**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)