

Government of West Bengal
Cyber Forensics & Digital Evidence Examiners' Laboratory

Araksha Bhawan, 2nd Floor, DJ-Block, Sector-II, Salt Lake, Kolkata-700091
Phone/Fax:**033-23570105**
Email ID: adm-cfdeel@policewb.gov.in
(This form to be completed in duplicate)

CFDEEL Case Token No:

Name & Rank of I.O: **Mobile/Phone No**

District:

Police Station: **Phone No:**

Name of the Forwarding Authority:

Designation

STD Code **Phone No.** **Fax:**

(i) **Case No:** **Date:**
(ii) **U/S:**
(iii) **Offence(s):**
(iv) **Police Station:**
(v) **Ref.No (CMR No./Memo No.):**
(vi) **Date and time of offence:**
(vii) **Place of occurrence:**
(viii) **Nature of offence:**
(ix) **Name of victim (Optional):**
(x) **Person(s) charged or suspected (Optional):**
(xi) **Charge sheet to be filed on:**

I. Brief history of the case:

II. List of Exhibits sent for examination:

Sl No	Description of the exhibits including its markings (e.g A, B etc.)	Nos of package(s)/ Parcel(s)	Date, place & time of seizure	Name of the officer making seizure	PIN/Pattern/ Lock/Password In case of Mobile phone /Tab	Remarks

Name of Packing and dispatching officer:
Rank:

III. Nature of forensic examination required:

(If more than one kind of test is required, please mention in order of importance)

Signature of Investigation Officer

Specimen seal impression of Exhibits (*Covered with Cello-tape*)

Signature of Forwarding Authority

Name:

Designation:

N.B.:

(1) Requisition for digital forensic examination shall be forwarded by ACJM/CJM or any Competent Authority of concerned court of Law or the officer not below the rank of SP/DCP
(2) Sample's seal(s) (wax) as well as exhibit's parcel seal(s) shall be intact and covered with cello tape. Seal impression must be legible.
(3) Standard Operating Procedures shall be strictly followed for sending exhibit(s)
(4) Exhibit(s)shall be sent only as per this format
(5) Exhibits shall be sent only by the messenger authorized by the forwarding authority
(6) All necessary documents e.g. copy of FIR, seizure list etc. shall be attached with the forwarding letter after being duly attested by Gazetted officer
(7) Each page of Form No-01 shall be duly signed by Investigating officer