



CITIZEN CHARTER OF FORENSIC SCIENCES DEPARTMENT

1. The Forensic Sciences Department of Tamil Nadu provides facilities for analyzing material evidences collected as clues in all criminal and civil cases in which the Tamil Nadu State is a party. Application requesting analysis should be sent to "The Director, Forensic Sciences Department, 30-A, Kamarajar Salai, Chennai -600 004".
2. Applications for analysis are acceptable free of cost when received from the Police Department, Presiding Officers of Criminal Courts, the High Court, Madras, Prohibition and Excise Department and suspected poison cases from Government Medical and Veterinary Institutions.
3. Requests for analysis from other departments of the State Government, Undertakings of State Government, Municipal Corporations and other local bodies, Universities of Tamil Nadu, private hospitals in Tamil Nadu, licensees directed to send samples by the office of the Commissioner of Prohibition and Excise, Central Government, their Undertakings, other State Governments, and from the High Court or from other [Criminal/Civil] Courts in cases where the Government of Tamil Nadu is not a party, are entertained on payment of the fees mentioned.
4. Forensic Sciences Department functions through the Main laboratory at Chennai with sixteen divisions, ten Regional Laboratories, Mobile Forensic Science Laboratories in 38 Police Districts including five Commissionerates.

The Forensic Sciences Department deals with a wide spectrum of forensic work and is equipped with several modern instruments for rapid and precise analysis. The Department receives exhibits for examination connected with crime or civil disputes or regulatory aspects or non-litigious matters from Presiding Officers of criminal courts, the High Courts, Police Officers, Medical Officers, Prohibition and Excise

Department and suspected poison cases from Government Medical and Veterinary Institutions.

a) Food samples served to VVIPs during their visits are also examined in this Department to rule out poisonous substance.

b) The scientists of this Department also render guidance at the scene of crime.

Other services rendered by this Department :

(i) Technical consultancy to the Government revenue-earning Excise Department.

(ii) Cases referred by the Officers of other (non-police) Departments and undertakings of the Government of Tamil Nadu; Officers of Central and State Governments presiding officers of High Court, criminal courts and civil courts where the Government of Tamil Nadu is not a party etc.

(iii) Paternity Testing - a social scheme to aid the poor, deserted and helpless women of this country the centre established at FSD by April 11, 1985.

ACTS, RULES AND LEGISLATIONS OF PUBLIC INTEREST

Rules regulating applications for the services of the Director, Forensic Sciences Department, for the examination of cases/articles in the various Divisions of the Department and payment of fees.

CLASSIFICATION AND FEES

State Rules to regulate the payment of analysis fee for examination of various cases/exhibits/articles in the Tamil Nadu Forensic Sciences Department

1. Short Title:- These rules will be called as “State Rules to regulate the payment of analysis fee for examination of various cases/exhibits/articles in the Tamil Nadu Forensic Sciences Department.

2. Address for sending samples for examination of cases:-Applications should be sent to the Director, Forensic Sciences Department, 30-A, Kamarajar Salai, Mylapore, Chennai – 600 004.

3. Departments/Offices, which are classified as “Class-A”, shall be exempted from payment of fee for examination of cases, i.e., Applications received from the Police/Vigilance & Anticorruption Departments of Government of Tamil Nadu, either directly or through Courts or through Government Medical/ Veterinary Institutions in Tamil Nadu (including authorized private Medico-legal autopsy centres) and Clinical Toxicology cases from Government Medical/Veterinary Institutions in Tamil Nadu.

4. Departments/Offices, which are classified as “Class-B”, “Class-C”, “Class-D”, “Class-E” and “Class-F”, as detailed below, shall pay fee for examination of cases, as specified in Schedules – I, II and III to these rules:-

(i) “Class-B”:-Applications received from other Departments, Local Bodies, Universities, etc., under the Government of Tamil Nadu and cases from the Family Courts/Other Courts of Law in the State of Tamil Nadu wherein the Government of Tamil Nadu is not a party.

(ii) “Class-C”:-Applications received from Courts of Law and Departments of other State Governments including their Local Bodies, Universities etc., and cases from other States, referred by any authority in Tamil Nadu.

(iii) “Class-D”:-Applications received from Public Sector Undertakings, Boards, Commissions, Tribunals, Councils, etc., of the State of Tamil Nadu/Other States/Union Territory/Central Government and Departments of Union Territory/Central Government.

(iv) “Class-E”:-Applications received from Banks including Nationalised Banks, Private Hospitals/Colleges and others.

(v) "Class-F":-The following Departments/Offices in the State of Tamil Nadu shall pay fee for examination of Excise samples etc.:-

(a) Category-I:-Applications received from Officers under the control of Commissioner of Prohibition and Excise of Government of Tamil Nadu, viz., Excise Supervisory Officers of Blending Units and Breweries, Assistant Commissioner of Excise and Bonded Manufactory Officers, Managers/Assistant Manager of TASMAL and Denaturant Licensees, etc.

(b) Category-II:-Applications received from (i) Lithographic Picture Varnish Manufacturers (Denatured Spirit Licence-2 Licensees), who are manufacturing picture varnish for lithographic purposes; and (ii) Spirituous Medicinal Preparation Companies, who are manufacturing medicinal preparations containing alcohol, referred through the Bonded Manufactory Officers, Assistant Commissioners and other officers concerned, who are posted by the Commissioner of Prohibition and Excise, for verification of percentage of alcohol in the medicinal preparation

Note: Applications from classes not categorized above will be accepted under special circumstances, if they are not detrimental to normal work and as per the discretion of the Director, Forensic Sciences Department, Chennai-600 004.

5. (i) Levy of analysis fee:-The classes of user-agencies referred under rule 4 (i) to (iv) above, except "Class-F" and the quantum of fees chargeable towards examination of samples received in various Divisions shall be regulated as per the "Table" in the "Schedule-I" appended to this rule.

(ii) The user-agencies classified under "Class-F", referred under rule 4 (v) (a) above and the quantum of fees chargeable towards examination of excise samples received in Excise Division shall be regulated as per the "Table" in the "Schedule-II" appended to this rule.

(iii) The user-agencies classified under "Class-F", referred under rule 4 (v) (b) above and the quantum of fees chargeable towards examination of excise samples received in Excise Division shall be regulated as per the "Table" in the "Schedule-III" appended to this rule.

(iv) Waiver of analysis fee in certain cases:-The fees may be waived for the services mentioned in Serial No.4 (i) of the Schedule-I, viz., "DNA

Profiling-Paternity cases", in respect of the cases referred by Family Courts in the State of Tamil Nadu, wherein the annual income of the complainant/plaintiff

Profiling-Paternity cases”, in respect of the cases referred by Family Courts in the State of Tamil Nadu, wherein the annual income of the complainant/plaintiff is Rs.24,000/- (Rupees twenty four thousand only) or below (as authenticated by the competent revenue authority and attested by the judge of the Family Court).

(v) The analysis fees mentioned in the said “Schedule-I”, “Schedule-II” and “Schedule-III” do not cover travelling allowance with regard to cases falling under “Classes-B to F” and it shall be governed by rule 11 below.

6. (i) Mode of payment of analysis fee:-Among cases falling under “Class-B”, the Departments which require the services of the Director, Forensic Sciences Department, Chennai-4, may make payment by Demand Draft (or) by book adjustment and present the adjustment challan for the purpose of record.

(ii) Head of account for payment of analysis fees:- In cases referred from Courts of Law under Class-B and in all cases falling under Class-C, Class-D, Class-E and Class-F, the fee is payable in advance and each application should be accompanied by a treasury challan showing the payment of the amount under head of account, “0055.00.Police – 800.Other Receipts – AK.Receipts from Forensic Science Department – 27.Non-Taxation Fees – 99.0thers” (D.P. Code:0055-00-800-AK-27-99”).

(iii) Payment of fee may also be made by Demand Draft drawn in favour of “Director, Forensic Sciences Department, Chennai-4”.

(iv) Fees once paid will not be refunded under any circumstances.

7. Instructions regarding payment of fee:-In all cases falling under Classes-B to F, the authorities submitting the cases will be informed of the exact cost involved in the analysis/examination and they will given instructions for further steps to be taken to pay the fees.

8. Additional fee for deposition in Court of Law:-In all cases falling under Classes-B to F, if the Scientist of the Forensic Sciences Department is requires more than one day for depositing evidence before a Court of Law, Commission, etc., an additional fee of Rs.3000/- (Rupees three thousand only) will be charged, in addition to the Travelling Allowance and Daily Allowances, for each day after the first day on which the evidence is given.

9. Instruction to the Forensic Scientists for deposition before Court of Law:-In all cases falling under Classes-B to F, the Scientists of the Forensic Sciences Department will be prepared to attend Court of Law, etc. Provided that

they can do so without detriment to their normal work and they are requisitioned at least one month ahead of the hearing date.

10. Instruction to the Investigation Authorities regarding deposition by the Forensic Scientist:-Presiding Officers of the Courts of Law and the Inquiring Authorities are requested to detain the Scientists of the Forensic Sciences Department, for the least possible time compatible with the requirement of the cases. They are also requested to accept, as far as possible, the time and date for attendance offered by these scientists, as they have to frequently attend several Courts in the course of their official duties in addition to their regular laboratory work.

11. Payment of Travelling Allowance to the Forensic Scientists and Office Assistants who attend the Courts for deposition:-When the Scientists of the Forensic Sciences Department are required to travel in order to give evidence or for any similar purpose, the authority employing their services in cases falling under Classes-B to F will be required to pay travelling allowances and daily allowance at the rates laid down under the Tamil Nadu Travelling Allowances Rules, 2005, as amended from time to time. Such allowances will also be payable for the Office Assistant accompanying the Scientists at the rate fixed by the Government of Tamil Nadu. In such cases, the Presiding Officers of the Courts and Inquiring Authorities concerned will be required to certify that the cost of such allowance has been deposited in the Court and it will be paid to the Scientists concerned after the deposition of evidence is over. In the event of receipt of Travelling Allowance from the Court, the Forensic Scientist shall not claim the Travelling Allowance in his office.

SCHEDULE-I

[see Rule 5 (i)]

Sl. No	Type/Nature of Examination	Fee chargeable for analysis of sample referred by various User-agencies / applicants under				
		Class-A	Class-B	Class-C	Class-D	Class-E
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1)	Questioned Documents	Nil	Rs.4500/- for 25 exhibits, Rs.1500/- for each 10 additional exhibits	Rs.6000/- for 25 exhibits, Rs.3000/- for each 10 additional exhibits	Rs.9000/- for 25 exhibits, Rs.6000/- for each 10 additional exhibits	Rs.12000/- for 25 exhibits, Rs.9000/- for each 10 additional exhibits
2)	a) Biology & Serology	Nil	Rs.900/- per item/article	Rs.1200/- per item / article	Rs.1800/- per item/article	Rs.2400/- per item/article
	b) Chemistry, Explosives, Narcotics, Prohibition, Toxicology & Ballistics	Nil	Rs.900/- per item/article	Rs.1200/- per item/article	Rs.1800/- per item/article	Rs.2400/- per item/article
	c) Physics	Nil	Rs.900/- per item/article	Rs.1200/- per item/article	Rs.1800/- per item/article	Rs.2400/- per item/article
	d) Forensic Voice Analysis	Nil	Rs.5000/- per audio recording	Rs.7500/- per audio recording	Rs.10000/- per audio recording	Rs.15000/- per audio recording
	e) Computer Forensics-Hard Disk	Nil	Rs.5000/- per item/article	Rs.7000/- per item/article	Rs.9000/- per item/article	Rs.11000/- per item/article
	f) Computer Forensics-Memory Storage Media	Nil	Rs.3000/- per item/article	Rs.5000/- per item/article	Rs.7000/- per item/article	Rs.9000/- per item/article
	g) Computer Forensics-Imaging of Hard Disc / Memory Devices	Nil	Rs.2000/- for 1 st 10GB and Rs.50/- for every additional 1 GB	Rs.4000/- for 1 st 10GB and Rs.100/ ² for every additional 1 GB	Rs.6000/- for 1 st 10GB and Rs.200/- for every additional 1 GB	Rs.8000/- for 1 st 10GB and Rs.300/- for every additional 1 GB

Sl. No.	Type/Nature of Examination	Fee for analysis chargeable for analysis of sample referred by various User-agencies / applicants under				
		Class A	Class B	Class C	Class D	Class E
(1)	(2)	(3)	(4)	(5)	(6)	(7)
3)	Anthropology Skull Superimposition cases	Nil	Rs.4500/- per case	Rs.6000/- per case	Rs.9000/- per case	Rs.9000/- per case
4)	i) DNA Profiling-Paternity cases	Nil	Rs.12000/- per case of 3 persons, Rs.4000/- for each additional person	Rs.15000/- per case of 3 persons, Rs.5000/- for each additional person	Rs.18000/- per case of 3 persons, Rs.6000/- for each additional person	Rs.21000/- per case of 3 persons, Rs.7000/- for each additional person
	ii) DNA Profiling-Other than paternity cases	Nil	Rs.18000/- per case of 3 sources/items, Rs.6000/- for each additional source/item	Rs.20000/- per case of 3 sources/items, Rs.7000/- for each additional source/item	Rs.22000/- per case of 3 sources/items, Rs.8000/- for each additional source/item	Rs.25000/- per case of 3 sources/items, Rs.9000/- for each additional source/item

- Note:**
- A Police Department and Directorate of Vigilance and Anti-Corruption of Government of Tamil Nadu either directly or through courts or through Government Medical/Veterinary institutions (including authorized private medico-legal autopsy centres) and Clinical toxicology cases from Government Medical/veterinary institutions in Tamil Nadu.
 - B Other Departments, local bodies, universities etc. under Government of Tamil Nadu; and, cases from family courts/other courts in Tamil Nadu wherein Government of Tamil Nadu is not a party.
 - C Courts and Departments of other State Governments including their local bodies, Universities etc. and cases from other States referred by any authority in Tamil Nadu.
 - D Public Sector Undertakings, Boards, Commissions, Tribunals, Councils etc. of Tamil Nadu / other States/Union Territory/ Central Government, and Departments of Union Territory / Central Government.
 - E Banks including nationalized banks, private hospitals/colleges and others.

Schedule-II

[See Rule 5 (ii)]

CLASS-F

CATEGORY-I

**DEPARTMENTS/OFFICES WHO HAVE TO PAY THE FEE FOR
EXAMINATION OF EXCISE SAMPLES**

Sl. No.	Applicants	Nature of samples referred for analysis	Licensees	Fees chargeable as per the existing G.O. Rs.
1.	Excise Supervisory Officers (ESO)	Indian Made Foreign Spirit (IMFS) such as Brandy, Whisky, Rum, Vodka, Gin, Rectified Spirit, Neutral Spirit,	United Spirits Limited, Poonamallee	4000/-*
			Midas Golden Distilleries Private Limited, Sirumathur	
			SNJ Distilleries Private Limited, Kallapiranpuram	
			Elite Distilleries Private Limited, Nathanallur	
			Empee Distilleries Private Limited, Mevaloorkuppam	
			Mohan Breweries & Distilleries Limited, Chennai	
			Golden Vats Private Limited, Karnavur	
			Kals Distilleries Private Limited, Kallakottai	
			Southern Agrifurane Industries Limited, Valudhareddy, Villuppuram	
		Beers such as Beer –Standard/ Strong / Extra Strong / Super Strong	Mohan Breweries & Distilleries Brewery Unit Chennai	4000/-*
			Empee Breweries Limited, Kuthambakkam	
			Appollo Distilleries Private Limited, Gummudipoondi	
			Kals Brewery Private Limited, Kunnathur	
			SNJ Breweries Private Limited, Moosivakkam	
United Breweries Private Limited, Aranvoyal				
AM Breweries Private Limited, Kancheepuram				
Wine	Cumbum Valley, Theni	4000/-*		

2.	Distillery Officers	Cane Molasses, Rectified Spirit, Neutral Spirit, Denaturants etc.	Trichy Distilleries & Chemicals Limited, Tiruchirappalli	4000/-*
			Sakthi Sugars Limited, Erode	
			Kothari Sugars & Chemicals Limited, Kattur, Tiruchirappalli	
			Thiru Arooran Sugars Limited, Thirunmandankudi, Thanjavur	
			Sri Ambika Sugars, Kanadhukandan	
			SV Sugar Mills Limited, Palayaseevaram	
			Rajshree Sugars & Chemicals Limited, Semmedu / Theni	
			EID Parry (I) Limited, Nellikuppam / Sivaganga	
			Salem Co-op. Sugar Mills Limited, Mohanur	
			Mohan Breweries & Distilleries Limited, Vedhanarayanapuram	
			Southern Agrifurane Industries Limited, Mundiyaambakkam, Villuppuram	
			Bannari Amman Sugars Limited, Sinnapuliyur, Erode	
			Dharani Sugars & Chemicals Limited, Kalayanallur / Vasudevanallur	
			Amaravathi Co-op. Sugar Mills Limited, Krishnapuram	
			Bhavani Distilleries & Chemicals Limited, T.Pudhur	
Chemplast Sanmar Limited, Kadampuliyur				
3.	DL2 Licencees	Denatured Spirit, Shellac compound, French Polish, Gasket Shellac Glue, Thinners etc.	Murugappan & Company, Chennai	4000/-*
			Brahmar Cellulose, Kudikadu	
			AM Aromatics, Kancheepuram	
			Chemidye Manufacturing Company, Ranipet	
			Maschmeijer Aromatics India Private Limited, Chennai	
			International Flavours & Fragrances India Private Limited, Chennai	
			Shasun Chemicals and Drugs Limited, Cuddalore	
			TANSI Polish Unit, Chennai	
			Chemplast Sanmar Limited, Mettur	
			Trak Chemicals, Chennai	

4.	Bonded Manufactory Officers	Rectified Spirit	Wardex Pharmaceuticals, Chennai	4000/-*
			Raptakos Brett & Company Limited, Chennai	
5.	District Managers/ Deputy Collectors / Excise Supervisory Officers/ Regional Senior Manager of Retail Vending Shop and IMFS depo connected to TASMAC	Indian Made Foreign Spirits & Foreign Spirits such as Brandy, Whisky, Rum, Gin, Vodka etc.	Tamil Nadu State Marketing Corporation Limited (TASMAC)	4000/-*

* G.O. (Ms.) No.497, Home (Police.XVIII) Department, dated 02.07.2012.

Schedule-III

[See Rule 5 (iii)]

CLASS-F

CATEGORY-II

DEPARTMENTS/OFFICES WHO HAVE TO PAY THE FEE FOR EXAMINATION OF

EXCISE SAMPLES

Sl. No.	Applicants	Nature of samples referred for analysis	Licensees	Fees chargeable as per the existing G.O. Rs
1.	DL2 Licencees	Lithographic Picture varnish	Jackson K Company, Sivakasi	600/-**
			Graham Varnish Company, Sivakasi	
			Paulsons Litho Works, Sivakasi	
			Mohan Punching & Varnishing Works, Sivakasi	
			Therees Industries, Sivakasi	
			Kanagarajan Cutting Works, Sivakasi	
			Janki Calender Corporation, Sivakasi	
			Sri Selva Vinayagar Cutting Works, Sivakasi	
			Aruna Process, Sivakasi	
			Selvam Picture Varnish Works, Sivakasi	
			Senthil Varnish Company, Sivakasi	
SP Subash Chandra Bose, Sivakasi				
2.	Bonded Manufactory Officers	Medicinal Preparations such as tonics, ayurvedic preparations etc.	Wardex Pharmaceuticals, Chennai	600/-**
			Raptakos Brett & Company Limited, Chennai	
			INGA Pharmaceuticals, Chennai	
			Hindustan Drugs, Maduravoyal	
			Piramal Healthcare, Ennore	

** G.O. (Ms.) No.355, Home (Police.XVIII) Department, dated 15.05.2014

Contact Particulars

Address	The Director Forensic Sciences Department 30A, Kamarajar Salai Mylapore, Chennai-600004
Phone Numbers	044-28447771 044-28447772 044-28447773 044-28447774 044-28447775
E-Mail	forensic@nic.in