |  |  |  |
| 2015-16 |  |  |  |
| 2016-17 |  |  |  |
| 2017-18 |  |  |  |
| 2018-19 |  |  |  |

##

## Section 4 :: Proposed requirements of State FSL and Regional FSLs

## Table 4.1 :: Proposed cost for State FSL

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl no | Division | Machinery & Equipment Or Manpower | Quantity | Make & model in case of M&E | Centre Share | State Share | Total cost |
| (i) | (ii) | (iii) | (Iv) | (v) | (vi) | (vii) | (viii) = (vi) + (vii) |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |

Note: Priority will be given to capacity building for DNA analysis and Cyber crime forensics

## Table 4.2 :: Proposed cost for Regional FSL

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl no | Division | Machinery & Equipment Or Manpower | Quantity | Make & model in case of M&E | Centre Share | State Share | Total cost |
| (i) | (ii) | (iii) | (Iv) | (v) | (vi) | (vii) | (viii) = (vi) + (vii) |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |

Note: Priority will be given to capacity building for DNA analysis and Cyber crime forensics

# Section 5 :: Risk Analysis

|  |  |
| --- | --- |
| **Risk Factor** | **Risk Mitigation Measures** |
| Management Risk  |  |
| Pre-completion Risk |
| Approvals and Clearances from required authorities |  |
| Financial Risk |  |
| Non-Availability of Infrastructural Facilities |  |
| Cost and time overrun |  |
| Post completion risk |
| Performance Shortfall |  |
| Other risk |
| Force Majeure |  |

# Section 6 :: Suggestions & Recommendation

Suggestions / Recommendation for strengthening Forensic capacity in the country

1. Only in case of repeat FAPs [↑](#footnote-ref-1)
2. Second instalment shall be payable on expenditure of 60% of funds released as first instalment as substantiated by a Utilization Certificate [↑](#footnote-ref-2)
3. In case State Forensic Science Laboratory does not have a separate bank account, a designated bank account may be indicated duly for registration on PFMS [↑](#footnote-ref-3)