

Chapter XII
Directions of Police Officers for Packing and Despatching of
Exhibits
I – GENERAL.

(a) The packing and forwarding of all exhibits and articles for examination shall be carried out by police officers except when the preservation of such articles has been done by a medical officer.

When there has been a post-mortem examination by the Civil Surgeon or any qualified medical officer, the viscera and other articles(if any), connected with the case and found on or with the body at the time of the examination shall be packed, sealed and dispatched by the medical officer concerned. Similarly, when stomach washings, vomited matter, stools, other biological remnants e.g. saliva urine etc., are preserved by the medical officer, they shall be packed, sealed and dispatched by him if requested to do so by the investigating officer. If in any case the Civil Surgeon considers for any special reason that any matter or portion of a subject examined by him should be sent by special messenger. He shall apply to the Superintendent.

(b) The articles to be examined shall be sent in sealed packets and in no circumstances shall the forwarding report be packed in the same parcel with the substances to which it refers. The report must always be sent separately by registered post together with a sample of the seal used and shall always state the date of dispatch of the parcel.

(c) In forwarding suspected substances or weapons, an accurate description of the articles shall be inserted in the report.

(d) In sending stains, it is important to remember that it is much easier for the Chemical Examiner to determine the presence or absence of blood in an intact substance than in a mass of dust. Care must, therefore, be taken that the stains and the substance, on which the stains are found, reach the Chemical Examiner intact. Thus, if stains are found on a hard substance, such as cemented floor or wall or on a large and heavy article, such as a door, cart-yoke, heavy piece of wood or metal, etc., they should not be moistened and then rubbed, but the portion of the floor or wall containing them should, as far as possible, be taken up and sent with such precaution as may be necessary to ensure that they do not break during transit. The stains may be covered with a pledget of cotton-wool, which in its turn shall be covered with paper whose margin shall be pasted on to the article well clear of the cotton-wool. When flesh or skin is sent, it shall not be sent in alcohol, but should be sent in a saturated solution of common salt. Earth and plaster should be dispatched, as far as possible, in one piece carefully packed in cotton-wool in a wooden or tin receptacle. Earthen pots or handis which are likely to be broken during transit shall never be used.

(e) Articles of wearing apparel containing suspected blood or seminal stains when sent shall have pieces of paper stitched (never pinned, pasted or gummed) over the supposed stains, and, the pieces shall be consecutively lettered. The entire garment must be sent. Each cloth shall have a label stitched on it in one corner. The label shall contain the following information, and a copy in the same handwriting, with an impression of the seal on the parcel, shall be inserted in the report :

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|-----------------------------|--------------------------------|
| (1) Number of report. | (4) Number of observed stains. |
| (2) Description of article. | (5) By whom forwarded. |
| (3) Owner. | (6) Station, date and seal. |

Care shall be taken that the cloth be not folded at the stained portion. The stain shall be kept quite flat. The stained places shall be protected by a thin layer of cotton-wool on each surface.

Great care shall be taken that ants or other insects do not gain access to stained articles, as in a short time they may destroy all traces of stains. Stained articles shall first be wrapped in paper, and then be carefully stitched up in waxed cloth, and enclosed in a tin or wooden box.

Note. – Garments suspected to contain seminal stains should be completely dried in defused sunlight before they are packed and dispatched to the Chemical Engineer.

(f) Blood-stained knives and weapons shall have labels securely tied on them, and the knots shall be sealed. Cutting weapons shall have their edges well covered with hemp or jute packing. Each label shall contain the following in accused formation, and a copy in the same handwriting, with an impression of the seal shall be entered in the report :-

- | | |
|---------------------------------|-------------------------------------|
| (1) Number of report. | (4) Name of the forwarding officer. |
| (2) Description of article. | (5) Station, date and seal. |
| (3) Name of the accused person. | |

(g) When articles are to be sent in a preservative they shall be placed in clean glass bottles or jars, securely stoppered and a ring of melted paraffin round the lip of the stopper to prevent leaks. The stopper must also be tied down and sealed. The preservative fluid must also be tied down and sealed. The preservative fluid must be sufficient to keep the articles completely immersed. A control sample of the preservative (rectified spirit or saturated salt solution) shall always be sent in a separate bottle, sealed and labeled as a sample. Glass bottles or jars shall be packed in wooden boxes of sufficient size to allow at least one inch of sawdust or other packing to surround each bottle.

(h) When several substances are sent, they shall be wrapped separately in paper, and shall be sealed and consecutively lettered in English. A list of the articles, duly lettered and sealed, shall accompany the parcel, and an exact copy in the same handwriting, with an impression of the seal, shall be entered in the report. This list shall contain the following information :-

- (1) Number and date of report.
- (2) Description of articles, A, B, C, etc.
- (3) By whom forwarded.
- (4) Station, date and seal.
- (5) Section of law.
- (6) Copy of the police report, translated into English if in the vernacular.
- (7) A full account of the medico-legal aspects of the case.

(i) The impression of the seal attached to the forwarding letter shall be protected on both sides by a thin layer of cotton-wool to prevent the wax being powdered in transit. The seal impression shall not be that of a coin, small weight or spatula, etc.

(j) The labeling and numbering of articles shall not be in the vernacular, but English.

(k) In no circumstances shall exhibits belonging to different cases be included in the same parcel. Any article that is damp at the time of dispatch shall be carefully covered with wax cloth and sent separately or dried in defused sunlight.

(l) The articles shall ordinarily be dispatched either by special messenger or by registered parcel post. Such practice has since been abandoned for a long time, as the articles are found to be lost due to mishandling of the process in transit.

II – ARMS AND AMMUNITION

1. Before despatching exhibits for examination, careful note shall be made of their description and condition and of every mark by which they can be identified. The articles shall then be carefully packed and despatched in accordance with the general instructions given below.

2. When firearms are sent, they shall be packed in wooden boxes which so fit the contents that there is no room for any movement of the exhibits. Care must be taken to see that the muzzle of the weapon is blocked with packing of some sort. Ammunition, when sent, shall be packed in a small tin. If fired ammunition is sent, the labels shall in no case be attached near brass base of the cartridge case. The label must be pasted round the cartridge case near the open end of the case, so as not to be interfered with any examination or test. The signatures of search witnesses, if any, shall also be affixed at the same end.

3. **Certificate to be forwarded with exhibits.**- Before sending the exhibits for examination the Court officer shall obtain from the Magistrate in all cases a certificate authorizing the experts to remove, if necessary, portions of the exhibits for the purpose of applying tests. This certificate shall be sent by the Court officer with forwarding report and not packed with the exhibits. In the case of exhibits sent to the Arms Act Department of the Kolkata Police, the Court officer shall also obtain from the Magistrate permission in writing for their examination and for their being taken to pieces, if necessary, for the purpose of examination.

4. **Information regarding exhibits in unnatural deaths.**- The information furnished to medical officers and the Forensic Science Laboratory by the police regarding unnatural deaths shall be as full and complete as possible.

5. **Information to be sent to the Forensic Science Laboratory regarding preservation of exhibits.**- The exhibits will ordinarily be preserved for a period of six months only from the date of their receipt in the Forensic Science Laboratory's office after which they are liable to destruction. In special cases, however, when it is likely that the articles will be required after six months, the requisitioning officer shall note at the time of dispatch of the article to the Forensic Science Laboratory that they should not be destroyed without reference to him.

6. **Result of analysis.**- The result of analysis shall be communicated immediately to the station officer interested, and the original report of the Forensic Science Laboratory shall be filed with the Magistrate's record.

Instructions for sending corpses for post-mortem Examination:

1.(a) All corpses on which a post-mortem examination is to be held will be sent to the nearest medical officer authorized in this respect, whether he be the District Medical Superintendent or Chief Medical Officer of Health at the district headquarters or the Assistant of the Sub-Divisional Medical Officer of Health in the subdivision or any private medical practitioner or railway medical officer authorized by name to hold post-mortem examinations.

(b) When a body is sent in for autopsy it should always be accompanied by a copy of the inquest report, with a translation, if in the vernacular, and chalan in duplicate Form, one copy of which should be addressed to the court officer (where the post-mortem examination centre is at the district or sub-divisional headquarters) and the other copy to

the medical officer holding the autopsy. If the Examination is conducted at a place other than a district or sub-divisional headquarters, one copy of the chalan referred to above should be sent to the Superintendent of Police and the other to the medical officer holding the autopsy. The chalan, will, amongst the other entries, indicate in its columns, an accurate description of the corpse, the date and hour of its actual dispatch, a statement of the apparent cause of death, circumstances, if any, which give rise to any suspicion of foul play and an accurate list of clothes sent in with the corpse. The information furnished to the medical officer for the purpose of autopsy should be as full and complete as possible.

(c) While sending a body it should be surrounded with a sufficient quantity of powdered charcoal and covered with sheet. It should be carried on a stretcher or bier with regard to reverence and decency and never slung on a bamboo.

(d) The corpse should be sent in charge of a trustworthy constable whose name, together with those of the bearers, the deceased's relations and others accompanying it will be recorded in the challan. The precautions are necessary in order to prevent the corpse being changed or injured in transit or in case of such a change being alleged to have taken place to enable the identity of the corpse being proved. The constable should be given strict orders not to loiter on the road but to take it by the nearest route direct to the morgue.

(e) (1) After leaving the body at the morgue, the constable should immediately deliver the inquest report and one of the challans to the medical officer holding the post-mortem. He should then deliver the second copy of the challan to the court officer at the district or sub-divisional headquarters where the post-mortem is held who will forward it immediately to the Superintendent of Police through the Gazetted police officer in charge of the subdivision, if any.

(2) In column 6 of the command certificate which the constable will carry, the date and hour of the arrival at the morgue will be noted by the medical officer. When the constable hands over the challan to the court officer in places where the post-mortem centre as at the district or sub-divisional headquarters, the latter will note in the same column the date and hour of his receipt of the same. Column 7 of the certificate will be filed in by the medical officer and in doing so he should make a note therein to show that a copy of report on the result of the post-mortem examination has been made over to the constable.

(f) Police officers despatching corpses by rail will send therewith a requisition in prescribed form duly filled in to the station master concerned. The freight will be paid by the Authority on receipt of bill from the station master from whose station the dead body was despatched.

1. (a) A railway medical officer specially appointed by the State Government in this behalf by name may be called upon to examine the corpse of any person who has met with a violent death within the railway premises. When, therefore, occasion arises, the police should send the body to the authorised medical officer, whether of Government or of the railway who is most readily accessible.

(b) In transmitting a body to a railway doctor, a railway police constable should be sent in its charge with a copy of the inquest report and chalan as well as a command certificate. The chalan will contain the information as required, should be made out in duplicate and one copy sent to the Superintendent of Railway Police for his information. The constable should immediately hand over the papers to the doctor who will put in the date and hour of arrival of the body in column 6 of the command certificate, and should wait till the examination is over.

2. **Result of post mortem examination to be communicated at once to the investigating officer and to the Superintendent of Police.-** (a) On completing the post-mortem examination the medical officer will fill up the medical Form in triplicate by the pen carbon process. One of the carbon copies will be sent to the investigating police officer

through the constable who brought in the corpse. The original report with the chalan form and inquest report should be forwarded to the Superintendent of Police direct or in case of a subordinate or private medical officer, through the C.M.O.H who will note his remarks on the report. The Superintendent of Police will then forward the report to the court officer to lay before the magistrate concerned. The remaining copy of the report will be kept by the medical officer in the register of post-mortem examinations which will be maintained by him. This will apply mutatis mutandis in case of post-mortem examinations held by Railway doctors.

(b) The police officer should refer to the C.M.O.H if he has any doubt in regard to any part of the medical report.

(c) When the C.M.O.H differs in opinion from the examining medical officer regarding the cause of death, a copy of the former's remarks on receipt through the Superintendent of Police should at once be sent by the court officer-in-charge of the police station from which the body was sent.

(d) The Superintendent of Police in whose jurisdiction there are private medical practitioners to hold post-mortem examination and the Superintendent, Railway Police, will see that a few copies of post-mortem Forms are supplied to these medical practitioners and the railway doctor respectively.

3. **Presence of police officer and others at post-mortem examination.** - (a) The constable sent in charge of a corpse should be present at the post-mortem examination but need not be present throughout its details. It will suffice if he stands sufficiently near to be able to testify that the body which had been in his charge was the one examined by the medical officer. He must be present at the court when the medical officer's testimony as to the result of the examination is given, in order that identity of the body examined, with the body to which the criminal relations of the deceased may similarly be present at the examination. (b) Investigating police officers should be encouraged to attend post-mortem examinations when possible.

4. **Instructions for sending articles for chemical analysis.** Articles to be sent through the Magistrates or medical officers. – A (1) All articles intended for chemical analysis, both in railway and district cases shall be sent by the investigating officer to the court officer who shall make them over to the District or Sub-divisional Magistrate dealing with police papers for transmission to the F.S.L. Articles connected with medico-legal cases examined, but post-mortem or otherwise by medical officers as also articles connected with cases in which medical officers are consulted or expression of an opinion or furnishing a report should invariably be sent to the F.S.L through the C.M.O.H or the Sub-divisional Medical Officer as the case may be.

(2) The court officer, while making over the articles to any of the officers enumerated in the preceding paragraph shall also send to him a descriptive letter, containing all the information, required by him and follow the following rule when sending exhibits to the F.S.L. This information is to be furnished to the court officer concerned. The result of analysis shall be communicated by the court officer to the investigating officer, as soon as it is received by him.

Packing and despatching of exhibits sent to the F.S.L.- The following rules should be observed in sending articles to the F.S.L for examination:-

- (a) Under no circumstances should the forwarding report be packed in the same parcel with substances to which it refers. It must always go in a separate registered cover and should state the date of dispatch of the parcel.
- (b) In forwarding suspected substances or weapons, an accurate description of the articles should be inserted in the report.

- (c) When several substances are sent, they will be wrapped separately in paper, and will be sealed and consecutively lettered in English. A list of the articles, duly lettered and sealed, should accompany the parcel, and an exact copy in the same handwriting, with an impression of the seal should be entered in the report.
- (d) The materials for Toxicological examinations e.g. viscera, sample blood, vomited matter and others, together with the control sample of preservative used should always be sent to F.S.L in a separate forwarding memo.

This list will contain the following information :-

- (1) Number and date of report.
 - (2) Description of articles, A, B, C, etc.
 - (3) By whom forwarded.
 - (4) Station, date and seal.
 - (5) A full account of the medico-legal aspect of the case, e.g., the section of law under which the case falls, the nature of weapons used or supposed to have been used, the description of injuries inflicted, etc.
- (e) The impression of the seal attached to the forwarding letter should be protected on both sides by a thin layer of cotton wool to prevent the wax being powdered in transit. The seal impression should not be that of a coin, small weight or spatula, etc.
 - (f) The labeling and the numbering of articles should not be in the vernacular but in English.
 - (g) In no circumstances should exhibits belonging to different cases be included in the same parcel. Any article that is damp at the time of dispatch should be carefully covered with wax cloth and sent separately.
 - (h) The carriage of articles must be prepaid.
 - (i) Viscera and articles found on or with the dead body at the time of post-mortem examination as also other articles indicated in paragraph 1 of clause A of this rule should be packed, sealed and despatched by the medical officer concerned. In other cases the articles should be packed, sealed and despatched by the Magistrate concerned. Ordinarily the articles should be despatched through post but if the officer sending them considers for any special reason that these should be sent by special messenger, he will apply to the Superintendent of Police for deputing a man for the purpose.

Parcels which cannot be sent by post should be sent by rail or steamer direct to the office of the F.S.L.

5. **Reminders for the report of the F.S.L.**- When any substances are sent to the Chemical Examiner in connection with a criminal case, in which a person stands accused of any crime, and the court's decisions in the case depends on the F.S.L Expert's report, special attention should be called to the fact in the forwarding letter, and an urgent request made for a speedy reply. After the expiration of a reasonable time, according to the distance of the station a reminder, calling attention to the special character of the case, should be sent and repeated at proper intervals, until an answer is obtained. It is the business of the court officer to see that such reminders are issued.
6. (a) **Suspected blood or seminal stains.**- All articles containing or suspected to contain blood or seminal stains, requiring examination for the purpose of ascertaining exactly what the stains are due to, should be sent to the F.S.L; such articles should always be sent even in cases in which the accused persons are confessing. All available information in

connection with the articles, as also information as to the nature of examination required must be clearly noted in the forwarding letter.

(b) Blood stains which require examination for the purpose of differentiating human from other blood may be sent to the F.S.L for determining their sources. If any of the blood stains is suspected to be other than human, it should be stated that an animal is suspected to be involved.

(c) Discretion should, however, be exercised that blood-stained articles are not sent for examination in any but important cases in which the opinion of the F.S.L is material for a correct finding. As a rule, articles should only be sent for examination in cases in which a fatal result has occurred or is likely to occur, or in important cases triable by a Court of Session. Articles should not be sent in cases which are not serious or in which clear and conclusive proof is already available.

(d) A certificate signed by a magistrate should be forwarded with all blood or semen-stained exhibits, in order to enable the F.S.L to remove portions of them to which it may be necessary to apply chemical test. This certificate should be obtained by the court officer from the magistrate and sent to the medical officer with the article. It should be attached to the forwarding report to the F.S.L and not packed within the parcel.

7. **Instructions for sending articles for medical examination:-**

(j) When it is necessary to send any article for medical examination, each article should be separately packed in paper when possible, labeled, numbered and attested by the signature of the investigating officer.

(ii) Any stains should be carefully covered and protected by paper or other suitable material.

(iii) Viscera and liquid substance should be placed in new (or if not available) sterilized bottles or other receptacles and carefully secured and sealed with melted paraffin wax. If any preservative spirit is used, it should be rectified spirit, and not formaldehyde or methylated spirit.

(iv) A list of articles so forwarded with an accurate description of them and of any mark, stain, etc., should also be sent to the court officer.

(v) Great care should be taken that ants or other insects do not gain access to stained articles, as in a short time they may destroy all traces of the stains.

(vi) In sending any articles, e.g., liquid substances, etc. connected with unnatural or suspicious deaths, the forwarding report should mention –

(a) date and hour of onset of symptoms;

(b) date and hour of death;

(c) if the body has been exhumed, dates of burial and of exhumation;

(d) statement of symptoms of illness;

(e) mode of treatment, if any, by patient's friends, by police or by a medical man, baidya, or hakim or any other system of Medicine.

