

**WEST BENGAL POLICE
KOLKATA POLICE**

Case No..... POLICE STATION.....

Section of Law..... DISTRICT.....

Date.....

In all cases where the examination of any material is required at the Laboratory, a copy of this form duly filled in should accompany the exhibit.

I. NATURE OF CRIME

(This should nature of charge, brief history and any relevant details)

II. LIST OF EXHIBITS SENT FOR EXAMINATION

Label No.	Description of exhibits	How and when found and by whom	Ownership of the exhibits	Remarks

III. NATURE OF EXAMINATION REQUIRED
(Including any information which will assist the examination)

IV. PARTICULARS OF PERSONS IN CUSTODY

Full Name	Occupation	Age	Sex	Date & Time of arrest	Whether on bail or in custody	court

.....
Signature and Rank of the
Investigating Officer

Memo. No......

Dated, the.....

*Forwarded to the Director-cum-Senior Chemical Examiner
Forensic Science Laboratory
37/1/2 Belgachia Road
Kolkata 700037*

*S.D.O./Magistrate/Deputy Commissioner of Police
.....
District/Kolkata*

Note : In the 'Nature of Crime' and 'Nature of Examination' care should be taken to ensure that all necessary information regarding individual samples submitted is included.
In the packing material for Expert Examination, it is important that the specimen or sample should be well-protected against contamination from outside sources. The specimen when received at the Laboratory must be a true unadulterated sample of the material found at the scene of the crime.
The exhibit should be wrapped in either clean white glazed paper or in cellophane and should be clearly and distinctly marked. Small exhibits such as hair, fibres, dust etc., should be packed in glass tubes, if possible or in cellophane-card envelopes.
Liquid should be packed in scrupulously clean, glass stoppered bottles and sealed.
Each specimen must be in a separate package and have a separate label with a distinguishing mark.
Whenever exhibits are required to be returned, a note to this effect may be made in the 'Remarks' column at page 2 under the Head II or else they would be destroyed as usual.

Certified that the Director-cum-Senior Chemical Examiner to the Government of West Bengal has the authority to examine exhibits sent to him in connection with the case to State Versus under Section and if necessary, to take them to pieces or remove portions for the purpose of the said examination.

Date.....

Signature.....

S.D.O./Magistrate/D.C.

Place.....

Certificate to be signed by a S.D.O./Magistrate/Deputy Commissioner of Police District/ Kolkata, and forward to the Director-cum-Senior Chemical Examiner, Forensic Science Laboratory, 37/1/2 Belgachia Road, Kolkata 700037 with exhibits.