



Government of West Bengal

Cyber Forensics & Digital Evidence Examiners' Laboratory

Unit 1: Module No: 113, 114 & 130, Ground Floor, SDF Building, Sector-V, Salt Lake, Kolkata-700091

Unit 2: 2nd Floor, Araksha Bhawan, DJ Block, Sector-II, Salt Lake, Kolkata-700091

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:

SI 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