

CENTRAL FINGER PRINT BUREAU MANUAL

**Approved by the Ministry of Home Affairs,
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CHAPTER - I

INTRODUCTION

The Central Finger Print Bureau is a division of the National Crime Records Bureau, Ministry of Home Affairs, vide Govt. Order No. 32/2/86/NCRB/Adm/FP-II dated 13.06.1986 and is situated at East Block - 7, R.K. Puram, New Delhi - 110 066.

Objectives of the Bureau

- i) To record Finger Print Slips of certain categories of Interstate and International criminals, convicted of offences mentioned in the schedule of offences* under Chapter V of this Manual.
- ii) To assist the police in their attempt to establish the identity of accused persons and to prevent criminals from escaping enhanced punishment when they commit crimes for the second time in any part of India.
- iii) To conduct search of the search references relating to the suspected persons of all the GRPs and the States and Union Territories of India.
- iv) To undertake examination of questioned finger impressions of documents in connection with cases of Central Govt. Departments and Law Courts.
- v) To visit Scene of Crime, Comparison of Latent Prints and furnishing of opinion in cases referred by the Law Enforcing Agencies of Govt. of India.
- vi) To maintain Single Digit Records of certain categories of Inter State Criminals to be specified from time to time in order to establish the identity of criminals through chance Prints found at the Scene of Crime.
- vii) To maintain the records of International Criminals on the lines maintained by International Criminal Police Organisation(I.C.P.O., Paris)
- viii) To impart training in Finger Print Science (Theory and Practical).
- ix) To conduct research work relating to all aspects of Dactyloscopy in order to promote development in Finger Print Science.
- x) To co-ordinate the work of State Finger Print Bureaux and give necessary guidance in all matters relating to Finger Print Science.

- xi) To co-ordinate the activities regarding computerisation of F.P. records as a part of modernisation of police records.

Objective of the Manual

The objective of the Manual is to consolidate all actions necessary for efficient working of the Bureau and to act as a guide for the personnel working in the CFPB.

CHAPTER - II

OBJECTIVES AND GENERAL APPLICATION OF THE FINGER PRINT SYSTEM.

Objectives :-

- i) The necessity of devising means of identifying criminals, notwithstanding any precautions they may take to conceal their identity, has led to the introduction of Finger Print System. This system is based on two special features of finger prints viz. persistency of papillary ridges on the palmer surface of the hands and plantar surface of the feet of the human beings and individuality of enormous variety of ridge peculiarities in their relative positions in different individuals.
- ii) With a view to check the recurrence of crime by the same person, law provides enhanced punishment. Criminals frequently use different names to avoid identification when arrested for repeating crime. To have a sound check against such persons and to establish identity of criminals, Finger Print System has been adopted all over the world.

General Application of the System

As herein explained, the rolled and plain impressions of the Ten digit, name, parentage, caste and residence of the persons traced with full particulars of his past criminal history are recorded on the Finger Print Slips and sent to the Finger Print Bureaux where it is kept on record after being classified on a system which facilitates easy tracing. If a person is arrested for a crime and his previous history is not fully ascertained, the Police after sending his Finger Print slip for search to the State FPB and CFPB may establish his identity. In the Bureau, examination of the impressions on this slip will enable the Expert to trace out the antecedents of the person, if his Finger Print Slip is already on record in the Bureau.

CHAPTER – III

DEFINITIONS

- (a) **Bureau:-** The word 'Bureau' used in this Manual refers to the CFPB.
- (b) **Convicted:-** `Convicted' means a person who has been found guilty for the first time by any Court of justice.
- (c) **Despatch Cheque:-** The details in triplicate prepared by the State Bureaux containing the Name, Parentage of the convicts and Cheque No. ,Date and District of Origin of Finger Print Record Slips for forwarding the Finger Print Record Slips to other Bureaux are called Despatch Cheques/Invoice.
- (d) **Expert(CFPB):-** 'Expert' means an officer working in the CFPB having undergone thorough training in classifying, recording & searching of F.P.Slips and examining of latent and documentary prints either in any State Bureau or at the Central Finger Print Bureau and holding a certificate granted by All India Board for Examination of Finger Print Experts.
- (e) **Finger Prints:-** The 'Finger Prints' or in short F.P. are reproduction of the papillary ridges on the top phalanges of the fingers by any means whatsoever.
- (f) **F.P.Slips:-** The Finger Print (F.P.) Slips are of two kinds.
 - (i) Finger Print Slip for Record:- The form containing 10 digital rolled impressions and plain prints taken in proper sequence for record with particulars regarding name, parentage, residence, conviction, etc. of a convict is called a Finger Print Slip for record.
 - ii) Finger Print Slip for Search:- Similar form with 10 digit impressions when used for search to trace previous conviction from the record of the Bureau is called Finger Print slip for search.
- (g) **Identified:-** `Identified' means a person whose residence and antecedents have been verified to be true by the Police.
- (h) **Plain Prints:-** A `Plain Print' is obtained by lightly pressing the inked bulb of the finger upon the paper without any turning movement.
- (i) **Reconvicted:-** `Reconvicted' means a person having one or more previous conviction is again convicted.
- (j) **Rolled Prints:-** A `Rolled Print' is obtained by placing digital phalange of the inked finger on the paper so that the plain of the nail is at right angle to the plain of the paper. The fingers should then be pressed lightly and the bulb rolled over from one side to the other.

- (k) **Search Slip:-** It is a special form attached to the Finger Print Slip used for search on which the details of crime of person arrested are noted. Special columns are also provided thereon for working out classification formula.
- (l) **Traced:-** `Traced' means a person against whom previous conviction has been found from the record of the Bureau.
- (m) **Unidentified:-** `Unidentified' means a person whose antecedents or residence have not been satisfactorily ascertained or established to be true during Police investigation.
- (n) **Untraced:-** `Untraced' means a person against whom no previous conviction could be found from the record of the Bureau.

Definition of terms in the schedule of offences

- (a) **AFIS** :- Automatic Fingerprint Identification System, fully computerised system of F.P. data storage and retrieval.
- (b) **CADB** :- Criminal Attribute Database (Personal Information and Criminal History of the convicts).
- (c) **FACTS** :- The Indian version of AFIS is called FACTS (Fingerprint Analysis and Criminal Tracing System).
- (d) **Foreigner:-** Person who is not a citizen of India.
- (e) **Habitual:-** A criminal who continues to commit crime without any reformation.
- (f) **Inter State Criminal:-** Resident of one State committing crime in another State.
- (g) **International Criminal:-** Resident of one country committing crime in another country.
- (h) **Professional:-** A criminal who has taken to crime as his occupation and lives on the proceeds of crime.
- (i) **Sabotage and Subversive activities:-** Wrecking or destroying or attempting to destroy the public utility concern or any act with a motive to overthrow the established Govt. of the country.
- (j) **Smuggling:-** Export, import, transport or carriage of dutiable goods from one territory to another territory without any proper permit or licence.
- (k) **Wandering Tribes:-** Nomadic tribes moving from place to place without settling in any place permanently or wanderers without fixed abode or residence.

CHAPTER - IV

STAFF AND THEIR DUTIES

The CFPB will be under the charge of one Director of the rank of Supdt. of Police (Class-1 Senior Gazetted). The Director will be assisted by Dy.S(FP) (Class-II Gazetted), Inspectors/FP (Senior FP Experts), Sub-Inspectors (FP) and other hands like ASI/FP, HCs (FP) etc.

Duties of the Director CFPB

- i) To act as the controlling officer for the staff of CFPB.
- ii) To exercise control and supervision, general management, maintenance of discipline, equitable distribution of work, efficiency and other administrative functions of the CFPB.
- iii) To report the performance of CFPB staff to Director, NCRB in the manner and frequency as decided by the Director, NCRB.
- iv) To report to Director, NCRB, all matters concerning the discipline and morale of FP staff.
- v) To provide expert advice to Director, NCRB regarding improvement in FP training and application of FP science to Criminal Justice System.
- vi) To deal with all the questions pertaining to the FP Science and the technical work in the CFPB.
- vii) To fix the standards for staffing pattern and the working of FP staff.
- viii) To fix the standards for the equipment and the quality of consumables for the FP work.
- ix) To co-ordinate and guide the State FPBx on matters relating to FP science.
- x) To monitor the timely receipt and quality of Finger Print Records from States/UTs, GRPs and other sources and advise them for adhering to the standards.
- xi) To monitor the use of FP records in the investigation and prosecution of cases.
- xii) To analyze any abnormal fluctuation in the receipt of FP Records and take suitable measures.
- xiii) To ensure timely receipt of annual performance report from all the FPBx in the country and publish annual consolidated statement on the status of FP Science in India.
- xiv) To scrutinize the opinion in cases (Document and Scene of Crime) furnished by Experts of the CFPB before forwarding them to the authorities concerned.
- xv) To arrange, supervise and guide the training in Finger Print Science.
- xvi) To conduct All India Board Examination for FP Experts.
- xvii) To assist in conducting the FP Tests for the All India Police Duty Meet.
- xviii) To do research work in FP Science and motivate and guide research work to be done by other staff of the CFPB.

Duties of Deputy Superintendents (F.P.)

- i) To assist the Director in maintaining the discipline, efficiency and other administrative functions of the Bureau.
- ii) To supervise the work of the Inspector (F.P.) incharge of the Sections and the work done by the S.Is(F.P.).

- iii) To assist in conducting All India Board Examination for the F.P. Experts.
- iv) To conduct research work on various projects of F.P. Science.
- v) To act as Expert Faculty for training the trainees in F.P. Science.
- vi) To assist the conduct of Finger Print Competition in the All India Police Duty Meet.
- vii) To maintain the functioning of Laboratory.
- viii) To act as Incharge for document and Scene of Crime Cases.
- ix) To scrutinise all periodic statistical statements.

The work of the Bureau

1. Recording Ten Digit Finger Print Slips of persons convicted of offences mentioned in the schedule of offences in Chapter - 5.
2. Searching Ten Digit Finger Print Slips of interstate accused persons for proving their past criminality for award of enhanced punishment under section 75 IPC.
3. Recording of Single Digit Cards of certain types of criminals as mentioned in Chapter - 8
4. Search of chance finger print received from States or Central Police Agencies.
5. Comparison and opinion of finger impression on documents in criminal cases received from various courts and other Central Govt. Departments.
6. Visiting Scene of Crime, comparison and furnishing opinion on chance prints found at the scene of crime with the prints of the suspects.
7. Deputation of Finger Print Experts to the Court for giving evidence.
8. Imparting training to the State personnel and the direct recruits of the CFPB.
9. Imparting training to the foreign trainees deputed under various schemes.
10. Conducting research work for development of Finger Print Science and its working.
11. Photographing of Finger Print in connection with document cases, Scene of Crime cases, Training, Single Digit etc.
12. Preparation and inputing of Index Cards for names of the convicts and parentage with aliases for facilitating search from the Ten Digit F.P. records.
13. Elimination of time barred F.P.(R) Slips & their Index cards according to the Rules of Elimination in Chapter - 6 .
14. To maintain a Laboratory for the research and practical F.P. work.
15. To maintain a Finger Print Museum.

16. To maintain Modus Operandi Bureau for International criminals on the lines of ICPO, Paris and maintain the records of foreigners convicted under Customs Act and Foreign Exchange Regulation Act and Import and Export Rules.
17. To computerise Ten Digit record for recording and search.
18. To conduct the All India Board Examination of F.P. Experts.
19. To conduct Finger Print Test at the All India Police Duty Meet held every year.
20. To keep abreast of the working of the State FPBX and give guidance for improvement as and when required.
21. To publish annual report on Finger Print Science in India.
22. To benchmark the equipments used for Finger Print work.
23. To collect and disseminate latest information on development of Finger Print Science and information on achievements of Finger Print Experts.

CHAPTER - V

SCHEDULE OF OFFENCES

Finger Print Record of the following category of persons, whether Juvenile or adult, Male or Female or Eunuch will be maintained at the Central Finger Print Bureau.

1. All persons convicted of offences under chapter XII and XVII of I.P.C. which are punishable with rigorous imprisonment for a term of one year or more.
2. All persons convicted of any offence under Chapter VI of I.P.C. or of sabotage and subversive activities against State.
3. All persons convicted of offences under section 170, 302, and 304(Murder for gain), 328,338,465 to 477A 489A TO 489D of I.P.C.
4. All persons convicted under the Arms, Opium and State Excise Acts who are suspected to be smugglers in arms, opium or dangerous drugs as defined in the Dangerous Drugs Act (Act II of 1930), or entailing enhanced punishment on reconviction.
5. All persons convicted of smuggling gold, currency and valuable articles under Foreign Exchange regulation Act VII of 1947.
6. All traffickers in women and children who are convicted under section 363 to 373 I.P.C.
7. All persons convicted under section 5 of Telegraph Wires (Unlawful Possession) (Act LXXIV of 1950) for unlawful possession of telegraph wires.
8. All persons convicted under section 3 of Railway Stores (Act 51 of 1955) for unlawful possession of Railway. Stores.
9. All professional criminals and persons of dangerous character externed from any area under any State Act.
10. All persons convicted under Explosive Substances Act(Act VI of 1908).
11. All persons convicted under the official Secrets Act (Act XIX of 1923).
12. All persons convicted under section 101, 126 and 128 of the Indian Railways Act (Act IX of 1890).
13. All foreigners externed under Foreigners Act XXXI of 1946.
14. All approvers in gang, dacoity and criminal conspiracy cases.

15. All persons ordered to execute bonds under sections 109 and 110 Cr.P.C.(For offences against property only).
16. All persons suspected of being professional itinerant criminals and persons of notoriously criminal reputation who habitually absent themselves from their homes and are believed to travel to other States for the purpose of committing crime and who have been arrested by police and whose finger prints have been taken, even if they are acquitted provided that in case of acquittal permission for record for finger prints is obtained from the Court under Section 7 of Identification of Prisoners (Act XXXIII of 1920.)
17. All persons convicted for attempt or abetment (Section 511 or 109/114 I.P.C.) and criminal conspiracy (Section 120-B IPC) for offences mentioned in this Schedule.
18. All Indian nationals convicted outside India of any offence for which finger prints have been received at the State Bureau from those countries.
19. All international criminals and absconders whose finger prints are sent to the State Bureau from countries outside India.
20. Any other persons whose finger prints are ordered to be maintained by the Director, NCRB or the MHA from time to time, subject to the provisions of the Identification of Prisoners Act (Act XXXIII of 1920).

Note:-

- 1) The CFPB will also receive the Record Slips of persons convicted of minor crime forwarded by the District Suptd. of Police, at his discretion.
- 2) Identification of Prisoner's Act 1920, Sec. 4 provides for taking measurements etc. of non-convicted persons who have been arrested in connection with an offence punishable with rigorous imprisonment for a term of 1 year or upward. Some local Acts also provide for taking of measurements etc. in some other cases. The State FPB will maintain the Finger Print Records of such categories of persons as per the orders applicable locally. The CFPB will receive such persons record slips if sent by the State Bureaux.
- 3) The Sections of offences for which ten digit F.P.(R) Slips are to be forwarded to C.F.P.B. for record in Single Digit Section are mentioned in Chapter VIII.

CHAPTER - VI

RECEIPT AND DISPOSAL OF TEN DIGIT FINGER PRINT RECORD SLIPS

Central Finger Print Bureau will receive one set of Ten Digit Finger Print Record Slips of the persons convicted/reconvicted for offences as mentioned in Chapter-V in the prescribed format (CFPB Form No. 'A').

The Central Finger Print Bureau has no means of checking the accuracy of recording at the Bureau. Therefore in order to ensure accuracy of record and uniformity of procedures, the District Finger Print Bureau shall follow the channel of submission of such slips as laid down under :-

- i) One set of Finger Print Slip of all persons convicted of any offence mentioned in the schedule of offences approved by the Govt. of India for recording Finger Print Slips at the Central Finger Bureau shall be prepared at the District offices. This set will be in addition to the number of sets required at the State Bureaux.
- ii) All Finger Print Slips of convicts for recording at the Central Finger Print Bureau shall be sent under triplicate despatch cheques or invoice through the respective State Bureaux.
- iii) State Bureau shall ensure that in no case, the F.P. Slips of more than 10 convicts, are sent under one despatch cheque or invoice.
- iv) The State Bureau shall maintain a Register to keep an account of the despatch cheques received from Dist. Offices for transmission to the Central Finger Print Bureau(The columns of the Register shall be as at App. V at page (CFPB Form No.1).
- v) The State Bureau, on receipt of Finger Print Slips meant for recording at the Central Finger Print Bureau, shall examine the clarity of finger impressions, scrutinise the order of the impressions, the entries on the slips and return those Finger Print Slips to the Dist. Office which are unfit for record or wanting in particulars necessary for record.
- vi) The State Bureau shall forward those Finger Print Slips, which are fit for record and contain full and correct particulars, to the Central Finger Print Bureau.
- vii) The State Bureaux who are to issue Despatch Cheques or Invoices for sending Finger Print Slips to the Central Finger Print Bureau for record shall also maintain a Register showing the account of Finger Print Slips mentioned in Sub-Para(V).
- viii) The State Bureau shall keep an account of the Finger Print Slips referred to in Sub-Para(V) returned by them to the Dist. Office for rectification of defects.

- ix) The State Bureau shall see that all Finger Print Slips returned by them for rectification of the defects are resubmitted to the Central Finger Print Bureau under fresh Despatch Cheque or invoices through them along with the defective slips so returned by the CFPB with a note thereon "Resubmission of defective F.P.(R) Slips". This is essential otherwise the F.P.Record slips thus returned will be lost from the record of the C.F.P.B.
- x) All intimations regarding absconders shall be sent by the State Bureau with CFPB Classification Formula or under a despatch cheque with the Finger Print Slip (if available)with particulars of the case in which they are wanted and the office to which the intimation of arrest is to be sent in block letters.
- xi) In the case of intimation regarding absconders whose spare F.P Slips are not available, the State Bureau shall send a clear photographic copy (actual size) of the rolled impressions from the recorded F.P. Slip of the State Bureau under a despatch cheque or invoice.
- xii) The State Bureau shall ensure that separate despatch cheques or invoices are sent for the Finger Print Slips of persons convicted for the first time and those of reconvicted persons.
- xiii) The State Bureau shall ensure that in sending reconvicted Finger Print Slips of persons to CFPB, the formulae already supplied by the Central Finger Print Bureau on the earlier Finger Print Slips through the despatch cheque are noted on the reconvicted Finger Print Slips.
- xiv) The State Bureau on receipt of duplicate despatch cheques of Classification formulae from the Central Finger Print Bureau shall file the copy at the Bureau and send the other copy to the Dist. Office.
- xv) The State Bureau shall see that intimation regarding Appeal cases and Death cases are despatched to the Central Finger Print Bureau forthwith along with the CFPB Classification Formulae.
- xvi) The State Bureau shall see that all Finger Print Slips meant for record at the Central Finger Print Bureau are despatched without unnecessary delay.
- xvii) The State Bureau shall send Quarterly Statement to the CFPB showing the number of record slips despatched to CFPB during the quarter and number of record slips pending with them.
- xviii) The State Bureau shall also send quarterly statement to the CFPB showing the number of defective slips received from CFPB and redespached to CFPB after rectification and the number of slips pending for rectification with them.
- xix) The CFPB shall confirm to the State Bureaux that the figures of record slips despatched to CFPB as given in the State Bureaux quarterly report are correct or not.

Procedure for recording Finger Print Slips

All Finger Print Slips received for record in the Bureau must pass through the stages of Registration, Reference Noting, Acceptance, Classification, Testing, Indexing and Recording explained in detail as follows.

- I. Registration :-** All Invoices/Despatch cheques forwarding F.P. Slips for record shall be entered in the Acceptance Register (See Appendix-VII F.P.B. Form No. 3) of the Registration Section maintained State Bureauwise.
- II. Reference Noting:-** Despatch Cheques No. date and the district of the Invoice along with the CFPB Registration No. shall be noted on each slip of the Despatch Cheques.
- III. Acceptance:-** The accepting officers shall scrutinise each and every slip for omissions and violations of procedure etc. which are as follows :-
 1. The despatch cheque in triplicate containing F.P.(R) Slips must have been routed through the State F.P.B. concerned.
 2. Clear and fully rolled ten digit impressions have been taken in their proper order & sequence and in places assigned for each hand and fingers. This should be checked with the order of the plain impressions taken simultaneously at the space provided on the Finger Print Slip.
 3. The Slip has been prepared in accordance with the Schedule of offences of CFPB.
 4. The F.P. Slip should contain full particulars of parentage, residence & convictions etc. of the convict.
 5. In the case of female convicts, the word 'FEMALE' should also be noted at the top of the slip bearing finger prints.
 6. In case of two or more deformed fingers, the word 'Deformed' should be noted on the top of the F.P.(R) Slips.
 7. The fact of missing or deformed finger or marks of permanent nature have been noted in ink in the space allotted for the finger.
 8. In case of reconvicted F.P.(R) Slips in a despatch cheque the word 'Reconvicted' should be marked at the top of despatch cheque.
 9. The Slip should be scrutinised for Single Digit Section & marked 'Single Digit' against their names on the despatch cheques.
 10. The slip of a foreigner convicted in any criminal court of India should be marked 'MOB' (against their names on the despatch cheque).

11. The accepting officers after acceptance, shall sign in the 'Acceptance Register' & hand over the accepted slips along with the defective F.P.(R) Slips & the slips belonging to MOB & SD Sections to the incharge Registration Branch for further action.

IV. Classification :-

Classification for record means classifying of Ten Digit impressions on each Finger Print Slip received for record in the Bureau. The classification will be done according to the CFPB system of classification, an extension of Henry system. The CFPB classification system is detailed in Appendix-I.

The Classifying Experts will also check the order of the prints and other details on slip and draw up the formula in pencil on the top right side of the Finger Print slip subject to availability of the space. He shall put his full signature (not initials) in the respective columns of the Finger Print Slip and against the Despatch Cheque No. in the Acceptance Register. If he has any doubt regarding an ambiguous pattern he will show it to the Inspector(FP) Incharge/Record Hall. The Classifying Officer will bring all the defects in the F.P.(R) slip to the notice of the Inspector(F.P.)/Incharge Registration Branch or Dy.S.P.(F.P.). A reference slip shall always be prepared for all gradational patterns.

V. Testing for Record :-

Testing means checking the formula drawn up by the Classifying Officer. The testing officer shall examine and check the order of the prints and correctness of the formula in all aspects. Then he shall sign the respective columns of the Finger Print Slips and against this despatch cheque No. in the Acceptance Register. The Testing Expert shall point out and explain if necessary the errors detected by him to the Classifying Officer so that such mistakes are not repeated by him in future. Continued carelessness in classification by the Classifying Officers should be brought to the notice of the Dy.S.P.(F.P.) through the Inspector(F.P.) incharge Record Hall.

Action on Despatch Cheques :-

The Recording Officer shall write the Classification formulae of the Finger Print Slips of a particular Despatch Cheque in order of the name on the Despatch Cheque. The Recording Officer who writes the Classification formula on the triplicate Despatch Cheques must ensure that the classification formulae are legible and correct in order as per name on the Despatch Cheque.

VI. Name-Indexing

Name-Indexing system has been introduced in the CFPB in which Name-Index Forms shall be prepared for all names with father's, name as mentioned on the Finger Print record Slips which have been tested (CFPB Form No.5). The Name, Parentage, Classification Formula and the D.C.no. etc. of the Finger Print Slips is to be written on the above form and signature with date of the Indexing Officer is to be recorded. In case of one or more alias, separate entries for each name against each parentage is to be made.

VII. Recording

Finger Print slips of female and eunuch will be filed separately in the 'FEMALE' Group. The slips with one or more damaged fingers shall be recorded separately in the DEFORMED GROUP. F.P. Slips of foreigners convicted in India will be filed separately in the International Group. Despatch cheques will be handed over to the In-charge of Registration Branch for returning them to the respective State Bureaux. The recording officer shall also sign the Acceptance Register for the D.Cs in their appropriate columns.

Arrangements for recording of the F.P. Slips

The filing arrangement of the record slip will be done in the following manner:-

1. Primary
2. Secondary
3. Major
4. Sub-Secondary (1)
5. Sub-Secondary (2)
6. Sub-Secondary (3) if any
7. Final
8. Key

N.B.:- For recording F.P. Slip in case of Primary, Secondary, Sub-secondary, etc. as a general rule, the numerator should be exhausted before the denominator. The order of the alphabetical symbols for all purposes shall be A, T, R, U, W, C.S X, and in case of Sub-secondary classification k, n, u, w, c, s, x.

Duplicate Removal/Action on F.P. Slips of Reconvicted Cases

- (1) The officer dealing with such F.P. slips shall see that he shall take out the F.P. Slip of the convict already on record with the help of the Name-Indexing System. In case it is not traced, then he will make search in the main Records in the Probable classification formulae.
- (2) He shall first compare the finger impressions on the new slip with those on record with the help of the formula and shall ensure that the slips are identical.
- (3) He shall also take all necessary precautions to guard against the retention of two F.P. slips of the same person on record.
- (4) The next step requires that the latest F.P. Slip in hand shall be put on record after giving the cross reference of the F.P. slips removed subject to the following conditions:-

- (a) All names and aliases appearing on the old F.P. slip if wanting in fresh slip should be noted.
- (b) All previous convictions appearing on the old slip shall be in the new slip.
- (c) Date on which the old F.P. slip was last traced and the State for which it was traced should be noted.
- (d) The Name-Index forms have been prepared for new names appearing in the new slip.
- (e) The officer taking action shall endorse R/C (Reconvicted) action and put his signature and date.

Provisos:- F.P. slips already on record shall not be removed in the following cases:-

- (a) If the impressions on the new slip are not fit for record.
- (b) If the new F.P. slip is unsatisfactory in respect of ink, paper, neatness, etc.

In cases mentioned under the provisos (a) and (b) the following details shall be noted on the recorded finger print slip.

- (i) Name and father's name of the convict with their aliases.
- (ii) Any verified address furnished on the new F.P. slip.
- (iii) Latest convictions of the convict with a reference to the despatch cheque accompanying the latest record slip.
- (iv) An endorsement regarding cross reference of the D.C. etc. should be given at the bottom of reconvicted record slip with the initial of the officer taking action with date.

Finger print slips taken out from the Records shall be marked as "Duplicates" under the provisos and the slips shall be kept arranged in the trays kept for the purpose in the Record Hall.

Action on the Despatch Cheques by the Registration Branch

Two copies of the despatch cheque shall be returned to the State Bureau, one copy for record in the State Bureau and the other for transmission to the district concerned. One copy of the despatch cheque shall be retained in the Central Finger Print Bureau and filed Statewise according to the annual Registration serial number.

Action on Defective Slips

The defective slips which are to returned to the State Bureaux for rectification will be entered (CFPB Form No. 4) in a register maintained State Bureauwise.

Finger print Slip in which any defect is found should be returned to the Dist. through the State Bureaux concerned for rectification of the defects. In returning such F.P. slips duplicate objection memos shall be filled up and one copy should be retained in the Bureau as office copy. The issuing office should be requested to resubmit the F.P. slips duly rectified with a fresh despatch cheque along with the defective slips(s). The objection memos should always be signed by the Incharge, Registration Branch of the CFPB. As soon as the fresh slip of the defective slip is received in the CFPB reference to this effect is to be made by the Accepting officer in the Register maintained for this purpose in order to keep track of the defective slips.

Action on the reports of Absconders and proclaimed offenders

The reports about absconders or proclaimed offenders shall be assigned to CFPB from the Districts through their respective State FPBx. the absconder's report should contain the following particulars.

1. Name with aliases if any of the absconders.
2. Father's name.
3. Residence, Dist. and State.
4. Crime No. and section of law for which he is wanted.
5. Name of Police station or where the case is registered.
6. To whom intimation is to be sent in case of trace.
7. CFPB classification formula. In case formula is not available then the no. and Date of Dist./State FPB Despatch Cheque No. under which the slips were forwarded to CFPB shall be supplied. In case the slip was not sent to CFPB earlier and the slip is available in the Dist. or the State FPB, a photostat copy (actual size) of the same should also be supplied.
8. Particulars of last conviction for which there is a record in the CFPB.

In case fresh F.P. slip or photostat copy of the slip is received the same will be classified, tested and searched to trace the previous record from any other states if available on the record of the CFPB. if untraced it will be indexed and recorded after absconder's slip is attached. In case the F.P. slip is traced from the record of the CFPB the absconder's slip will be pasted and placed back on the record after making necessary entries in the absconder's register. The officer taking action on the absconder's report will fill up all the information required on the absconder's slip, and also in the absconder's register.

The details of absconder register and absconder's slip are given in CFPB forms 6, 6A respectively.

When the name and father's name in the recorded slip differ from the name given in the absconder's report addition should be made in the N.I. data by the officer taking action on the absconder's reports.

When any F.P. slip bearing absconder report is traced on receipt of F.P. Record slip from any State FFB the following action will be taken.

- i) The Recording Officer will examine the details of the last conviction on the latest F.P. (R) slip and will see whether the convict is still in jail or police custody. If the convict is still in jail, he will hand over both the slips i.e. latest F.P.(R) slips & the slip bearing the absconder's note to the Inspector, Incharge of Absconders for taking further action in the matter.
- ii) If the Recording Officer finds that the convict has been released, he will keep both the F.P.(R) slips together on record

Similar action on report regarding absentee bad characters if wanted under violation of 565Cr.P.C., shall be taken.

Intimation of arrest of an absconder

On receiving intimation of arrest of absconder the record F.P. slips should be taken out, a note made therein regarding the arrest and the red slip detached. The relevant entry in the Absconder Register shall be scored through.

On receipt of F.P. slips of absconders for search for whom the red labels have been pasted on the F.P. Slips on record, the red labels should be removed when traced.

Death Reports

Death reports relate to reports regarding the death of convicts whose F.P. slips are on record in the Central Finger Print Bureau. Such reports shall be sent by the District Police through the State Bureau in the prescribed form as shown below.

Particulars of the Death Report

The following particulars are to be supplied in the Statement of Death Reports:-

- 1. District No.& date

State No. & date
- 2. C.F.P.B. Classification Formula.
- 3. Name of the convict.
- 4. Parentage.
- 5. Residence.....District.....State.....
- 6. Last Conviction for which there is F.P. slip on record in the C.F.P.B.
- 7. Particulars of death:
 - (a) Place of death.
 - (b) Date of death.
 - (c) Cause of death, if available
 - (d) By whom verified.

On receipt of such statement they will be entered in the Death Register (C.F.P.B. Form No. 7) maintained for the purpose and given an yearly serial number. The death reports are of two kinds.

- (a) Death outside Jail.
- (b) Death inside jail or in police custody.

Death Outside Jail: The record F.P. slip will be traced with the help of the classification formula supplied. After due verification with the particulars in the recorded slip, the date and place of death together with the memo. and file No. intimating the death with the D.R. No. will be noted on it. The dealing officer's signature and date of disposal should be put below the endorsement. The record slip will be kept in its former place in the record for a period of two calendar years from the date of action and then removed along with N.I. Data.

Death inside Jail or in Police custody: The same procedure as above will be adopted but the record F.P. Slip and the N.I. Data shall be removed forthwith.

After action, these reports shall be kept in a file.

Acquittal Cases

The record F.P. slip shall be traced with the help of classification formula supplied. A note is to be kept on the F.P. slip together with the Memo. number and date under which the report of acquittal is received. These reports are to be finally kept datewise in a file maintained for the purpose. In case of first conviction the Name Indexing slip along with F.P. data shall be removed from record and filed separately. A register should be maintained for all acquittal cases, vide CFPB Form No.8.

Elimination (Rules for elimination of recorded slips)

Elimination of finger print record slip should be done annually by examining all the records for elimination. The following rules shall be observed for the withdrawal of recorded F.P. Slips.

- (1) All finger print slips of convicts other than those mentioned in paragraph (2) below, who have not come to the notice of the police for the past 15 years after the expiry of last sentence in a criminal court may be removed from record.
- (2) The finger prints of the following classes of convicts shall not be removed from record until death.
 - (a) Persons convicted of offences against State.
 - (b) Professional poisoners (328 I.P.C.).
 - (c) Persons convicted of counterfeit and currency section of I.P.C. (231 to 260 & 489A to 489D I.P.C.).

- (d) Persons convicted under Foreigner's Act (14F Act).
 - (e) Persons convicted under Arms Act for smuggling (14A, 19, 20A, 25A, 30A, Act).
 - (f) Persons convicted under the Dangerous Drugs Act (14D, 16DD Act).
 - (g) Persons Convicted under the Explosive Substances Act.
 - (h) All International criminals.
- (3) F.P. slips of all convicts other than those mentioned above shall be removed on their attaining the age of 70 years, unless the convict is found active within 5 years.
 - (4) Traced slip will not be eliminated for 10 years from the date of tracing.
 - (5) The eliminated slips will be kept in a closed file with I/c of elimination and will be destroyed after a period of two years from the date of elimination.
 - (6) All Finger Print Slips eliminated should be entered in the elimination register (CFPB Form No. 9)

Splitting and Maintenance of Ten Digit F.P. (R) Slips

The F.P.(R) Slips are housed in specially built Recording Cabinets. As the Volume of records and the number of officers handling these record is quite large, it is necessary to depute a set of Inspectors and S.Is(F.P.) to look after them. The S.Is(F.P.) will carry out the splitting and maintenance work regarding F.P.(R) Slips as per Instructions of their Inspector -Incharge.

Daily disposal of work of Technical Section is at Appendix I.

CHAPTER - VII

SEARCH

Finger impressions of all unidentified, interstate and international suspects and criminals taken on Fingerprint slips in the prescribed format (CFPB Form No. 'B') will be received from different courts, police stations and Fingerprint Bureaux. of the Indian Union and abroad for tracing their antecedents and previous criminal records from the F.P. slips on record in the Bureau. They will be sorted statewise and entered in the Search Receipt Register (CFPB Form No. 11). After entry of the slips, these will be examined by the Incharge, Search Branch if the Fingerprints are taken in proper sequence and are clear enough for search. The defective search slips will be returned to the Issuing office pointing out the defects with a request to submit fresh finger print slips. The F.P. Slips fit for search will be distributed to the SIs (F.P.) who are detailed for this work.

The search procedure is specified as below:-

- (a) On receipt of the search slips, the Searching Officer will also examine whether the fingerprints are taken in proper order and clear enough for search. the defective search slips should be returned to the I/c Search Branch for further action on them.
- (b) The Searching Officer will then proceed to consult the Name Indexing Data to trace them according to name, parentage and primary classification etc.
- (c) On finding out probable match, the searcher will take out the corresponding F.P(R) slips and compare the finger impressions on the record slips as well as on the search slips.

On tallying the finger impressions the searcher will treat such search slips as traced.

- (d) The F.P. Slips for search which remain untraced from N.I. data should then be classified after filling up column according to instructions and chart followed in the Bureau viz. noting the type symbol, ridge count, ridge tracing etc. of all the fingers, on the search slip form (CFPB Form No. 10).
- (e) The classification and sub-classification drawn by the searching officer must be extended to all possible groups giving appropriate search allowances, wherever necessary.
- (f) The classification formula worked out by the searching officer must be checked by Inspector (F.P.) or senior S.Is who shall extend the formula, if necessary and shall sign the search slip in the column provided.
- (g) Whenever any fingerprint slip is traced, the expert should search all the F.P. Slips under the extended formula in order to trace other slips which may be on record.

- (h) In conducting searches the searching officer shall see that the record slips are not misarranged or misplaced.
- (i) When the F.P. slip is traced, the searching officer shall note the word 'traced' with date and the state from which it is traced on the record slip.
- (j) He shall note the convictions with details in chronological order. All the names with aliases and addresses found in the F.P. Record Slip should also be given in the columns of the search slip or at the back of the F.P. Search Slip.
- (k) In case the person traced is an absconder, the searching officer shall hand over the search slip along with the traced record slip to the I/C. Search Branch for informing the officer concerned by whom he is wanted.

The intimation of arrest to the office where he is wanted as well as to the places of his arrest may be sent in CFPB Form No. 12. The Search Branch shall enter the particulars according to the columns of the Absconder Traced Register maintained separately in the CFPB Form No. 15 and also make necessary corrections in the Absconder Register CFPB Forms No. 6. The traced absconder F.P. Record Slips shall be forwarded to the Inspector. (F.P.) I/c. Absconder etc. for cancellation in the relevant register.

- (l) All F.P. Slips for search traced shall be entered in the Traced Register in CFPB Form No 13. and all the traced cases should be scrutinised by the Inspectors(FP) before despatch.
- (m) The searching officer will sign in the Search Receipt Register after finishing the search of the search slips.
- (n) All F.P. Slips for search after taking action in the CFPB as mentioned above shall be returned to the office of issue by Search Branch, as early as possible.

Research of Search Slips

In all cases, when a Fingerprint slip is returned as 'untraced' after search and again referred for further verification of the result it should be given to a Inspector(FP) who shall search it carefully and thoroughly. The result of the research should be brought to the notice of the Director CFPB. All such references shall be entered in a Register maintained for this purpose in CFPB Form No. 14.

CHAPTER - VIII

SINGLE DIGIT WORK

Objectives of Single Digit Section is to track the interstate criminals specially burglars by utilising 'the scene of crime prints'. Single Digit Records of all Interstate burglars i.e. criminals convicted any where in India under section 454/380 IPC and 457/380 IPC are maintained in the Single Digit Section of CFPB. The single Digit records of Dacoits, Robbers, Idol thieves and automobile thieves operating in big cities in India and cheats and smugglers in respect of international criminals are also maintained.

System

Battley's system of Single Digit Classification formula is used for record of Single Digit finger prints in C.F.P.B.

Source of Records

One additional ten digit F.P. record slip of the Interstate day and night burglar in any state is forwarded to the CFPB through the State Finger Print Bureau for record in the Single Digit Section since 1972. Scrutiny is also being made in the ten digit records of the CFPB to locate such criminals who are convicted prior to 1972.

Working Process

The ten digit F.P. slips for Single Digit record are entered in the Single Digit register (C.F.P.B. form No. 19) giving serial numbers. A cross reference is given on the corresponding ten digit F.P. record slip in the main records. The prints are then cut digitwise and mounted on special Single Digit cards. The Single Digit registration number and the ten digit F.P. Classification formula are also entered on the Single Digit cards. The impressions are classified according to the Battley's Single Digit Classification system using Battley's magnifying lens. Then they are tested by the Inspector (F.P.) incharge of Single Digit Section. After this the single digit classification formula of all the ten digits of the criminal are entered on a special index card (CFPB Form No. 17) with name, parentage, F.P. classification formula of the ten digit F.P.(R) slip and the single digit regarding number etc. and filed in separate index cabinets. These prints are then recorded, crimewise, statewise and digitwise in special recording cabinets. For the purpose of recording and to facilitate search from different parts of the country, all the States have been divided into five zones. In addition the prints from the three metropolitan cities of Delhi, Mumbai, Kolkata and Chennai are maintained separately.

Scene of Crime finger prints sent for search in the Single Digit collections, which remain unidentified, are pasted on special card (CFPB Form No. 18) classified and recorded in the scene of crime prints.

Search

Photographed copies of chance prints found at the scene of crime are received in the S.D. Section of C.F.P.B. from the Police authorities investigating the case or the State Finger Print Bureau for search. On receipt, they are entered in the Search Register (CFPB Form No. 20). The clear and classifiable scene of crime prints are classified according to Battley system allowing for marginal variations. They are searched in the S.D. Records, Crimewise, Statewise, digitwise and classification formulawise. The search may sometime have to be conducted in other categories and zones of the bordering states also. The chance prints are compared with the unidentified scene of crime prints also. Palm prints are not being recorded in the S.D. Section of C.F.P.B. Traced cases are entered in the Traced Register (CFPB Form No. 21)

CHAPTER - IX

COMPARISON OF FINGER PRINTS ON DOCUMENTS

Documents containing finger prints shall be received in the Central Finger Print Bureau for examination and comparison from the following sources:-

1. Ministries of the Government of India and their attached subordinate offices.
2. Criminal Courts.
3. Directors of State F.P.Bx and District Superintendents of Police & Civil Courts (on special requests).

The documents will be received by a Senior Finger Print Expert in-charge of Document Section. On receipt of documents in packets, it should be ensured that the seals are intact. The contents should be tallied with the forwarding Memo.

- (a) After confirming that the documents are in order, in conformity with the description in the forwarding Memo and in good condition, the case shall be taken up for examination after entering in the registers. One register for the above document cases will be maintained in CFPB, yearwise.

The particulars of columns in the registers are shown in CFPB Form No. 23.

- (b) For each case, a separate case file is then opened. Entries are to made item by item with full descriptions. Any mistake at this stage is likely to lead to mis-identification or doubt in the mind of the court and the jurors.
- (c) All finger impressions, documents meant for examination should bear distinguishing marks such as, A,B,C of identification, the finger prints on them should bear sub-marks in Arabic numerals. Thus, if a document is marked 'A' its finger print should be marked as 'A/1'. In the case of document already marked as court exhibits, the court marks will, of course, be maintained. These marks shall be placed very near to the finger prints in such a way that they may come within the view of the camera when the prints are photographed.
- (d) Before the case is given to a particular expert for examination, it is advisable to see that the specimen finger prints are satisfactory and fit for comparison. If not, better specimen impressions shall be called for. Reminders for replies of references made shall be issued at regular intervals. Unusual delay in reply shall be brought to the notice of the Director.
- (e) When comparable specimen finger impression are available, the case containing the documents with all connected papers will be made over to an expert for examination and opinion by the I/c Document Section.

Duties of the expert detailed for examination of finger prints for furnishing expert's opinion:-

- (1) The expert shall first satisfy himself that the case file contains all the documents mentioned therein. He shall be responsible for them as long as the case is under his examination.
- (2) It shall be the expert's duty to finish his examination with the least possible delay. In case there is any delay, it shall be explained by him. He should therefore, keep a written record of the progress made by him from day to day on the file in case examination needs more than a day.
- (3) He shall see that all finger impressions meant for examination bear distinguishing marks.
- (4) Utmost attention and care shall be exercised in comparing blurred, indistinct or superimposed and overlapped impressions.
- (5) Opinion, if furnished, shall always be definite and conclusive.
- (6) The draft report containing the result of examination will be prepared by the expert.
- (7) Suggestions for photographing finger impressions shall be made on the note sheet of the file giving the following details by the expert after examination.
 - i) Distinguishing marks of the finger prints.
 - ii) Their exact locations.
 - iii) No. of copies required.
 - iv) Size of enlargements.
 - v) Any special treatment, device or process of photography needed.
- (8) The documents bearing finger prints shall then be sent to the photographic section for photography.
- (9) Any unusual delay, in receiving back the documents from the photographic section, shall be brought to the notice of the Director.
- (10) While receiving back the documents from Photo section, they shall be checked properly. Any shortage, misplacement, disfiguring or mutilation of documents shall be brought to the notice of the Director.
- (11) The photographs and the case files with their annexure shall then be made over to the expert who had examined them. He shall see that the photographs are vivid and that the specimen and the questioned prints have been photographed to the scale as requested. The photographs should show clearly all details of the actual print.

The photographs shall bear the following particulars usually on the back :-

- a) Number of the case.
- b) Distinguishing marks of the original finger prints.
- c) Signature of the photographer and date.

In case of defective photographs, the incharge of the Photographic section shall be asked to rectify the same.

- (12) The expert shall then proceed to mark the characteristic points or reference with identical markings on the photographs if the impressions are identical. The opinion shall be embodied on the note sheet of the case file concerned by the expert.
- (13) Normally the manuscript opinion of the expert along with all documents and photographs shall then be made over to the Document I/c., who shall examine them and give his independent opinion. He shall also check the draft report.
- (14) The case shall thereafter be ultimately checked by the Dy.S.P.(F.P.), I/c of Document and the Director for final scrutiny.
- (15) After the Dy.S.P.(F.P.) and the Director's approval, the opinion and the documents with a forwarding memo shall be returned under registered/Insured post to the officer from whom the case was received unless otherwise directed. The despatch of the case will be made under the personal supervision of the Document I/c.
- (16) The negatives and the photographs of the case shall be carefully preserved in safe custody by the photographer under proper marking.

N.P.: The sequence of actions indicated in the foregoing instructions are subject to variation. It may be changed to meet the requirements of a specific situation.

The expert's report on opinion of the documents referred to shall contain the list of various documents and specifications of finger prints in the first part and the opinion in the second part. The report on opinion shall be accompanied by a forwarding letter. The report shall be sent under the signature of the Director.

DUTIES OF THE PHOTOGRAPHER

When a case file is sent to the photographer for photography, he should enter it in the register (C.F.P.B. Form No. 33) maintained for the purpose.

After photography, the case file with all the papers and documents received by him, shall be returned along with the required photo copies of the prints duly certified by him on the back of the photo copies. He shall maintain a despatch register for documents returned after photography.

- 1) The photographer shall maintain a stock register for receipt and expenditure of photo materials entrusted to him He shall also keep a stock register of technical equipments. The columns of the registers are given in Form Nos. 34, 35.
- 2) He shall prepare indents for necessary photographic materials in sufficient time ahead to avoid dislocation of work.
- 3) He shall be responsible for the negatives of the photographs and the proper storing of the same according to the case file number.
- 4) He shall be responsible for the maintenance of the photographic equipments in good order. He shall, forthwith, bring to the notice of the Director or the Dy. Supdt. (F.P.) in writing, all damages and breakages of photographic equipments in his custody.

Normally, C.F.P.B. does not undertake the examination of finger prints pertaining to Civil Cases. Civil Cases received in C.F.P.B. will be returned to the sender with suggestion to send them to the F.P. Bureau of the concerned state. On special request, such cases may be accepted from Civil Courts.

CHAPTER - X

EXAMINATION AND COMPARISON OF CHANCE PRINTS

Central Finger Print Bureau has a panel of Experts for developing, lifting and comparison of chance prints. Their services can be availed by Police and other Government Investigation Agencies by applying to Director, National Crime Records Bureau. Once the expert of CFPB has been ordered to take the work he will follow the instructions as given below.

Small and portable exhibits containing latent prints may be sent to the Central Finger Print Bureau for examination and comparison. In cases of big and immovable articles the services of experts of the Central Finger Print Bureau may be requisitioned to visit the Scenes of Crime.

When exhibits bearing latent prints are received in the Bureau, the Incharge/Inspector(F.P.) receiving them shall-

- (1) See if the seals on the packet containing the exhibits are intact.
- (2) See if there was any possibility of the exhibits being touched by foreign substances during transit, there by destroying the impression on the articles so packed and
- (3) See if the articles are properly labelled so as to easily identify each exhibit.

The expert deputed to examine them shall scrutinise each article very carefully and thoroughly. He shall intensify and develop the impressions, if necessary, in the manner prescribed.

When comparable impressions are detected, he shall mark them and put his initials and date as close to impression as possible without damaging the impression in any way.

The case shall be entered in the register (C.F.P.B. Form No. 28) maintained for the purpose.

The Expert shall start a file for each case.

If comparable impressions are found, the articles on which they are found and the location where the impressions have been marked shall be described in the file.

In all cases, the exhibits received shall be put up to the Director CFPB through the Dy. Supdt. (F.P.) after examination.

The exhibits bearing impressions shall then be sent to the Section of Photography.

Exhibits bearing no impressions or impressions unfit for comparison shall be returned. The photograph shall be taken under the direction and in the presence of the Finger Print Expert, who has developed the prints.

Photographic Section shall be instructed to prepare photographs in life size as well as enlarged size according to the requirement of each case.

On receipt of photographs it shall be examined if the photographs bear decipherable impressions. The developed latent impressions shall be kept carefully for fresh photography, if required.

On scrutiny of the photographs, if they are found fit for comparison, specimen finger, palm or foot prints, as the case may be, of the inmates, suspects and other concerned persons shall be called for. The exhibits shall be carefully packed without damaging the impressions, sealed, and sent back to the issuing office. The issuing office should also be instructed that the impressions on the exhibits should be preserved for production in courts, if necessary.

On receipt of the specimen impressions, the case file with the photographed impressions shall normally be made over to the expert, who developed the latent prints for comparison and opinion.

Whenever a finger print expert is requisitioned to examine exhibits for latent prints he should observe the following rules:-

- (1) He will carefully examine the articles and the place of occurrence as pointed out by the investigating officer.
- (2) If any latent print is detected, he shall mark them and put his initials and date along with the signature of the witnesses.
- (3) The expert will show the marked impressions to the photographer for photography.
- (4) If the photographer is not available, the expert will either advise the investigating officer to preserve the article carefully till the arrival of the photographer or if possible, to send the article to the Central Finger Print Bureau duly packed.

CHAPTER - XI

SUMMONS & REQUISITION BY COURT

Section 45 of the Indian Evidence Act, 1872, as amended by Act V of 1899, defines:-

"When the Court has to form an opinion upon a point of foreign law, or of science or art, or as to identity of handwriting or finger impressions, the opinions upon that point of persons specially skilled in such foreign law, science or art, or in questions as to identify of handwriting or finger impressions are relevant facts. Such persons are called Experts".

Section 293 of Cr. P.C. states as follows:

- 1) Any document purporting to be a report under the hand of a Government scientific expert to whom this section applies, upon any matter or thing duly submitted to him for examination or analysis and report in the course of any proceeding under this code, may be used as evidence in any inquiry, trial or other proceeding under this code.
- 2) The Court may, if it thinks fit, summon and examine any such expert as to the subject-matter of his report.
- 3) Where any such expert is summoned by a Court, and he is unable to attend personally, he may, unless the court has expressly directed him to appear personally, depute any responsible officer working with him to attend the court, if such officer is conversant with the facts of the case and can satisfactorily depose in court on his behalf.
- 4) This section applies to the following Government Scientific Experts, namely:-
 - a) Any Chemical Examiner or Assistant Chemical Examiner to Government.
 - b) The Chief Inspector of Explosives.
 - c) The Director of the Finger Print Bureau.
 - d) The Director, Haffkine Institute, Bombay.
 - e) The Director of a Central Forensic Science Laboratory or a State Forensic Science Laboratory.
 - f) The Serologist to the Government.

To ascertain, whether a finger print is that of a person by whom it purports to have been made, the court may direct any person present in the court to record his finger prints for the purpose of enabling the court to compare the finger prints alleged to have been made by such person.

When given by recognised finger print experts, evidence as to the identification of persons by means of finger prints left at the scene of crime, is a fact.

Summons from court are received whenever, court requires the services of experts either to prove the identity of the accused person or to give evidence in case in which experts opinion has already been furnished by the Bureau.

Procedure for summons or requisitions received in the Bureau is:-

A. Summons to prove the identity of the accused person:

- i) Reference of Search Slip number of CFPB under which a suspect has been traced and whose identity and previous convictions are to be proved shall invariably be sent to this office along with the summons in order to replace the original slip, which is to be produced as exhibit. The duplicate finger print slip with convictions and other particulars shall be placed on record with a note that the original has been removed for production in court.
- ii) If the summons are in order, the Director CFPB will depute an expert to attend the court.
- iii) A register (C.F.P.B. Form No. 24) for deputation of experts to courts or outside shall be maintained. The Director CFPB shall exercise his discretion in deputing experts in cases of serious and important nature.
- iv) On receipt of summons or requisition, the expert, well in advance of the date of hearing, shall check all the materials needed in his evidence. Further it shall be his duty to collect those materials from the office before his departure for court and return all or part thereof to the office responsible for their custody. If expert's evidence is required to prove previous conviction he shall place on record the finger print slip received from court and copy all necessary details thereon from the record F.P. slip and take out the latter. The particulars of the records, the case and classification number of the slip taken out should be written in the Register of Documents taken out for Court. (CFPB Form No. 26) In case the record finger print slip is taken as court exhibit, he shall obtain a certified receipt from the trying court and shall make a note to that effect in the duplicate finger print slip, which shall remain in record until the original F.P. slip is received back from the court. F.P. slip filed in the court should be called for again after the disposal of the case.

B. Summons to give evidence in case in which expert's opinion has already been furnished by the Bureau:

- (i) An expert shall be deputed to attend the court. His name shall be entered in the Register. The expert shall obtain the necessary exhibits, etc. required in the case before his departure.
- (ii) After court attendance, the expert should make an entry in the Court Attendance Register (C.F.P.B. Form No. 24) giving details according to the columns furnished therein and also submit a personal diary for the day he is away from headquarters with a brief account of his deposition.

C. Summons to examine and opine on finger prints in court as an independent witness.

If circumstances warrant, the deputation of an expert to the court for examination of the documents there, shall be considered. In case the expert finds it difficult to arrive at a definite opinion after visual examination aided by magnifying glass, he shall request the court to send the documents for further examination to the Bureau, where scientific aids are available.

CHAPTER - XII

GENERAL GUIDANCE FOR EVIDENCE IN COURT

A Finger Print Expert is asked to compare questioned finger prints or latent finger prints found at the scene of crime with the admitted specimen finger prints or inked finger prints of the accused. This is usually done by producing the life size or enlarged photographs of the finger impressions to show identical ridge characteristics.

PREPARATION FOR EVIDENCE

Preparation for such evidence consists in drawing lines from the characteristics to the border of each finger print with numbers at the end of each line. It is better to select a most important characteristic as No. 1 and continue to number the others in a clockwise or anti-clockwise direction on the questioned prints. The same characteristics should be selected and numbered in the same way on the specimen print. Good and clear characteristics of details should be selected for points for comparison.

EXPERT WITNESS

An expert witness who is to give testimony must be good in all branches of practical finger print work. He must have knowledge in history, literature and legal proceedings regarding his profession. He is expected to give a good account of his training and practical experience in the field. He should be intelligent enough to answer questions without any ambiguity.

No expert witness should be deputed to court unless he has had enough experience and knowledge, both practical and theoretical.

The actual questions and answers used in examining the qualification of an expert may vary in each case and should be answered with precision and conviction to impress upon the judge and the lawyers about the proficiency of the expert in finger print science and about his own experience in dealing with such cases. The Expert should also state the period of study and experience in the examination and comparison of finger impressions. The Expert may be asked about the study of standard books on the subject. The Expert should be prepared to answer. At least half a dozen good books of the recent authors should be enumerated. The Expert should have also studied in detail for possible questions on the subject dealt with by those authors.

LIST OF BOOKS

1. The finger print story by Gerald Lambourne Q.P.M.
2. Criminal Investigation Practical
Finger Printing by B.C. Bridges, August Vollmer and M. Monir
3. Classifying Finger Prints by Nancy Cook
4. The Science of Finger Prints by United States. Deptt. of Justice.
5. Advances in Finger Print Technology by Henry C. Lee PHD
P.K. Gaesslen, PHD

6. The finger print system at Scotland Yard by Frederick R. Cherrill
7. Finger Printing (A Manual of Identification) by Frederick R. Cherrill
8. Battley Single Finger Prints (*)
9. Bridges Practical Finger Printing (*)
10. Chapal A Finger Print Manual of Identification (*)
11. Chatterjee Finger Palm & Sole Prints (*)
12. Cherril FP System at Scotland Yard (*)
13. Henry Classification & use of Finger Print (*)
14. Scott Finger Print Mechanics (*)
15. Wilder &
Wentworth Personal Identification (*)
16. Rai Bahadur
H.C. Bose Finger Print Companion (*)
17. Sir Francis
Galton Finger Print (*)
18. Sir Francis
Galton Decipherment of blurred prints (*)
19. Anita T. Field Finger Print Hand Book (*)
20. S. Parduman
Singh Scenes of Crime Finger Prints in Police Investigation (*)
21. M.M. Mehta The Identification of Thumb Impressions and the cross
Examination of Finger Print Experts (*)
22. Harry Soderman
&John J.O'
Connell Modern Criminal Investigations (*)
23. M.N.Khardory Law & Technique relating to Finger Print and suspect document
(*)
24. Richardson Modern Scientific Evidence
25. Andre A.
Moenssens Finger Print Techniques (*)
26. Andre A.
Moenssens Finger Print & the Law (*)

27. Jame Holt Finger Print Simplified
28. Charls HO' Hara
& James
T. Osterburg An introduction to criminologists
Chapter 8, Part - D & Chapter 17
29. S.N. Singh Aungluk Vigian
30. Cummins&Middlo Finger Prints, Palm & Soles(*)
31. C.Brown&Allan
Breck Finger Prints
32. Charles O'hard Fundamentals of Criminal Investigation
33. J.H. Duncan An Introduction to Finger Prints
34. FBI USA Deptt.
of Justice The Science of Finger Prints
35. G.C. Veerappa Handwriting and Finger Print
36. D. Venkaiah Law of Prints & Impressions
37. Sarah B. Holt The Genetics of Dermal Ridges
38. Daniel Graham The use of X-ray Techniques in
Forensic Investigations
39. S. Siddique Angulichap Vignan (Hindi)
40. E.Ronald
Menzel Finger Print Detection with Lasers
41. James P.
Cowger Friction Ridge SkinComparison & Identification of Finger
Prints
42. Note on Finger Print Codification for Computerisation.
43. Jack Rudman, Fingerprint Technician
National Learning
Corporation
44. Clarence G. Collins Fingerprint Science
45. Francis Galton Fingerprint Directories (1895)
46. E. Roland Menzel, Fingerprint Detection with lasers
Menzel
47. Peter Komarinski Automated Fingerprint Identification systems (AFIS)

- | | | |
|-----|---|---|
| 48. | Melissa Langley
Biegert, David Foran
Barbara J. Fox | Looking for Fingerprints |
| 49. | Billie F. Scott | Fingerprint Classification And interpretation Simplified |
| 50. | Matteo Ferrara | Biometric Fingerprint Recognition Systems |
| 51. | Bir Bhanu, Xuejun
Tan | Computational Algorithms For Fingerprint Recognition |
| 52. | Olivia Dictzel | Fingerprint Template Compression |
| 53. | Imtiaz Dharker | Leaving Fingerprints |
| 54. | United States
Federal Investigation | The Science of Fingerprints |
| 55. | Martin Drahansky | Biometric Cryptography Based on Fingerprints |
| 56. | Lee, Gaensslen | Advances in Fingerprint Technology - A Communicative Course in English, |
| 57. | Surinder Nath | Fingerprint Identification |
| 58. | F. Brewster | Fingerprint Revolutionised with Illustrations. |

Any other book and literature of Finger Print Science in English or Hindi as may be suggested by the All India Board for Finger Print Experts Examination.

Standard books are star (*) marked.

In describing the identical ridge characteristics in two impressions, the details should be described with reference to its relation with other details enumerated to establish identity.

In giving evidence there must be sequence in the procedure and facts narrated, each fact relating to other relevant facts in their proper order.

The expert should know the magnifying power of his lens and the description and use of his instruments, e.g. microscope, transmitted light apparatus, ultra violet rays, epidiascope, finger print camera, finger printing equipments, latent finger print developing outfit, iodine fuming apparatus, illuminated magnifier, etc.

It is sometimes found that a clever lawyer seldom cross-examines an expert even when the expert has omitted to give reasons for his opinion or has not explained the reasons to the court; because the lawyer is aware that if he cross-examines the expert, all the defects in his testimony will be made up. So, a finger print expert when giving evidence in court, shall invariably state the grounds on which he based his opinion, even though he may not be asked to do so. It is not sufficient to say that the given sets of finger prints are identical or not identical.

The expert must point out some ridge characteristics in their relative positions from which it can be deduced if the prints are or are not of the same person. Such evidence cannot be excluded on ground of irrelevancy (Section 51 of the Indian Evidence Act). It may be given in examination-in-chief as well as in cross-examination and is the satisfactory test of the value of opinion given.

A copy of the examination-in-chief and answers given during cross examination by the F.P. Expert of CFPB is to be obtained from the court along with its judgement through prosecution in order to assess the performance of the expert.

CHAPTER - XIII

FINGER PRINT TRAINING IN THE C.F.P. BUREAU

The Central Finger Print Bureau will train the following categories of persons:-

- (i) Directly recruited & Departmental Promotees (S.Is/F.P. of C.F.P.B).
- (ii) Police & Non-Police Personnel of the State/UTs of India & C.F.S.L., CBI New Delhi.
- (iii) Trainees from foreign countries under T.C.S. Colombo Plan & SCAAP.
- (iv) Judicial Officers in the Indian Union.
- (v) Any person of Central Govt. Deptt. as and when required.

The following types of training in F.P. Science will be imparted by CFPB.

- (i) One year course for fresh entrants of CFPB, the states & U.Ts.
- (ii) One year Advanced course for in-service persons of State F.P.Bx.
- (iii) Short course of six months training for foreign trainees.
- (iv) Short course of one week for judicial authorities.

Syllabi for the training course from (I to III) are at Appendix –III, Syllabus for training course for Judicial Authorities will be appended when finalised.

After completion of the training, the trainees will be issued a Certificate in respect of completion of such training duly signed by Director of Central Finger Print Bureau, countersigned by Director, National Crime Records Bureau.

- (i) Form of this Certificate for trainees of Indian Union is as follows:-

CENTRAL FINGER PRINT BUREAU
(A Division of N.C.R.B.)
National Emblem

Ministry of Home Affairs, Govt. of India

Certificate of training in Finger Print Science

This is to certify that Mr./Miss/Mrs.....
rank.....of.....has successfully
completed.....training course in F.P. Science at the CFPB, NCRB, MHA Govt. of
India, New Delhi, on.....

Dated.....

Director
Central Finger Print Bureau,
N.C.R.B.,East Block-7, R.K. Puram,
New Delhi – 110 066.

Director
National Crime Records Bureau,
Ministry of Home Affairs,
East Block-7, R.K. Puram,
New Delhi – 110 066.

CHAPTER - XIV

INTERPOL RECORDS OF INTERNATIONAL CRIMINALS

Objectives : The objective of the Interpol Records is to assist the law enforcement agencies in the establishment of identities of International Criminals operating in India and other countries with the help of the criminal records of such criminals maintained in this Bureau. This has the ultimate effect of curbing their criminal activities in India.

Records : The Records include Circulars (with or without finger prints) received from Interpol and history sheets of International criminals obtained from the Indian Customs, Central Excise and Land Customs authorities after their apprehension by these agencies.

Function : Interpol Circular (without finger prints) and the history sheets, referred to above, are recorded countrywise in box files.

Interpol Circular with finger prints are recorded separately according to Finger Print formula for the convenience of search in finger prints.

Search (Identification) :

Search (identification) work for the establishment of identity of international criminals from interpol record, will be undertaken when such references are received from the Customs, Central Excise authorities, etc.

The following procedure has to be adopted by the authorities for making search references to the Interpol Records in the Central Finger Print Bureau :-

- i) Preparation of Finger Print Slips of the suspects with the help of the local police and supply of their particulars in C.F.P.B. Form No 55.
- ii) After conviction in court, the records of the criminal (with or without finger prints) may be furnished for record, as usual.

CHAPTER – XV

RESEARCH WORK

Central Finger Print Bureau is the National Central Bureau for the entire country. Among other things it also carries the responsibility of conducting research work in F.P. Science. Research and Developmental work is done on aspects of fingerprint science and fingerprint work. This work may be undertaken by any of the experts of CFPB. The research projects are to be supervised by Dy. Ss. & Director CFPB. The laboratory will be under the charge of one Inspectors. (F.P.) and supervised by the Dy. S.P. & the Director.

List of Equipments

Some of the latest scientific equipment essentially needed for present day finger print work for aiding the crime investigating agencies quickly and efficiently is listed below:-

1. **Electrostatic Dust Print Lifter :-** This equipment is very helpful in lifting the dust marks of finger prints on to a plastic film and eliminating the textured backgrounds.
2. **Finger Print Comparator :-** Projects enlargements of rolled prints and latent prints, questioned prints for comparison. Also helps in training freshers in the work of classification and comparison.
3. **3-M Finger Print Visualisation System :-** A Cyanoacrylate gun system to develop finger print on car etc. at sites instantly.
4. **Zoom Stereo Binocular Microscope:-** A sophisticated microscope highly useful for research in the field of edgescopy and poroscopy. Also useful in detecting forged finger prints.
5. **Camera Kit :-** Camera kit required to be taken to the scene of crime where latent prints that appear on the immovable items are photographed before they are lifted for preserving.
6. **Latent Print Finder/Poli Light/MH 400/Omni Print/Crime Scope :-** A high intensity light source to locate and intensify the latent prints on shiny, polished multicoloured surfaces.
7. **VSC-1/Poliview/Projectina/IBIS-800 :-** Essential for examining disputed finger prints on documents and Revenue Stamp etc. under various frequencies. Can be superimposed on the specimen print on screen for comparison.

CHAPTER - XVI

ALL INDIA BOARD EXAMINATION OF FINGER PRINT EXPERTS

In accordance with the recommendation of D.Is.G. CID's conference held in 1956, a scheme for formation of an All India Board for Examination of Finger Print Experts was worked out. This scheme was approved by Ministry of Home Affairs, Govt. of India. The State Governments were requested to implement it. The scheme was formulated with a view to turn out standard Finger Print Experts at an All India level. Under this scheme, an All India Board Examination is conducted every year at C.F.P.B. The Board, consists of Director, CFPB as Chairman and two technical heads of the State F.P.Bx. as members. The trainees of CFPB, State F.P.Bx., F.P. Unit of C.F.S.L. CBI, New Delhi and other State & UTs. sit for this All India Board Examination. Required conditions for education and experience are laid down in the Constitution of All India Board Examination. (Appendix-IX)

All arrangements for conducting the All India Board Examination theory, practical & viva-voce are made by NCRB. One of the Officers of CFPB, nominated by Director, NCRB will act as Secretary of the Board. The nominated Officer is responsible for all the correspondence and making necessary arrangements for conducting the All India Board Examination every year.

The successful candidates are awarded certificates by the All India Board. Cash prizes are awarded to the candidates who secure a minimum of 75% of marks in aggregate and secure 1st, 2nd and 3rd places. This cash award is given by NCRB to act as an incentive and make the examination more competitive.

CHAPTER – XVII

COMPUTERISATION OF FINGER PRINTS

Computerisation today is a way of life. It is a method of working which is extremely fast and highly accurate. It stores and manipulates a lot of data simultaneously without much human intervention.

Vast increase in the volume of finger print records, the challenge of increasing crime rate and criminals, the pressure of expectations of I.Os to provide instant answers to their urgent queries has necessitated the application of computer technology in finger print the world over.

40 DIGIT SYSTEM (SEMI-AUTOMATIC)

In India, computerisation of finger prints was taken up during mid seventies & initially ten states started working on it during 1980s. A 40-digit code based semi-automatic system was adopted for the conversion of Finger Print Records to prepare the database. The work went on in all those 10 States at varying pace.

The system is based on a simple procedure where in all the known & accepted Finger Print pattern types have been divided into ten types, and allotted a 2 digit numerical code from 01 to 22 (Code No. 14-15 merged with 13). Similarly the ridge counts of the patterns from appropriate delta to its core is taken and expressed in terms of two digit code, from 00 to 30 (30 being the upper limit). Thus for each finger the FP pattern and its RC could be expressed in a 4-digit numerical code. e.g. an Ulnar Loop with eight ridge counts would be shown as 0708 and a plain Whorl with 19 counts as 1319. The ten fingers of the two hands of a person make it a 40-digit code. Limitations of 40-Digit Code System, required results to depend upon the subjective expertise of the individuals classifying and codifying the Finger Print Slips. This system is all right for small database, but it is slow, involving huge man power and man hours with uncertain accuracy. (Appendix II).

FINGERPRINT ANALYSIS AND CRIMINAL TRACING SYSTEM (FACTS) AUTOMATIC

The existing manual system of recording and search of F.P. slips cannot cope up with the volume of recording and search work efficiently and quickly as there is an increase in crime and consequent increase in the criminal records. Computerisation of F.P. records will enable the experts to furnish the criminal records of the arrested person quickly. Moreover it will help the experts to identify the criminal with the chance prints obtained from the scene of crime.

Constant research on the subject has enabled CFPB to use a fully automated Finger Print Identification System known as FACTS. The system was developed by the Computer Maintenance Corporation (CMC) in collaboration with the CFPB, NCRB and the Department of Electronics, Govt. of India.

The system uses Image Processing and Pattern recognition technique to capture, encode, store and match finger prints including comparison of chance prints. This means that the same data can be used for both 10-digit search and chance print identification.

Broadly the FACTS functions can be divided into two :

Workstation functions, such as input, quality check and verification attended by F.P. experts.

Encoding, matching and transaction termination which are purely computer functions at the background.

These functions in detail are as under :

1. Input/Digitisation

The F.P. image on paper or photograph is converted into a computer compatible digital image with the help of a high resolution scanner. There are three types of transactions in INPUT.

- a) Update (UPD) for data creation.
- b) Personal Identification (PID) for 10-digit search.
- c) Chance Print (CHP) for Chance Print Identification.

The Input procedures for the first two are same. A label bearing a running number (identification number) is pasted on the FP slip. The pattern class of the little fingers are entered by the operator during Input. The FP slip is placed properly in the scanner bed and is subjected to preview scan. The confirmation of print and label positions is done by the operator. Then it goes for a high resolution scanning.

When a finger is amputated or bandaged it is marked accordingly. These fingers are not scanned and no image is stored. The positions of the prints can be set right by rotation.

If the Finger Prints are not taken in order, this can be set right by "SORT SEQUENCE" option in OFF position and each digit is identified separately by the Expert.

In Chance Print, the identification number is generated by the computer itself. There is no need to paste a label. This number can be noted down at the back of the chance print by the operator.

After Input the quality of the chance print can be enhanced. Search area is marked. Available informations regarding class, core-delta marking etc. are furnished. The area of interest is selected. In case of any orientation problem, the print can be rotated.

2. ENCODING

Encoding means feature extraction. The high resolution scanned image is taken as input for 'Encoder'.

The features of the FP extracted are :-

- a) Pattern Class and Alt. Pattern Class.
- b) Core in Delta Points.
- c) Minutiae - the Minutiae points are ridge end points and ridge bifurcation points. For each such minutiae, the following details are also extracted:

- i) Location of Minutiae.
 - ii) Direction of Minutiae.
 - iii) Ridge counts with neighbouring Minutiae.
- d) Print Quality.
 - e) F.P. slip quality.
 - f) Matching digits.
 - g) Verification digit(s).

3. QUALITY CHECK

The scanned F.P. images along with features extracted are displayed. The key features to be confirmed by the expert at the time of quality check are :-

- a) Pattern class such as :

Name of the Class	Icon	Code
Arch		0
Left Loop		1
Right Loop		2
Whorl		3
Accidental		4
Smudged		5
Amputated		6

- b) Alt. Pattern Class.
- c) Core, Delta Positions.
- d) Label Parameters like label number, PID/UPD etc.

Quality Check of Chance Prints

In chance print quality check, minutiae and skeleton editing are done very thoroughly. The edges of the chance prints are marked as background and the skeleton in these areas are also edited properly.

Provide as much correct information as possible. Narrow-down the choice to a single set of parameters for each submission of a search. The untraced chance print can be resubmitted with different parameters without performing input and quality check again.

It is very important that all types of low level details like minutiae, skeleton and segmentation (fore-ground or background areas) are accurate the first time itself as they cannot be edited during resubmission.

4. MATCHING

Initial matching takes place on the basis of class. The basic features used for F.P. matching are minutiae that indicate the points where ridges terminates or bifurcates. Core and delta positions also help in matching.

Each minutiae is characterised by its coordinates, the direction of the ridge flow at the location of minutiae, the ridge counts between itself and nearest neighbours. The computer extracts the minutiae of each Finger Print automatically, the extracted features represents the F.Ps uniquely. Whenever a F.P. is to be identified the system compares the characteristics of the minutiae of the F.P. against the characteristics of corresponding minutiae in each of the F.Ps in the database.

The result of matching is a short list of Finger Prints which match the search print in the descending order of probability, corresponding to the matching score arrived by the computer after matching.

5. VERIFICATION

F.P. images are presented to the experts in the form of split Screen Display - the search print on one half of the screen and the short listed print retrieved from the system on the other. The experts compare a search F.P. against short listed F.Ps from matcher and identify the right match. The user can select the prints from the short list as required. Once the expert is satisfied that he has identified the correct match, he marks it as TRACED.

6. TRANSACTION TERMINATION

Only update transactions are stored in the data-base. In case the duplicate is already present in the database, the system compares the quality of prints and poor quality of database prints are replaced with good quality prints of the latest duplicate slip input and it retains the old pin number.

The present capacity of FACTS at NCRB is 3.5 lakhs F.P. slips. CMC claims that this capacity can be increased by adding new disks.

PREPARATION AND PROCEDURE FOR INPUT OF ROLLED PRINTS FOR DATA-BASE CREATION

i) We can select the slips by :

- a) Quality of Slips.
- b) Henry Classification.
- c) By any other criteria.

According to our requirement and the capacity of the system.

- ii) F.P. slips have to be accepted for the correct order of the prints etc. as in manual system.
- iii) Paste a label bearing a running number for UPD. Use a separate set of number for PID.
- iv) If the slips are in very good condition, A4 size bondpaper and edges not folded, it can be input in Automatic Document Feeder (ADF) mode.
- v) If the F.P. slips are on standard printed form, it can be input by fixed mode.
- vi) When the slips are not in any of the aforesaid forms, the interactive scan option is invoked and the print and label positions are manually confirmed by the expert.

Creation of Criminal Attribute Database (CADB) :

Database of criminals contains personal information about each criminal such as Name, Aliases, Father's Name, Sex, Address, PCN & RCN and Previous conviction details. It also includes the CFPB classification formula of each F.P. slip. This data is linked with the Finger Print Data with the help of PIN or NCN (National Criminal Number).

The other functions of the system are :

1. **Statistics Generation** : 1. Database size report, 2. Daily, monthly and yearly report
3. Pattern distribution report 4. TIN-PIN report 5. PID search report 6. Chance print
search report. 7. Deletion report 8. Database size report for CADB.
2. **Administrative Functions** : 1. Queue management - checking status of transactions,
changing priority/activity if required. 2. Management of Database 3. Analysis of
Images/Transactions 4. T.C.C. checking. 5. Viewing Transaction History (Search
TIN-PIN).

N.B. : Subject to software & hardware modifications affected from time to time.

CHAPTER - XVIII

PHOTOGRAPHY SECTION

In CFPB, there is a well equipped Photographic Section. This section is entrusted with the work as detailed below :-

1. To Photograph Finger impression in respect of document cases received from CBI, and other Central Govt. Agencies.
2. To impart training in Finger Print Photography to the trainees.
3. To photograph Chance prints on exhibits received from different Law Enforcing Agencies for examination and expert's opinion.
4. To photograph blurred & faint finger impressions under transmitted light and oblique light method.
5. To photograph chance finger impression on multicoloured surfaces under U.V. Lamp.
6. To photograph chance prints in Scene of Crime cases as and when requisitioned by the Law Enforcing Authorities.
7. To conduct research in F.P. photography for better result and economy.

CHAPTER - XIX

CO-ORDINATION WITH STATE BUREAUX

Director of the Central Finger Print Bureau shall visit each State Bureau once in a year for the following purposes.

1. For the exchange of information between the State Bureau and the Central Finger Print Bureau.
2. For discussing with the State Bureau procedure for ensuring regular supply of F.P. record slips to the Central Finger Print Bureau and other connected matters, if necessary.
3. To find out by examining the relevant registers and documents in the State Bureau whether or not the instruction of the Central Finger Print Bureau on various matters are being carried out.
4. For discussion on various matters for improvement and coordination of work.

The State Bureaux shall bring to the notice of the Central Finger Print Bureau of all new features regarding the science of identification from finger prints observed by them and forgery of finger prints which they come across.

The State Bureaux have the option to refer cases to the Central Finger Print Bureau for scrutiny in case of difference of opinion on questioned finger prints.

The State Bureau may make a reference to the Central Finger Print Bureau to assist in solving problems relating to the science of identification from papillary ridges.

The Director, Central Finger Print Bureau, convenes Annual Conference of the Directors of the State Finger Print Bureaux, to discuss and arrive at decisions of common problems relating to the science and to enforce the decisions of the conference for uniformity of work through advice and suggestions to the State Governments.

CHAPTER - XX

MISCELLANEOUS/REPORTS, STATEMENTS AND STATISTICS

The following statements and reports are prepared and maintained by the Bureau:-

Reports

- (1) Monthly Progress Report of technical & research work.
- (2) Annual Statistical Report.

The Proformas of the registers, various statements and forms to be maintained under the C.F.P.B. manual are detailed in Appendix VII.

APPENDIX - I

NEW EXTENSION OF HENRY SYSTEM AS DEvised BY S.K. CHATTERJEE.

The Classification formula consists of eight parts:

- (a) Primary
- (b) Secondary
- (c) Major
- (d) Sub-secondary
- (e) Second Subsecondary
- (f) Sub-secondary - 3 (Scotland Yard)
- (g) Final
- (h) Key

(a) Primary Classification :-

This is done according to Henry's classification formula. The formula will be one of the classification from I/I to 32/32 giving 1024 divisions or groups. It is noted at the first place of the formula just before the Secondary Classification.

(b) Secondary Classification

It is arrived at by noting Capital letter symbols for different type of patterns in the form of a fraction with the right index as numerator and the left index as denominator.

The different patterns or types are arranged in the following order and are represented by the following symbols:-

<u>Serial No.</u>	<u>Pattern or type</u>	<u>Symbols</u>
1.	Arch	A
2.	Tented Arch	T
3.	Radial Loop	R
4.	Ulnar Loop	U
5.	Plain Whorl	W
6.	Central Pocket Loop	C
7.	Double Loops, having the formation of the core as letter 'S'	S
8.	Accidentals	X

Instructions regarding classification of Central Pocket Loop, Double Loops & Accidentals.

Central Pocket Loop : It is a composite pattern in which some of the ridges about the centre or core of a loop, recurve as to give the shape of a pattern of whorl at the centre, provided it satisfies the following criteria:-

- (i) There must be at least one looping line.
- (ii) The number of recurves between the inner delta & core do not exceed five.

- (iii) The imaginary straight line joining the two deltas does not cross or touch any of the recurving ridges that lie between the inner delta and the core.
- (iv) The line of exit of the ridges must meet at least one of the recurving ridges at right angles.

Double Loops : Double Loop pattern consists of two distinct loops, interlocked with each other in the shape of 'S' in the Centre or core. There must be independent core ridges for the two loops.

Note :- The Double Loops, which are not having the formation of 'S' in the centre or core will be classified as Accidentals.

Accidentals

Owing to the irregular formation of these prints, no fixed definition can be applied to them. Roughly, it can be said that accidentals are combinations of two or more different type of patterns. Any other pattern, which does not fall in the above categories of A,T,R,U W, C & S will also be classified as 'X'.

The tracings or ridge countings in such prints should be taken as noted below:-

- 1) For tracing, outer deltas should be considered.
- 2) For counting, the ridge counts from the outer left or right delta to the nearest core should be taken.

Note:- Nearest relates to the number of ridges intervening between the delta and the core and not to the distance.

In rare type of double loops, when the tracing of the lower limb of the left delta meets the upper arm of the right delta or have its exit above the upper arm of the right delta, the tracing of such impressions should be taken as 'M'.

The following table will show the sequence or order of classification in fulcrum or Secondary classification :-

<u>Sl. No.</u>	<u>Groups in their order</u>								<u>Total divisions</u>
1.	<u>A.</u> A	<u>T.</u> A	<u>R.</u> A	<u>U.</u> A	<u>W.</u> A	<u>C.</u> A	<u>S.</u> A	<u>X.</u> A	8 divisions
2.	<u>A.</u> T	<u>T.</u> T	<u>R.</u> T	<u>U.</u> T	<u>W.</u> T	<u>C.</u> T	<u>S.</u> T	<u>X.</u> T	8 divisions
3.	<u>A.</u> R	<u>T.</u> R	<u>R.</u> R	<u>U.</u> R	<u>W.</u> R	<u>C.</u> R	<u>S.</u> R	<u>X.</u> R	8 divisions
4.	<u>A.</u> U	<u>T.</u> U	<u>R.</u> U	<u>U.</u> U	<u>W.</u> U	<u>C.</u> U	<u>S.</u> U	<u>X.</u> U	8 divisions

5.	$\frac{A.}{W}$	$\frac{T.}{W}$	$\frac{R.}{W}$	$\frac{U.}{W}$	$\frac{W.}{W}$	$\frac{C.}{W}$	$\frac{S.}{W}$	$\frac{X.}{W}$	8 divisions
6.	$\frac{A.}{C}$	$\frac{T.}{C}$	$\frac{R.}{C}$	$\frac{U.}{C}$	$\frac{W.}{C}$	$\frac{C.}{C}$	$\frac{S.}{C}$	$\frac{X.}{C}$	8 divisions
7.	$\frac{A.}{S}$	$\frac{T.}{S}$	$\frac{R.}{S}$	$\frac{U.}{S}$	$\frac{W.}{S}$	$\frac{C.}{S}$	$\frac{S.}{S}$	$\frac{X.}{S}$	8 divisions
8.	$\frac{A.}{X}$	$\frac{T.}{X}$	$\frac{R.}{X}$	$\frac{U.}{X}$	$\frac{W.}{X}$	$\frac{C.}{X}$	$\frac{S.}{X}$	$\frac{X.}{X}$	8 divisions

This classification is placed second in order in the general formula after the primary and before the Major Classification.

Loops, whorls and composites on all the fingers except the little fingers are sub-classified by ridge counting or ridge tracing as, 'I', 'M' or 'O'.

The ridge counts of little fingers are used in the 'final'. In case of whorls appearing in the right hand, counting is done from the left delta to core. In case of whorls appearing in the left hand, counting is done from the right delta to the core.

The Sub-Classifications according to the counting of ridge in the case of loops are given below:-

<u>Finger</u>	'I'	'M'	'O'
Thumbs	1 to 12 (both counts inclusive)	13 to 19 (both counts inclusive)	20 & above.
Index	1 to 5 (inclusive)	6 to 12 (inclusive)	13 & above.
Middle	1 to 6 (inclusive)	7 to 13 (inclusive)	14 & above.
Ring	1 to 7 (inclusive)	8 to 14 (inclusive)	15 & above.

(c) Major Classification:- For Major classification, the right thumb is taken as the numerator and the left thumb as the denominator and then classified according to the subdivisions as 'I', 'M' or 'O'.

The major classification is used in splitting up the primary cum-secondary or the primary cum secondary cum sub-secondary classification of lettered groups into 9 major groups according to Rt. Thumb/Left Thumb (R.T./L.T.)

Nine major classifications are done by ridge counting or ridge tracing or by combined method, viz:-

(1) (2) (3) (4) (5) (6) (7) (8) (9)

$\frac{I}{I}$ $\frac{M}{I}$ $\frac{O}{I}$ $\frac{I}{M}$ $\frac{M}{M}$ $\frac{O}{M}$ $\frac{I}{O}$ $\frac{M}{O}$ $\frac{O}{O}$

In classifying record slips this major classification is noted by its number within brackets and is placed between Secondary and Sub-Secondary Classification.

Lettered Method

Whenever arches, tented arches, or radial loops occur in any finger other than the index finger it is classified under lettered group. The type of pattern is noted in small letters in the order they appear.

Taking for instance, under the secondary classification A/A, arches, tented arches or radial loops may be found in the remaining fingers.

The number of groups formed for one hand is shown below.

1/1 A/A Letter method with evolution of a, t, or r in fingers other than the index fingers :-

<u>Sl. No.</u>	<u>Sub-serial No.</u>	<u>T.</u>	<u>I.</u>	<u>M.</u>	<u>R.</u>	<u>L.</u>	<u>Remarks</u>
I	(1)	a	A	-	-	-	
	(2)	t	A	-	-	-	
	(3)	r	A	-	-	-	
II	(1)	a	A	a	-	-	
	(2)	a	A	t	-	-	
	(3)	a	A	r	-	-	
	(4)	t	A	a	-	-	
	(5)	t	A	t	-	-	
	(6)	t	A	r	-	-	
	(7)	r	A	a	-	-	
	(8)	r	A	t	-	-	
	(9)	r	A	r	-	-	
III	(1)	a	A	a	a	-	
	(2)	a	A	a	t	-	
	(3)	a	A	a	r	-	
	(4)	a	A	t	a	-	
	(5)	a	A	t	t	-	
	(6)	a	A	t	r	-	
	(7)	a	A	r	a	-	
	(8)	a	A	r	t	-	
	(9)	a	A	r	r	-	
	(10)	t	A	a	a	-	
	(11)	t	A	a	t	-	
	(12)	t	A	a	r	-	
	(13)	t	A	t	a	-	

(14)	t	A	t	t	-
(15)	t	A	t	r	-
(16)	t	A	r	a	-
(17)	t	A	r	t	-
(18)	t	A	r	r	-
(19)	r	A	a	a	-
(20)	r	A	a	t	-
(21)	r	A	a	r	-
(22)	r	A	t	a	-
(23)	r	A	t	t	-
(24)	r	A	t	r	-
(25)	r	A	r	a	-
(26)	r	A	r	t	-
(27)	r	A	r	r	-

IV 27 groups as a A a - a As in III.

<u>Sl. No.</u>	<u>Sub-serial No.</u>	<u>T.</u>	<u>I.</u>	<u>M.</u>	<u>R.</u>	<u>L.</u>	<u>Remarks</u>
V(a)	(1)	a	A	a	a	a	
	(2)	a	A	a	a	t	
	(3)	a	A	a	a	r	
	(4)	a	A	a	t	a	
	(5)	a	A	a	t	t	
	(6)	a	A	a	t	r	
	(7)	a	A	a	r	a	
	(8)	a	A	a	r	t	
	(9)	a	A	a	r	r	
	(10)	a	A	t	a	a	
	(11)	a	A	t	a	t	
	(12)	a	A	t	a	r	
	(13)	a	A	t	t	a	
	(14)	a	A	t	t	t	
	(15)	a	A	t	t	r	
	(16)	a	A	t	r	a	
	(17)	a	A	t	r	t	
	(18)	a	A	t	r	r	
	(19)	a	A	r	a	a	
	(20)	a	A	r	a	t	
	(21)	a	A	r	a	r	
	(22)	a	A	r	t	a	
	(23)	a	A	r	t	t	
	(24)	a	A	r	t	r	
	(25)	a	A	r	r	a	
	(26)	a	A	r	r	t	
	(27)	a	A	r	r	r	

V(t)	27 groups							with t occurring in thumb finger as evolved in V(a).
V(r)	27 groups							with r occurring in thumb finger as evolved in V(a).
VI	9 groups in	a	A	- a	-			as evolved in II.
VII	27 groups in	a	A	- a				a as evolved in III.
VIII	9 groups in	a	A - -					a as evolved in II.
IX			-	A	-	-	-	
X	(1)	-	A	a	-	-		
	(2)	-	A	t	-	-		
	(3)	-	A	r	-	-		

<u>Sl. No.</u>	<u>Sub-serial No.</u>	<u>T.</u>	<u>I.</u>	<u>M.</u>	<u>R.</u>	<u>L.</u>	<u>Remarks</u>
XI	9 groups	-	A	a	a	-	As in 1st 9 groups of III omitting a,t,r in thumb.0
XII	9 groups	-	A	a	-	a	-do
XIII	27 groups	-	A	a	a	a	Evolution as in V(a) omitting thumb.
XIV	3 groups	-	A	-	a	-	Evolution as in X.
XV	9 groups	-	A	-	a	a	As in Ist 9 groups of III omitting thumb.
XVI	3 subgroups	-	A	-	-	a	As in X.

Note:- It should be observed that after the primary classification, the lettered classification should be written in full and then the numerical number of the sub-secondary lettered method within brackets and then extensions by the sub-secondary method, etc. if such classification is admissible.

For classification by the sub-secondary method in the lettered classification where a, t, or r, occurs is index, middle or ring, the count of arch or tented arch is taken as zero and then classified as `I' loop.

It should also be noted that the same method of evolution should be followed in the case of other combinations of fulcrums where `a, t, `r occur in other fingers.

(d) Sub-secondary Classification

For one hand according to ridge counting or tracing.

Sub-Secondary classification is made in one or more ways such as, ridge counting or ridge tracing of combined method of ridge counting and ridge tracing of the Index, middle and ring fingers and is noted after the secondary classification. There are 8 ways of combinations of the occurrence of loops or whorls in the index, middle and ring finger in each hand. They are as follows:-

LLL,LLW,LWL,LWW,WLL,WLW,WWL,WWW.

The Subsecondary classification for one hand comes to 27 as each finger could be classified as `I, `M or `O'. They are as follows :-

- | | | |
|------------|------------|------------|
| III - (1) | IIM - (2) | IIO - (3) |
| IMI - (4) | IMM - (5) | IMO - (6) |
| IOI - (7) | IOM - (8) | IOO - (9) |
| MII - (10) | MIM - (11) | MIO - (12) |
| MMI - (13) | MMM - (14) | MMO - (15) |
| MOI - (16) | MOM - (17) | MOO - (18) |
| OII - (19) | OIM - (20) | OIO - (21) |
| OMI - (22) | OMM - (23) | OMO - (24) |
| OOI - (25) | OOM - (26) | OOO - (27) |

The numerals noted above against each group may be substituted for combination of `I, `M' and `O' in the numerator and denominator of Subsecondary classification. In the general formula this classification is written at the fourth place after the Major Classification.

(e) Second Sub-secondary Classification

In large collection of prints under certain Subsecondary classifications it is necessary to use 2nd Subsecondary to break them into smaller groups in order to save time in searching a finger print slip. 2nd Subsecondary classification in lettered form is to be used by noting the following symbolic small alphabetical letters for patterns on middle and ring fingers. Right hand fingers are taken as numerator and left hand fingers are taken as denominator.

<u>Sl. No.</u>	<u>Pattern</u>	<u>Symbol in Small Letters</u>
1.	Invaded or crested Loops & converging loops	k(4 converging ridges within the type or on the type line or 3 converging ridges at the exit of the core)

- | | | |
|----|---|---|
| 2. | Nutant loop | n |
| 3. | Plain ulnar loop | u |
| 4. | Whorl | w |
| 5. | Central Pocket Whorl | c |
| 6. | Double Loops, having the formation of the core as letter's' | s |
| 7. | Accidental | x |

Possible Classifications for one hand

	<u>Middle Finger</u>	<u>Ring Finger</u>							
I	L	L	(1)	kk	(2)	kn	(3)	ku	
			(4)	nk	(5)	nn	(6)	nu	
			(7)	uk	(8)	un	(9)	uu	
II	L	W	(1)	kw	(2)	kc	(3)	ks	(4) kx
			(5)	nw	(6)	nc	(7)	ns	(8) nx
			(9)	uw	(10) uc	(11) us	(12)	ux	
III	W	L	(1)	wk	(2)	wn	(3)	wu	
			(4)	ck	(5)	cn	(6)	cu	
			(7)	sk	(8)	sn	(9)	su	
			(10)	xk	(11)	xn	(12)	xu	
IV	W	W	(1)	ww	(2)	wc	(3)	ws	(4) wx
			(5)	cw	(6)	cc	(7)	cs	(8) cx
			(9)	sw	(10)	sc	(11)	ss	(12) sx
			(13)	xw	(14)	xc	(15)	xs	(16) xx

Second Subsecondary classification is expressed in terms of the numerical number shown against each as a fraction and noted in the general formula after the Scotland Yard file number classification if the general formula admits of the same or after the Subsecondary classification and before the final classification.

(f) Sub-secondary - 3 (Scotland Yard)

Method of Scotland Yard Classification for groups where Index, Middle and Ring fingers of both hands are Loops.

This method consists of the location of the file number relating to one of the 64 divisions of a particular Subsecondary classification by taking into account particular ranges of counts in each of the index, middle and ring fingers in both hands in their order, starting with the right index finger and ending with the left ring finger as explained in appended chart.

After locating the file number it is placed next to the Subsecondary classification and before the 2nd Subsecondary classification based on alphabetical symbols for sub-types.

PART I: Chart for the Scotland Yard Classification for breaking heavy accumulations into smaller groups and applicable to 10-digit system where the index, middle and ring fingers are loops in both hands

RIGHT FORE FINGER	1 to 9																															
RIGHT MID FINGER	1 to 8														9 and over																	
RIGHT RING FINGER	1 to 10							11 and over							1 to 13							14 and over										
LEFT FORE FINGER	1 to 3			4 and over				1 to 5			6 and over				1 to 6			7 and over				1 to 7			8 and over							
LEFT MID FINGER	1 to 3		4 and over		1 to 5		6 and over		1 to 6		7 and over		1 to 8		9 and over		1 to 8		9 and over		1 to 10		11 and over		1 to 10		11 and over		1 to 11		12 and over	
LEFT RING FINGER	1 T O 4	5 & O V E R 6	1 T O 6	7 & O V E R 6	1 T O 6	7 & O V E R 6	1 T O 8	9 & O V E R 8	1 T O 11	12 & O V E R 11	1 T O 13	14 & O V E R 13	1 T O 12	13 & O V E R 12	1 T O 13	14 & O V E R 13	1 T O 8	9 & O V E R 8	1 T O 10	11 & O V E R 10	1 T O 9	10 & O V E R 9	1 T O 12	13 & O V E R 12	1 T O 14	15 & O V E R 14	1 T O 15	16 & O V E R 15	1 T O 14	15 & O V E R 14	1 T O 15	16 & O V E R 15
FILE No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32

PART II : Chart for the Scotland Yard classification for breaking heavy accumulations into smaller groups and applicable to 10-digits system where the index, middle and ring fingers are loops in both hands

RIGHT FORE FINGER	10 and over																															
RIGHT MID FINGER	1 to 12														13 and over																	
RIGHT RING FINGER	1 to 13						14 and over						1 to 16						17 and over													
LEFT FORE FINGER	1 to 9			10 and over			1 to 10			11 and over			1 to 11			12 and over			1 to 12			13 and over										
LEFT MID FINGER	1 to 8		9 and over		1 to 10		11 and over		1 to 10		11 and over		1 to 12		13 and over		1 to 12		13 and over		1 to 13		14 and over		1 to 13		14 and over		1 to 14		15 and over	
LEFT RING FINGER	1 T O 8	9 & O V E R	1 T O 11	12 & O V E R	1 T O 10	11 & O V E R	1 T O 12	13 & O V E R	1 T O 13	14 & O V E R	1 T O 14	15 & O V E R	1 T O 14	15 & O V E R	1 T O 16	17 & O V E R	1 T O 12	13 & O V E R	1 T O 13	14 & O V E R	1 T O 13	14 & O V E R	1 T O 15	16 & O V E R	1 T O 15	16 & O V E R	1 T O 17	18 & O V E R	1 T O 16	17 & O V E R	1 T O 18	19 & O V E R
FILE No.	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	64	62	63	64

(g) Final : The final of the formula consists in noting ridge counts of loop or whorls on the little fingers. The ridges of the whorls are to be counted from the left delta to the core in the case of the right little finger and from the right delta to the core in case of the left little finger. It is expressed as a fraction -

$$\frac{\text{Right little count}}{\text{Left little count}}$$

and is noted in the general formula after the 2nd Subsecondary classification.

For the purpose of ridge counting in double loops or lateral pocket or twinned loops the counts from the core of the ascending loop to the delta are taken. (Left delta is case of right hand fingers and Right delta in case of left hand fingers)

(h) Key : Key is the ridge count of the loop or whorl on the right thumb followed by the symbolic small letter for its pattern, as explained under 2nd Subsecondary classification. It is placed at the extreme right of the classification formula.

Directions for classifying damaged fingers

When a finger is so deformed or missing that it is not possible to decide its pattern, count or tracing or both, the following rules should be observed :-

- 1) If a finger is missing, it should be treated according to the corresponding finger of the other hand.
- 2) If the same finger of both the hands are missing or deformed, the impression should be treated as whorls with 'M' tracing and one counting.
- 3) In whorls, if both or either of the deltas are missing, the tracings should be taken as 'M'.
- 4) If the deformed print is a whorl and corresponding print is also whorl, the tracing of the deformed print should be taken like that of the corresponding finger.
- 5) When the deformed print is whorl and the corresponding print is loop the tracing of the deformed whorl should be treated as 'M'.
- 6) When both the deformed prints are loops the possible counts of such loop should be taken.
- 7) When the deformed print is a loop and the corresponding print is whorl, possible count of loop should be taken.
- 8) When both the little fingers are damaged, the count of such fingers are to be taken as one.
- 9) In case a finger print slip contains two or more than two indecipherable deformed impressions, the prints should be classified according to the rules and the slip should be marked at the top as 'two, or three, etc. deformed prints' as the case may be.

DAILY DISPOSAL OF WORK OF TECHNICAL SECTIONS WILL BE AS FOLLOWS:

- | | | |
|---|---|------------------------|
| 1) Classification of 10-digit FP slips | - | 70 slips |
| 2) Testing, Name Index sheet writing & Recording of 10-digit slips with single-conviction | - | 40 slips |
| 3) Only testing | - | 60 slips |
| 4) FACTS input (input & quality check) Ver. 3 | - | 150/W. Station |
| 5) Pre-processing & writing of classification formula | - | 250 Nos. |
| b) Making duplicate free | - | 350 slips |
| 6) Post processing | | |
| a) Distribution of work | - | No quota |
| b) NCN writing on F.P. slips | - | 350 (Half day) |
| c) Duplicate removal | - | 20 Nos. (Half day) |
| d) Filling of slip | - | 200 (Half day) |
| e) Filing of removed duplicates searching for PID traced slips, Generating Statistics | - | No quota |
| f) RCN & PCN writing, name parentage & NCN writing on CADB input forms | - | 70 (Half day) |
| 7) Name Index Data Entry | - | 300-350 |
| 8) Acceptance of FP(R) slips | - | 250-300 |
| 9) Search Slips | - | 15 |
| 10) Elimination of time barred slips | - | 2 trays (manual) |
| 11) Post-checking | - | 30 DCs |
| 12) Single Digit | - | 12 prints in all stage |
| 13) Maintenance of Records/Scanning of slips manually | - | 400 slips |

APPENDIX – II

FINGERPRINT CODES

The fingerprints of an individual are expressed by a 40-digit code, comprising of a 4-digit code for each of the 10 fingers of the individual, recorded in the conventional sequence from the right thumb to the left little finger of the 4-digit for each finger, the first two represent the pattern as listed below and the last two digits represent the ridge count of the print.

PATTERN		CODE
ARCH	- Plain	.. 01
	- Approximating Radial Loop	.. 02
	- Approximating Ulnar Loop	.. 03
TENTED ARCH		.. 04
RADIAL LOOP	- Plain	.. 05
	- Converging	.. 06
	- Nutant	.. 07
ULNAR LOOP	- Plain	.. 08
	- Converging	.. 09
	- Nutant	.. 10
CENTRAL POCKET LOOP	- Inner Tracing	.. 11
	- Outer Tracing	.. 12
WHORL		.. 15
TWINNED LOOP	- Ascending Loop Radial	.. 16
	- Ascending Loop Ulnar	.. 17
LATERAL POCKET	- Ascending Loop Radial	.. 18
	- Ascending Loop Ulnar	.. 19
ACCIDENTAL		.. 20
SCARRED		.. 21
AMPUTATED/MISSING		.. 22

PATTERN DEFINITIONS

PLAIN ARCH CODE-01

In a plain arch pattern, the ridges extended from one side of the finger to the other without turning back, rising slightly at the centre, where the curvature looks like an arch.

RADIAL AND ULNAR ARCHES - CODES 02 & 3

In some arch patterns, there is a delta or the appearance of a delta. When this happens no ridge must intervene between the `Inner' and `Outer' terminal. When the slope of the ridges is that of a radial loop, pattern is coded `02'. When the slope of ridges is that of Ulnar loop, the pattern is coded `03'.

TENTED ARCH - CODE 04

In some patterns of the arch type, the ridges near the middle may have an upward thrust, arranging the selves on both sides of a vertical spine (or axis) towards which adjoining ridges converge not necessary in equal proportions, and appearing as a tent in outline.

PLAIN LOOPS - CODES 05 & 08

In a loop pattern one or more ridges recurve i.e. run back on their previous course, having a delta and atleast one ridge intervening between the `Inner' and `Outer' terminals. There are two kinds of loops - Ulnar and Radial. A radial loop is so called because the ridges terminate in the direct of the radial bone of the forearm i.e. the ridges slant towards left in case of right hand finger and to the right in case of left hand fingers. An ulnar loop is so called, because the ridges terminate in the direction of Ulnar bone of the forearm in other words the ridges slant right towards right in case of right hand fingers, and left in case of left hand fingers. A plain loop is one which does not conform to the definite of a Nutant loop or converging loop.

CONVERGING LOOPS - CODES 06 & 09

A converging loop is one in which there is a visible convergence within the pattern area.

NUTANT LOOPS - CODES 07 & 10

In Nutant loops, the ridges about the summit of the core bend and drop in the direction of the delta.

CENTRAL POCKET LOOPS - CODES 11 & 12

This pattern can be described as in incipient whorl because a few ridges about the core possess features of the whorl type and the remaining ridges conform to the loop type. There must be no more than four recurring ridges intervening between the core and inner delta.

Central pocket loops are classified as 'Inner' or 'Outer' tracing.

The count is obtained by counting between the core and the outer delta.

WHORL - CODES 13

In whorls, some of the ridges make a turn through at least one complete circuit. There are two deltas.

Whorls are treated as Ulnar loops for counting and i.e. on right hand impressions, from left delta to the top of the CORE and vice-versa on the left hand.

TWINNED LOOP - CODE 16 & 17

Twinned loops possess two well defined loops which more or less embrace each other. A ridge must appear in the core of at least one of the loops when both loops are formed by a continuous unbroken ridge. There are two deltas on either side of the pattern. Twinned loops are sub-divided on Radial or Ulnar, taking into consideration the ascending loop.

When the ascending loop is of radial formation it is 'twinned loop ascending loop radial' (Code 16) and when the ascending loop is of Ulnar formation it is 'Twinned' loop ascending loop 'Ulnar' (Code 17). When the loop-system is horizontal, the lower loop is considered as ascending loop and the classification is done accordingly.

Ridge counts are recorded between the core of the ascending-loop and its delta :

LATERAL POCKET LOOPS : CODE 18 & 19

In this type of pattern, the ridges constituting of the two loops bend sharply downward on one side before recurving thus forming a 'Pocket'. This pocket is filled by the ridges of the other loop. Both deltas are on the same side of the ascending loop. Lateral pocket loops are sub-divided 'Ulnar' or 'Radial' slope according to loop formation.

The ridge counts are recorded between the core and delta of the ascending loop.

ACCIDENTAL - CODE 20

This is a comparatively uncommon type of pattern being one of the more complicated, combinations of patterns, such as loop by loop whorl resting on loop, loop resting on whorl, whorl resting on whorl, arch with pocket etc.

UNUSUAL PATTERNS

The vast majority of patterns fall into the various pattern categories without any difficulty. Occasional patterns similar to those illustrated at the end of the chart have to be classified. It will be seen that the major part of such pattern conforms to a well defined pattern and it is only the periphery ridges that are out of order. To overcome this, the periphery ridges are ignored, and the pattern is classified accordingly.

SCARRED PRINTS - CODE 21

Common sense point of view must be adopted in the case of an impression revealing a scar.

It may be of a temporary nature or permanent. It may or may not obscure the pattern and/or count. If the scarring is slight and does not prevent a realistic classification of the pattern and count, it should be ignored.

Fingers with pattern wholly obliterated will be coded 21 with a zero count.

If a finger is bandaged or otherwise not able to be printed its pattern must be coded as 21 with a count zero.

AMPUTATED FINGERS - CODE 22

Amputated fingers will be coded 22 with zero count.

COUNTS

1. With exception of Arches (01-04), Accidentals (20), Scarred (21) and Amputated/Missing (22) all patterns will be counted.
2. In case of whorls the top of the inner most recurving ridge is the inner terminus.
3. In some finger-print patterns the delta is non-existent and it is very difficult to obtain a stable count. In the majority of cases this count will be in the region of 30 or more. In order to make this count more dependable, no count higher than 30 will be recorded as such, but shown as a maximum of 30 i.e. 32 counts - recorded as 30, 35 counts recorded as 30. If in such cases this count is less than 30, counts upto 30 are to be covered by preparing different sets of form V i.e. for 25 counts sets will be with 25 and 30 counts.

APPENDIX - III

No. I

SYLLABUS OF ONE YEAR TRAINING COURSE FOR FRESH ENTRANTS OF CFPB, THE STATES & U.TS.

Text Book - Finger, Palm & Sole Prints-By Shri S.K. Chatterjee

- January :** - Theory : (i) Chapter I - Introduction
(ii) Chapter II-History of F.P. Identification
(iii) Chapter III -How to take prints of living persons
- February :-** - Theory : (i) Chapter IV - Taking prints of Dead Bodies
- Practical: (ii) Preparation of 100 specimen F.P. Slips, with Palm Prints of living persons
- March :-** - Theory : (i) Chapter V-Finger Print Patterns
(ii) Chapter VI-Classification with Indexing and Recording
- Practical : Classification of 100 F.P. Slips
- April :** - Practical : (i) Classification of another 100 F.P. Slips
(ii) Indexing & Recording of 200 F.P. Slips
(iii) Action on Single convicted & Reconvicted Slips, Absconder Reports, Death Reports & Appeal Cases
- May :** - Theory : (i) Chapter XII -Comparison of prints
(ii) Comparison of partial finger prints with the help of ridge characteristics
(iii) Search of 10 digit F.P. (S) Slips
- Note :** Each trainee must compare at least two Booklets of partial finger prints and conduct search of 100 F.P. (S) slips
- June :** - Theory : Single Digit System
Practical : Classification of 500 S.D.Prints
- July :** - Practical : Recording and Search of S.D. Prints
- August :** - Theory : (i) Chapter VIII - Latent Finger prints
(ii) Chapter IX -Finger Print at the scene of Crime

	Practical :	Development of Chance Prints on different type of objects
September : -	Theory :	(i) Chapter XI -Lifting finger prints (ii)Chapter X- Photography of finger prints
	Practical :	(i) Use of various type of lifters (ii) Photography of 10 F.P. Slips
October :-	Theory :	(i) Examination of Document Cases (ii)Chapter XVI-evidence in Court
	Practical :	(i) Comparison and marking of identical points in 10 questioned & Specimen prints (Enlarged Photographs) relating to Document Cases (ii)Arrangement of mock courts for giving evidence
November :-	Theory :	(i) Chapter XIII - Mathematics in Finger Prints (ii) Chapter XV - Forgery of Finger Prints (iii) Various sections of Law as applied to Finger Prints
	Practical :	Comparison & opinion of Document cases
December:	Practical :	(i) Modernisation of Finger Prints (ii)Attendance of Scene of Crime at Lal Bazar (iii)Instructions regarding F.P. work in various branches of CFPB (iv) Examinations

Regular assessment of the trainees is being done by monthly tests. At the end of one year course, an examination is conducted to judge the proficiency of the trainees.

APPENDIX - IV

No. II

SYLLABUS OF ONE YEAR TRAINING COURSE FOR IN SERVICE PERSONS OF STATE FPB_x

Text Book	:- Finger, Palm & Sole Prints-By Shri S.K. Chatterjee		
January	: -Theory	:	Single Digit System
	Practical	:	Classification of 500 S.P. Prints
February	: -Practical :	(i)	Recording and Search of S.D. Prints
March	: -Theory :	(i)	Chapter IV- Taking Prints of Dead Bodies
		(ii)	Chapter XII-Comparison of Chance Prints
	: -Practical :	(i)	Comparison of partial finger prints in the Booklets of comparison
April	: -Theory :	(i)	Chapter VIII Latent Finger Prints
		(ii)	Chapter-IX-Finger Prints at the Scene of Crime
	: -Practical :		Development of chance prints on different type of articles with powders, liquids & gases including latest methods
May	: -Theory :	(i)	Chapter-X-Photography of Finger Prints
		(ii)	Chapter-XI-Lifting of Finger Prints
	: -Practical :	(i)	Photography of 10 F.P. Slips
		(ii)	Use of various type of lifters
June	: -Theory :	(i)	Examination of Document Cases
		(ii)	Chapter-XVI- Evidence in court
	: -Practical :	(i)	Comparison and marking of identical points in 10 questioned & Specimen Prints (Enlarged Photographs) relating to Document Cases
		(ii)	Examination and comparison of negative Finger impressions
July	: -Theory :	(i)	Chapter XIII - Mathematics in Finger Prints
		(ii)	Poros-Copy & Edgeoscopy
		(iii)	Chapter-XV-Forgery of Finger Prints
		(iv)	Various sections of Law as applied to Finger Prints
	: -Practical :	(i)	Examination of Forged Finger Prints
August	:-System of codification & computerisation of F.P. Slips		
September	:-	(i)	Scene of Crime visits
		(ii)	Knowledge of F.P. work of CFPB

October :-Revision of important Chapters of the following F.P. Books

- (i) Finger Print System at Scotland Yard. -F.R. Cherril
- (ii) Practical Finger Printing-B.C. Bridges
- (iii) Finger Print Mechanics - W.R. Scott
- (iv) Single Finger Prints - H. Battely
- (v) Scene of Crime Finger Prints in Police Investigation Sardar Parduman Singh
- (vi) Manual of Finger Printing - C.B. Chappal
- (vii) The Identification of thumb impression & cross-examination of Finger Print Experts - M.K. Mehta
- (viii) Classification & uses of Finger Prints- E.R. Henry
- (ix) Finger Print comparison - H.C. Bose

**November &
December:** -

- (i) Discussion of the last ten years question papers of the All India Board Examination of Finger Print Experts
- (ii) All India Board Examination of F.P. Experts in the month of December

APPENDIX – V

No. III

**SCHEDULE OF SHORT TRAINING COURSE OF FOREIGN
TRAINEES
(THEORY AND PRACTICAL)**

11 Weeks Course from January to March every year

1st Week:-	Basics of Computers.
2nd Week:-	Windows & Office Automation.
3rd Week:-	Windows & Office Automation.
4th Week:-	Windows & Office Automation.
5th Week:-	Introduction – History and Background, Taking of Finger Prints and Patterns.
6th Week:-	Ridge Characteristics and Classification Systems.
7th Week:-	Single Digit Records, Method of Preparation, Classification, Photography and Scene of Crime.
8th Week:-	Comparison methods, General Instructions for packing, court evidence, Law of Probability.
9th Week:-	Finger Print Development Methods.
10th Week:-	Finger Print Development Methods.
11th Week:-	Finger Print Development Methods.

Assessment of the trainees is being done at the end of every week by giving questions based upon the portions of Finger Print Science taught to them during the week and examining the answers by them.

APPENDIX – VI

LIST OF FINGER PRINT BUREAUX IN INDIA

<u>States</u>	<u>Addresses</u>
1. Government of India	Director, Central Finger Print Bureau, National Crime Record Bureau, MHA, Govt. of India E.B. - 7, R.K.Puram, New Delhi 110 066.
2. Andhra Pradesh	Director, Finger Print Bureau, C.I.D., SCRB, DGP Office Complex, Andhra Pradesh, Hyderabad.
3. Assam	Director Finger Print Bureau, C.I.D., Assam, Ulubari, Guwahati - 7.
4. Bihar	Director Finger Print Bureau, C.I.D., FSL Building, Bailey Road, Bihar, Patna - 23.
5. Delhi	Director-cum-Asstt. Commissioner of Police Finger Print Bureau, C.I.D., Delhi Police, P.T. School, Malviya Nagar New Delhi -110017.
6. Gujarat	Director, Finger Print Bureau, C.I.D., 0/10, New Mental Hospital Compound, Asarwa, Ahmedabad-16 Gujarat - 380 016.
7. Haryana	Director, Finger Print Bureau, Haryana, Madhuban, Karnal - 132 037.
8. Karnataka	Superintendent of Police, Finger Print Bureau, Vth Floor, K.H.B. Complex, Cauvery Bhawan, K.G. Road, Bangalore - 560 009. Karnataka.

9. Kerala Director,
Finger Print Bureau, C.I.D., Pattom,
Kerala, Thiruvananthapuram.
10. Madhya Pradesh Director cum Dy.S.P.,
Finger Print Bureau, C.I.D.,
Madhya Pradesh,
Bhopal.
11. Maharashtra i) Director,(Group-I)
Finger Print Bureau, C.I.D.,
Sangam Bridge,
Maharashtra State,
Pune - 5.
- ii) Director,(Group-I)
Finger Print Bureau, C.I.D.,
Maharashtra,
Mumbai.
- iii) Director,(Group-II)
Finger Print Bureau, C.I.D.,
Maharashtra,
Nagpur.
- iv) Director,(Group-II)
Finger Print Bureau, C.I.D.,
Maharashtra,
Aurangabad.
12. Meghalaya Director/Spl. Supdt. of Police,
Finger Print Bureau, C.I.D.,
Meghalaya, Shillong.
13. Manipur Director,
Finger Print Bureau
Manipur,
SP/CID(CB)
Imphal - 795 001.
14. Nagaland Dy. Comdt.,
Finger Print Bureau, C.I.D.,
Dimapur,
Nagaland.
15. Orissa Director,
Finger Print Bureau, C.I.D.,
Orissa,
Rasulgarh,
Bhubaneswar - 751 010.

16. Pondicherry
Director,
Finger Print Bureau, C.I.D.,
Dumas Street,
Police Head Quarters,
Pondicherry - 605 001.
17. Punjab
Director,
Finger Print Bureau, C.I.D.,
Punjab Police Academy,
Phillaur, Distt. Jalandhar,
Punjab - 144 410.
18. Rajasthan
Director,
Finger Print Bureau, C.I.D.,
Nehru Nagar,
Rajasthan,
Jaipur -302016.
19. Sikkim
Sr. Superintendent of Police,
Finger Print Bureau,
Crime Branch, CID,
Police Head Quarters, Gangtok,
Sikkim - 737 101.
20. Tamil Nadu
i) Director,
Finger Print Bureau, C.I.D.,
Tamil Nadu,
Chennai.
ii) Director,
Special Finger Print Bureau,
Vigilance & Anti-Corruption,
23, Desika Road
Chennai-600 004.
21. Tripura
Superintendent of Police,
Finger Print Bureau, C.I.D.,
Agartala (West) - 799 001.
22. Uttar Pradesh
Director cum Dy.S.P.,
Finger Print Bureau, C.I.D.,
Forensic Science Building,
Mahanagar,
Uttar Pradesh,
Lucknow - 226 006.
23. West Bengal
Director,
Finger Print Bureau, West Bengal,
Office of the Addl. DG & IG of Police,
State Crime Records Bureau,
W.B. Police Records Bhawan,
Salt Lake City, Calcutta - 700 091.

APPENDIX - VII

PROFORMAS OF REGISTERS, STATEMENTS AND FORMS

Index

Sl. No.	Name of the Proforma	C.F.P.B Form No.	Page No.
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	Finger Print Slip	A	92-93
	Finger Print Search Slip	B	94-95
1.	Form of Register of Finger Print to be maintained by State Bureaux.	1	96
2.	Quarterly statement showing the details of Finger Print Record Slips meant for record in C.F.P.B.	2	97
3.	Acceptance Register	3	98
4.	Form of Register for return of Defective Slips for Rectification	4	99
5.	Format for Name Indexing	5	100-101
6.	Absconder Register and Absconder Slip	6, 6A	102-103
7.	Death Report Register	7	104
8.	Acquittal or Result of Appeal case Register	8	105
9.	Elimination Register	9	106
10.	Central Finger Print Bureau Search Slip	10	107-108
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13.	Register of persons traced by means of Finger Print Search Slips (Traced Register)	13	111
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15.	Register of Absconders traced	15	113
16.	Single Digit Card	16	114-115
17.	Single Digit Index Card	17	116-117
18.	Unidentified Chance Print Single Digit Card	18	116-117
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20.	Single Digit Search Register	20	119

21.	Single Digit Traced Register	21	120
22.	Register of unidentified Latent Prints	22	121
23.	Document Case Register	23	122
24.	Court Attendance Register	24	123
25.	Summons Register	25	124
26.	Register of Documents taken out to court	26	125
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29.	Interpol Records Slips (Interpol Notices) Receipt Register	29	128
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31.	Interpol Search Slips Receipt Register	31	130
32.	Register showing the names of the trainees deputed to C.F.P.B. by the State and Foreign Governments	32	131
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34.	Stock and Issue book of Photographic materials	34	133
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38.	Daily Work Statement	38	137-138
39.	Monthly Statement of Record Slips received from state F.P. Bureaux	39	139
40.	Monthly Statement of Receipt & Disposal of Finger Print (R) Slips	40	140
41.	Running Monthly Chart showing the Receipt return & acceptance of Finger Print (R) Slips-Bureau-wise	41	141
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43.	Annual Statement of Eliminated Slips	43	143
44.	Monthly Statement of Search Slips	44	144
45.	Annual Statement of Search work	45	145
46.	Annual Statistics of Special Collection of Single Digit Work in the Central Finger Print Bureau	46	146

47.	Annual Statistics of the No. of Civil Cases	47	147
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49.	Annual Statistics of the number of State & Union Cases	49	149
50.	Annual Statistics of Latent Print Cases	50	150
51.	Monthly Statement of Various type of Records maintained in Interpol Wing	51	151
52.	Annual Statement of Various type of Records maintained in Interpol Wing	52	152
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54.	Consolidated Statement of Annual Work of the C.F.P.B.	54	154-155
55.	Central Finger Print Bureau (A Division of NCRB)	55	156

Utility Register:- A Dy.S.(F.P) shall maintain a register known as "Utility Register" (C.F.P.B. Form No. 53), in which after obtaining the orders of the Director, he will enter the names of the officers who have done good work referring to relevant records. He will show the register at the beginning of every year to Director so that good work done by the officers of the Bureau during the year may be suitably recognised. The Dy.S.(F.P) will be responsible for seeing that priority to Search and record work is given over other work. He shall also maintain the Misconduct and Mistake Register relating to the staff of the Bureau in order to assess the individual work of the staff.

The forms of the registers and statements, referred to in Chapter, are given in Appendix, appended to this Manual.

APPENDIX - VIII

INSTRUCTIONS FOR STATE F.P. BUREAUX AND DISTRICT POLICE OFFICES

1. One set of finger print slips of all persons convicted of any offence mentioned in the schedule of offences approved by the Govt. of India for recording finger print slips at the C.F.P.B subject to the provisions of identification of prisoners Act (Act XXXIII of 1920) shall be prepared by the district office of the state for finger print work in addition to the number of sets required for the state bureau.
2. All finger print slips of convicts for recording at the CFPB shall be sent under triplicate despatch cheques or invoices through the State Bureau or the Bureau to which the state is affiliated by the district office.
3. In case where the state bureau sends finger print slips for record to other bureaux the State Bureau shall issue triplicate despatch cheque or invoice for sending finger print slips to the C.F.P.B.
4. State Bureau shall see that in no case finger print slips of more than ten convicts are sent under a despatch cheque.
5. The State Bureau shall maintain a register to keep an account of the despatch cheques sent by the district offices. The columns of the register shall be as shown in Appendix 'A'.
6. The State Bureau on receipt of the finger print slips meant for recording at the C.F.P.B shall examine the clarity of the finger impressions, scrutinise the order of the impressions and the entries on the slips and return those finger print slips which are unfit for keeping in records and are wanting in particulars necessary for record to the district office.
7. The State Bureau who are to issue despatch cheques or invoices for sending finger print slips to the CFPB for record shall also maintain a register showing the account of the F.P. slips as stated in paragraph 5 above.
8. The State Bureau shall forward only those finger print slips which are fit for recording and contain correct particulars to the C.F.P.B.
9. The State Bureau referred in paragraph 7 shall keep an account of the finger print slips returned by them to the district office for rectification of defects.
10. The State Bureau shall see that all finger print slips returned by them for rectification of defects are submitted to the C.F.P.B under fresh despatch cheque or invoice.
11. All intimations regarding absconders shall be sent by the State Bureau under a despatch cheque or invoice along with a finger print slip (if available) with particulars of the case in which they are wanted, and the office to which the intimation of arrest is to be given (in block letters).
12. In case of the intimation regarding absconders whose spare finger print slips are not available the State Bureau shall send a photographic copy (actual size) of the rolled impressions from the record finger print slip of the state bureau under a despatch cheque or invoice.

13. The State Bureau shall see that finger print slips of persons convicted for the first time and finger print slips of persons traced by the CFPB when convicted are sent under separate despatch cheque or invoice.
14. In sending finger print slips of persons traced by the CFPB the formula supplied by the CFPB on the search slip are noted on the record finger print slip.
15. The State Bureau on receipt of duplicate despatch cheques with classification formula from the CFPB shall file one copy at the bureau and send the other copy to the district office.
16. State Bureau shall see that intimation regarding absconders are despatched to the CFPB within a week from the date of receipt.
17. The State Bureau shall see that all finger print slips meant for record at the CFPB are despatched within a week from the date of receipt.
18. State Bureau shall see that one extra copy of finger print slip of interstate international, auto thieves hotel thieves prisons, forgers of currency, cheats and coiners are taken for single print record at FPB and sent to the CFPB with a short note on the modus operandi.
19. The State Bureau shall bring to the notice of the CFPB of all new features regarding the science of identification from finger print observed by them and forgery of finger prints which they will come across.
20. The State Bureau has the option to refer to the CFPB for scrutiny in case of difference of opinion in finger print cases provided the bureau or bureaux concerned have no objection.
21. The State Bureau may refer to the CFPB for help in solving all problems relating to the science of identification from papillary ridges in which they feel any difficulty to solve.
22. All correspondence with the CFPB shall be addressed to the Superintendent of Police, Central Finger print Bureau, Intelligence Bureau, M.H.A. New Delhi for the present.

APPENDIX - IX

REVISED SCHEME FOR THE CONSTITUTION OF ALL INDIA BOARD FOR THE EXAMINATION OF FINGER PRINT EXPERTS

1. **The Board will be known as the "All India Board for the Examination of Finger Print Experts".**
2. **Constitution of the Board : The Board will consist of the following.**
 - (i) **Chairman** : Director, Central Finger Print Bureau will be the Chairman of the Board.
 - (ii) **Other Members of the Board** : The two members of the Board will be Directors of FPBx/Technical Heads of FPBx and Finger Print Experts of FSLs who will be nominated in rotation each year by Director, NCRB, Govt. of India, Ministry of Home Affairs.
 - (iii) **Secretary of the Board** : One Officer of the Central Finger Print Bureau to be nominated by Director, Central Finger Print Bureau will act as Secretary to take necessary steps for constituting the Board and for conducting the examination.
 - (iv) If, due to illness or other unforeseen circumstances the Chairman, or one or both the members of the Board is/are unable during the course of the examination, or at the last moment before the commencement of the examination to attend the Board and intimate to this effect is received within six days of the examination an equal number of Officer(s) who must be Finger Print Expert(s) will be nominated by the Director NCRB to function as substitute member(s). Whenever a substitute is required to be appointed in place of the Chairman, the Director, NCRB will nominate a suitable senior most officer from the members of the board so reconstituted to act as the Chairman. The re-constituted Board will continue the examination at the point at which it was left by the previous Board and will not change the questions or the procedures laid down by the earlier board save with the prior concurrence of the Director, NCRB.
 - (v) **Functions of the Board** : The Board will set questions for Theoretical, Practical and Viva-Voce Examinations; supervise examinations, examine answer papers, tabulate marks and finalise results. The Board will also recommend the amendment of any rule, when necessary, after recording reasons for the same.
3. **Sitting of the Board** : The Board will ordinarily meet once a year in the month of October to conduct the examination at the Headquarters of the Central Finger Print Bureau.
4. **Date of Examination** : The actual date of the examination will be fixed by the Chairman of the Board and will be communicated to the State Finger Print Bureaux at least one month before the date of the Examination.

5. **Qualifications of the Candidates :**

(i) The candidates working in the FPBx in the States and Union Territories and Central Finger Print Bureau/FSLs as technical hands who have 3 years experience in finger print work, including training on 20th December of the year of examination are eligible to appear in the Examination.

(ii) A candidate should have the minimum educational qualification of graduation from a recognized University by the time of the submission of his nomination by his competent authority like Director of the State FPBx/FSL/CFPB/S.P. etc.

Note : However, personnel already working in the State FPBx and CFPB prior to 23.09.1978 will be eligible to appear in the Examination irrespective of their educational qualifications, if so recommended by State Governments and Central Govt. respectively as amended vide MHA No. X/14(81)/78-C7(A)/GPA-I dated 01.03.1983.

(iii) A Science Graduate who has completed three years practical experience in Finger Print work under a qualified Finger Print Expert in an Forensic Institution including three months practical training at the Central Finger Print Bureau prior to the first December of the years of the examination, is also eligible for appearing in the All India Board Examination for Finger Print Experts. (Amended vide MHA letter no. X/3/73-G7(A)/CBI/GPA.-1 dt. 30.04.74).

(iv) No personnel of a FP Bureau (State or Central) or of any Forensic Science Institution or U.T. recruited after 23.09.78 will be treated as a Finger Print Expert until he has passed the All India Board Examination for Finger Print Experts.

Notes to Clause 5(iii)

(a) "Finger Print Expert" in this clause means a person who has passed the All India Board Examination conducted by the CFPB (or who has got the Expert's Certificate from the State prior to 01.01.1958) and is engaged in the profession in any Central/State Govt. Institution.

(b) "Forensic Science Institution" means any Central or State Government Institution dealing with Forensic Science including Finger Prints.

6. **Subjects of Examination** : The examination will be divided into three parts as detailed below. Question papers will be set by two members of the Board with the concurrence of the Chairman.

(a) **Theoretical Written Examination:**

History of Finger Print Science and its development; Theory of the science of Finger Print Identification; taking of finger prints of living persons and dead bodies; classification and sub-classification systems for recording finger print slips and for conducting search; method of comparison of papillary ridge prints; Single Digit Classification and its usefulness; Application of F.P. Science in detection of crime; Applications of Law of Probability to F.P. Sciences; Law relating to F.P. Evidence and taking finger prints; computerisation of 10 digit finger prints, and other laws; and relevant topics on the subject.

Marks 100

(b) **Practical Examination** :

Taking of finger prints; Development of latent prints; lifting of Latent Prints and packing of exhibits; Comparison of partial blurred prints on document and comparison of latent prints, Classification of 10 single digit prints. Codification of F.P. patterns according to 40 digit F.P. Code.

Marks 100

(c) **Viva-Voce Examination** :

The candidates will be examined to determine depth of their knowledge on the subject. They should be prepared for examination and cross examination as done in courts. Relevant oral questions will be put on mock trial basis.

Marks 50

7(i) **Marks required to pass the Examination** :

In order to pass the examination, a candidate must obtain the minimum marks in the three subjects as detailed below :

- (a) Written Examination 60%
- (b) Practical 75%
- (c) Oral60%

(ii) A candidate will be considered to have passed only if he passed in all three portions of the Examination viz., written practical and oral.

The candidate must attempt all three portions of the examination on the first attempt. He/She must however pass at both written and practical portions before he/she passes at the oral exam. A candidate who does not pass in either written or practical examinations may attempt the one at which he/she has failed, the next year.

8. **Setting of Papers:**

i) As to the scope of the subject of Examinations, the examiners setting paper shall be guided by the syllabus prescribed and as to the standard and extent of knowledge required, by the books, if any, recommended from time to time for such purpose.

ii) The papers should be set such as the candidates can be reasonably expected to answer within the time allotted. The questions in each subject should be fairly distributed over the whole course in that subject. There should not be any marked change of standard from year to year, but it is not required that the same type of questions should be set every year. Examiners shall always allow some choice of questions on the topic of Single Digit.

iii) Questions should be so framed as to encourage good methods of work and to discourage unintelligent memory.

iv) Candidates shall give their answers in their own words as far as possible.

9. **Scrutiny of Answer Papers** :

i) To guard against any inaccuracy, the papers of the unsuccessful candidates will be re-examined on the method of marking already adopted and without any alteration of the standard.

- ii) Examiners, in giving marks, shall take the correctness of the *technical contents* of the answers into account.
- iii) Examiners, in giving marks, shall consider whether the answers indicate an intelligent appreciation of the subject or these are merely the result of unintelligent memory work.

10. English or Hindi shall be the medium of examination in all subjects.

Note

- (i) The question papers will be presented to the candidates in both Hindi & English languages.
- (ii) In case the members of the Board are not conversant with Hindi, they will be assisted by an Officer of the CFPB who knows Hindi.

11. **Nomination of Candidates** : While forwarding the nomination of the examinees, the State or Central Bureaux or FSLs or UTs shall furnish the particulars as given in the form details below. The nomination shall be sent so as to reach the Secretary of the Board before 31st of August every year through DIG CID of the State concerned or through Director / FSL / through appropriate authority concerned. Nominations reaching after 31st August or any other date if so specified under extra-ordinary circumstances will not be entertained.

FORM

(To be filled in by the Central or State FPB/FSL/UT etc. at the time of forwarding the roll of a candidate for All India Board Examination)

1. Name of the Candidate.
2. Designation.
3. Name of the Bureau/Institution / Unit of the U.T. where working.
4. Educational Qualification
5. Period/Periods of continuous/broken practical experience including training in CFPB, State FPBx or FSLs/ U.T.s/ etc.
6. Whether found fit in the screening test by technical head of the Bureau or the FSL/or concerned forwarding authority.
7. Subjects in which the candidate will appear.
(i) Theory (ii) Practical (iii) Viva-Voce.
8. Specimen Signature of the candidate.
9. Certificate.

Certified that according to the constitution of All India Board Examination for Finger Print Experts, Shri/Smt/Kumari _____ is eligible to appear in the All India Board Examination to declare officers of State/FPBx/CFPB/FSLs UTs as Finger Print Experts to be held in October _____. Also certified that the above candidate passed in in the examination(s) held in and will not appear in

Signature
Designation
State/FPB/CFPB/FSL/UT

12. Books recommended for the Examination

No particular books from which the question will be set can be prescribed but the questions shall be such as to cover the range or knowledge required for the performance of duties as a Finger Print Expert. To acquire knowledge on the subject, the following books may, however, be recommended for study by the examinees.

1. Battley Single Finger Prints (*)
2. Bridges Practical Finger Printing (*)
3. Chapal A Finger Print Manual of Identification (*)
4. Chatterjee Finger Palm & Sole Prints (*)
5. Cherril FP System at Scotland Yard (*)
6. Henry Classification & use of Finger Print (*)
7. Scott Finger Print Mechanics (*)
8. Wilder &
Wentworth Personal Identification (*)
9. Rai Bahadur
H.C. Bose Finger Print Companion (*)
10. Sir Francis
Galton Finger Print (*)
11. Sir Francis
Galton Decipherment of blurred prints (*)
12. Anita T. Field Finger Print Hand Book (*)
13. S. Parduman
Singh Scenes of Crime Finger Prints in Police
Investigation (*)
14. M.M. Mehta The Identification of Thumb Impressions and the cross
Examination of Finger Print Experts (*)
15. Harry Soderman
&John J.O'
Connell Modern Criminal Investigations (*)
16. M.N. Khardory Law & Technique relating to Finger Print and suspect
document (*)
17. Richardson Modern Scientific Evidence
18. Andre A.
Moenssens Finger Print Techniques (*)

19. Andre A. Moenssens Finger Print & the Law (*)
20. Jame Holt Finger Print Simplified
21. Charls HO' Hara An introduction to criminologists Chapter 8, Part - D & Chapter 17
& James T. Osterburg
22. S.N. Singh Aungluk Vigian
23. Cummins & Middlo Finger Prints, Palm & Soles(*)
24. C. Brown & Allan Breck Finger Prints
25. Charles O'hard Fundamentals of Criminal Investigation
26. J.H. Duncan An Introduction to Finger Prints
27. FBI USA Deptt. of Justice The Science of Finger Prints
28. G.C. Veerappa Handwriting and Finger Print
29. D. Venkaiah Law of Prints & Impressions
30. Sarah B. Holt The Genetics of Dermal Ridges
31. Daniel Graham The use of X-ray Techniques in Forensic Investigations
32. S. Siddique Angulichap Vignan (Hindi)
33. E. Ronald Menzel Finger Print Detection with Lasers
34. James P. Cowger Friction Ridge Skin Comparison & Identification of Finger Prints
35. Note on Finger Print Codification for Computerisation

Any other book and literature of Finger Print Science in English or Hindi as may be suggested by the Chairman of the Board.

Standard books are star (*) marked.

13. **Result of Examination :**

- (i) The full result of the examination held shall be published as early as possible from the last date of examination and shall be communicated to DIsG CID/States, heads of the State FSLs concerned/ UTs concerned and Director/CFPB.
- (ii) Certificate in the form appended below will be awarded to the successful candidates.

**ALL INDIA BOARD FOR THE EXAMINATION OF FINGER PRINT
(State Emblem)**

EXPERTS' Certificate in Finger Print Science

This is to certify that Shri/Smt/Kumari _____ (Rank) of _____ (Name of the State Bureau/FSL/CFPB/UT) has duly passed the Finger Print Experts' Examination conducted by the Board held in October.

Year	Subject
-----	-----
-----	-----
-----	-----

*

Date : _____

Chairman

(Seal of the Board)

*He/She secured _____ position among _____ candidates (to be added in the case of candidate securing Ist/IIInd/IIIrd positions only)

14. Unsuccessful Candidates :

There will be no limit to chances for the unsuccessful candidates. An examinee may sit for the examination as many times as his State will recommend him to do so. Candidates will be allowed to reappear in those subject(s) in which they failed i.e. Compartmental system provide. After passing both written and practical examinations only a candidate will be allowed to appear in oral examination by Compartmental system.

15. Invigilators : Invigilators will be appointed by the Chairman from the Staff of other Forensic Institutes as far as possible.

16. Every candidate appearing in the examination shall bring with him the magnifying glasses and other equipment for development, packing of exhibits, and casting of chance prints as well as classification of single digit prints.

17. **Disqualification** : Candidates who use or make an attempt to adopt unfair means in the examination will be expelled from the examination and disqualified for the year by the Board. The fact will be reported to the authorities concerned who will inform the Board of the action taken against the examinee. The Board may further consider his case as to whether he should be disqualified from appearing at the subsequent examination and if so, till which year.

18. The candidates securing First, Second and Third positions in order of merit with a minimum of seventy five percent of marks obtained on aggregate will be awarded cash prizes of Rupees Five Hundred, Rupees Three Hundred and Rupees Two Hundred respectively by CFPB, NCRB, New Delhi every year.

19. "Khan Bahadur Azizul Haque" Rolling Shield will be awarded to the candidate who secures the first position with a minimum 75% marks in the All India Board Examination for Finger Print Experts (vide CBI Coordination Division letter No. X/22(128)/78-C7(A)7520 dated 07.08.1984 wherein sanction of the Joint Director(A), CBI, New Delhi was conveyed for the above.

FINGER PRINT SLIP

DISTRICT SERIAL NO.
BUREAU NO.
FULL NAME :

MALE :
FEMALE :

IDENTIFIED :
UNIDENTIFIED :

DUPLICATE SENT
1. F.P.B. _____ 2. F.P.B. _____
3. F.P.B. _____

First Alias :
Second Alias :
Father's/Husband's Name (with aliases) :
Address :

DATE OF BIRTH/APP. AGE :
HEIGHT :
Build :
ID-Marks : Deformity :

No. of copies made :

Conviction(s)

Sl. No.	Name under which Convicted	Dist. & Court with Case No.	Date of Conviction	Section	Sentence	Jail and Adm. No.	P.S. Case No./FIR Date	Identifying Officer

Signature of the prosecuting officer in verification of the fact that the convictions in the F.P. slip have been verified from police, jail or judicial records and they are correct in their details.

District :
Date :

PROSECUTING OFFICER

C.F.P.B. FORM NO.I

FORM OF REGISTER OF FINGER PRINTS TO BE MAINTAINED BY STATE BUREAUX

STATE _____

Sl. No.	Date of receipt	Name of District	D.C. No. or Invoice No. & date	F.P. Slips received with names	F.P. Slips returned to district for correction	F.P. slips sent to CFPB by State Bureau	Signature of the expert taking action	Date of receipt of D.C or Invoice from CFPB	CFPB Classification formulae	Date of despatch of DC or Invoice to the district	Local Bureau Classification or Serial No.	District F.P. No.	Reference of the receipt of defective slips after rectification from the District	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

C.F.P.B. FORM NO. 2

**QUARTERLY STATEMENT SHOWING THE DETAILS OF FINGER PRINT RECORD SLIPS MEANT FOR RECORD IN C.F.P.B
NEW DELHI FOR QUARTER ENDING ON _____**

(To be sent by the State F.P.B. to the Central Finger Print Bureau)

No. of F.P. (R) Slips pending for despatch for the previous quarter	No. of Slips received at the State F.P.B. for the C.F.P.B. during the quarter under report	No. of Slips returned as defective during the same period	No. of Slips received back after corrections	No. of Slips despatched to C.F.P.B. Calcutta	No. of Slips pending for despatch	<u>REMARKS</u>
1	2	3	4	5	6	7

C.F.P.B. FORM NO. 3

CENTRAL FINGER PRINT BUREAU

Name of the State _____

RECORD / ACCEPTANCE REGISTER

Sl. No.	F.P.B. or D.C. or Invoice No. with district	Date	No. of slips received	No. of Slips returned	No. of Slips accepted	Signature of acceptor	Signature of Classifier	Signature of tester	Signature of Indexer	Signature of recorder	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12

C.F.P.B. FORM NO. 4

FORM OF REGISTER FOR RETURN OF DEFECTIVE SLIPS FOR RECTIFICATION

Sl. No.	CFPB Reg. No. & Date	D.C. No., Date & Distt. of the F.P.(R) Slip	Name & Parentage	Nature of the Object	Date of despatch to the State F.P.B.	Date of return from the State F.P.B.	Fresh D.C. No. & Date, if any	<u>REMARKS</u>
1	2	3	4	5	6	7	8	9

CFPB FORM NO. 5

FORMAT FOR NAME INDEXING

Sl. No.	Classification Formula	Pattern of Index fingers	Name with aliases (Block Letters)	Father's name with aliases (Block Letters)	District (Block Letters)	State	Year of Birth	Year of last Conviction

CFPB FORM NO. 5

FORMAT FOR NAME INDEXING

Sl. No.	Classification Formula	Pattern of Index fingers	Name with aliases (Block Letters)	Father's name with aliases (Block Letters)	District (Block Letters)	State	Year of Birth	Year of last Conviction

C.F.P.B. FORM NO. 6

CENTRAL FINGER PRINT BUREAU

ABSCONDER REGISTER

Sl. No.	Ref. No.	Name	Parentage	Name of Officer to whom intimation to be sent	Particulars of crime in which wanted					Classification formula	Nature of disposal	REMARKS
					Cr. or Case No. with date	Section	Police Station	District	State			
1	2	3	4	5	6	7	8	9	10	11	12	13

C.F.P.B. FORM NO. 6A.

!	ABSCONDER'S SLIP	!
!		!
!	Name.....	!
!		!
!	Parentage	!
!		!
!	Wanted in Case No.Dated.....	!
!		!
!	u/sP.S.....	!
!		!
!	DistrictState.....	!
!		!
!	Reference Memo. No.	!
!		!
!	Intimation of arrest to be sent to _____	!
!		!
!		!

C.F.P.B. FORM NO. 7

CENTRAL FINGER PRINT BUREAU
DEATH REPORT REGISTER

Sl. No.	From Whom received with Ref.No. and date	Name & Parentage of convict	F.P.B. Reference No. & date of the F.P.(R) Slips	Classification No.	Particulars of death	Nature of disposal	REMARKS
1	2	3	4	5	6	7	8

C.F.P.B. FORM NO. 8

CENTRAL FINGER PRINT BUREAU
ACQUITTAL OR RESULT OF APPEAL CASE REGISTER

Sl. No.	Date of receipt	From Whom received with Ref. No. and date of the Memo	Name & parentage of the convict	D.C.No. & date in which the conviction was communicated	Classification formula	Nature of disposal	Initials of the dealing officer with date	<u>REMARKS</u>
1	2	3	4	5	6	7	8	9

C.F.P.B. FORM NO. 9

CENTRAL FINGER PRINT BUREAU
ELIMINATION REGISTER

Sl. No. of the tray	Date of Elimination	Classification No. on the tray	Number of Slips selected	Initials with date of the selecting officer	Initials with date of the checking officer	<u>REMARKS</u>
1	2	3	4	5	6	7

C.F.P.B. FORM NO. 10

**CENTRAL FINGER PRINT BUREAU
SEARCH SLIP**

C.F.P.B. FORM NO. 10

CENTRAL FINGER PRINT BUREAU
SEARCH SLIP

C.F.P.B. FORM NO. 11

CENTRAL FINGER PRINT BUREAU
SEARCH RECEIPT REGISTER
(REGISTER OF FINGER PRINT SEARCH SLIPS RECEIVED)

Annual Serial Number	Name of State and District	Name of Suspect	Father's Name	Result of Search	Date on which returned
1	2	3	4	5	6

C.F.P.B. FORM NO. 12

CENTRAL FINGER PRINT BUREAU
INTIMATION OF ARREST OF ABSCONDERS

No.....
Central Finger Print Bureau,
National Crime Records Bureau (M.H.A.)
Government of India,

East Block-7,R.K. Puram,
New Delhi- 110 066.

Dated :

To

The _____

Sub: Arrest of an absconder

This is to inform you that _____ S/o
_____ Caste _____ who was reported to be absconder in case F.I.R. No.
_____ dated _____ u/s _____ P.S. _____ Distt. _____ State
_____ with your No. _____ dated _____ has been traced in this bureau on receipt of
search slip No. _____ dated _____ in case F.I.R. No. _____ Dated _____ u/s
_____ P.S. _____ Distt _____ State _____ under the name of
_____ S/o _____ caste _____ village _____
P.S. _____ Distt. _____ F.P. Classification No.
_____.

Director
Central Finger Print Bureau,
New Delhi.

Copy forwarded for information to:-

(1) _____

(2) _____

C.F.P.B. FORM NO. 13

CENTRAL FINGER PRINT BUREAU
REGISTER OF PERSONS TRACED BY MEANS OF FINGER PRINT SEARCH SLIPS

(TRACED REGISTER)

Serial Number	Name of State, District and particular of the case	Name & Parentage as in Search Slip	Name & parentage under which traced (in red ink)	No. of convictions & the district in which last convicted

C.F.P.B. FORM NO. 14

CENTRAL FINGER PRINT BUREAU
REGISTER OF RESEARCH OF SEARCHES

Serial Number	From whom received with their reference No. and date if any	Search Receipt No. when previously dealt with	Name of suspect in the search slip	Initials of Inspector with date dealing with the search	Result of Search	Remarks

C.F.P.B. FORM NO. 15

CENTRAL FINGER PRINT BUREAU
REGISTER OF ABSCONDERS TRACED

Sl. No.	Date of trace	Absconder report no and date	Name of absconder traced	Parentage	Classification	Search receipt No. or Record Slip D.C. No. and date	To whom information of arrest sent	Date of intimation	Initials of the Officer dealing with date

S.D. Cards

Type	Core	F.P. ClassNo.		Type	Core	F.P. Class No.	
Ref. Digit 1 - Right Thumb.				Ref. Digit 6 - Left Thumb.			
Type	Core	F.P. Class No.		Type	Core	F.P. Class No.	
Ref. Digit 2 - Right Index.				Ref. Digit 7- Left Index.			
Type	Core	F.P. Class No.		Type	Core	F.P. Class No.	
Ref. Digit 3 - Right Middle				Ref. Digit 8 - Left Middle.			
Type	Core	F.P. Class No.		Type	Core	F.P. Class No.	
Ref. Digit 4 - Right Ring.				Ref. Digit 9 - Left Ring.			
Type	Core	F.P. Class No.		Type	Core	F.P. Class No.	
Ref. Digit 5 - Right Little				Ref. Digit 10 - Left Little.			

Classified by

Checked by

Classified by

Checked by

Classified by

Checked by

Classified by

Checked by

Classified by

Checked by

Classified by

Checked by

Classified by

Checked by

Classified by

Checked by

Classified by

Checked by

Classified by

Checked by

C.F.P.B. FORM NO. 17

Index/Guide Card

Name

Father's Name

Native of

Remarks

Classified by _____ On _____

Checked by _____ On _____

C.F.P.B FORM NO. 18

S.D. Card (for unidentified Scene of Crime Prints)

Type	Core	Un. Ref.		
		Class No.	Date	
	Finger	Section	P.S.	
Other Cards		Date filed		

Digit	Type	Core							
1									Ref:-
2									Main F.P. Class No.
3									
4									
5									
6									
7									
8									Recorded on
9									
10									

Classified by

Checked by

CENTRAL FINGER PRINT BUREAU
SINGLE DIGIT RECORD RECEIPT REGISTER

Sl. No.	Date of Receipt	Source of the Slip	Name and Parentage	District Despatch Cheque No. or Invoice No. & date of the slip	Name of the district where last convicted	Ten digit classification formula	Initials of the Classifier with date	Initials of the Tester with date	Initials of the officer Indexing	Initials of the officer recording	REMARKS
1	2	3	4	5	6	7	8	9	10	11	12

CENTRAL FINGER PRINT BUREAU
SINGLE DIGIT SEARCH REGISTER

Sl. No.	Date of receipt	From whom received	Particulars of the case	Particulars of prints to be searched	Result of Search	Initials of the Expert	Date of return	<u>REMARKS</u>
1	2	3	4	5	6	7	8	9

C.F.P.B. FORM NO. 21

CENTRAL FINGER PRINT BUREAU
SINGLE DIGIT TRACED REGISTER

Sl. No.	Date of trace	State District & Station Cr. No. of the Case	From Whom received	Particulars of print traced and name under which traced	Classification in S.D. System	Classification in 10 digit System	Initials with date of the searching officer	<u>REMARKS</u>
1	2	3	4	5	6	7	8	9

C.F.P.B. FORM NO. 22

CENTRAL FINGER PRINT BUREAU
REGISTER OF PARTICULARS TO LATENT PRINTS

Sl. No.	Date of receipt	State/District/Station and Cr. No. of Issue, Office Memo No. and date	No. of Prints and their classification if any	Date of recording the latent prints in unidentified prints	Initials of the officer recording the print	<u>REMARKS</u>
1	2	3	4	5	6	7

C.F.P.B. FORM NO. 23

CENTRAL FINGER PRINT BUREAU
DOCUMENT CASE REGISTER

SL. NO.	Date of receipt	From whom received with issue office No. & date	Case No.	Enclosures	No. of prints to be examined	To whom allotted	C.F.P.B. Case file No.	Date of final disposal of the case	REMARKS
1	2	3	4	5	6	7	8	9	10

C.F.P.B. FORM NO. 24

CENTRAL FINGER PRINT BUREAU
COURT ATTENDANCE REGISTER

Sl. No.	DY.No & Date of the Summons	Case File No	Name of the Expert deputed	Name of the Court	Particulars of the case	Date of Evidence	Particulars of the Evidence given	<u>REMARKS</u>
1	2	3	4	5	6	7	8	9

C.F.P.B. FORM NO. 25

CENTRAL FINGER PRINT BUREAU
SUMMONS REGISTER

SL. NO.	Date of receipt	From which court received and Issue Office memo No. and date	Case No.& other particulars	Date of attendance	Name of Expert deputed	Date of return of the duplicate copy of the summons	Signature of S.P.	Signature of Expert	Date of Return of Expert	Remarks
1	2	3	4	5	6	7	8	9	10	11

C.F.P.B. FORM NO. 26

CENTRAL FINGER PRINT BUREAU
REGISTER OF DOCUMENTS TAKEN OUT TO COURT

Sl. No.	Date of taking documents	Name & Particulars of the document	Classification formula or reference number	Name of the Court with Case No. & date of hearing	Date of filing the document in court	Signature of the person taking out the document	Date of return of document from court if any	REMARKS
1	2	3	4	5	6	7	8	9

CENTRAL FINGER PRINT BUREAU
CHALLAN REGISTER

Sl. No.	Date of receipt of Chalan	Place of issue of Chalan with number and date	Case No.	Total amount of fees	Particulars of amount of Chalan			Amount of T.A. received by expert	Signature of Director	REMARKS
					Expert fees	Photo charges	Pay of experts for days absent from Headquarters			
1	2	3	4	5	6	7	8	9	10	11

CENTRAL FINGER PRINT BUREAU
CHANCE PRINT REGISTER

Sl. No.	Date of receipt	From whom received and the issue office No. and date	Case No.	Enclosures or exhibits	To whom allotted	File No.	Opinion in brief	REMARKS
1	2	3	4	5	6	7	8	9

C.F.P.B. FORM NO. 29

INTERPOL RECORD SLIPS (INTERPOL NOTICES)
RECEIPT REGISTER

Sl. No.	Date of receipt	Reference Memo No. & date	Number of Notices			Name & Parentage	Details of (enclosures, if any)	Classification formula	REMARKS
			with finger prints	without Finger Prints (History Sheets)	Total				
1	2	3	4	5	6	7	8	9	10

C.F.P.B. FORM NO. 30

Crime Wise, Interpol Notices Register

Sl. No.	C.B.I. Interpol No.	File No. & control No. of I.C.P.O.	Name	Father's name	Nationality	Classification No.	REMARKS
1	2	3	4	5	6	7	8

INTERPOL SEARCH SLIPS RECEIPT REGISTER

Sl. No.	CFPB Diary No.& Date	CBI Interpol Reference No.	Name & Parentage	Date of reference to search section	Date of return from search Section	Date of Despatch to C.B.I.	Result of Search	REMARKS
1	2	3	4	5	6	7	8	9

C.F.P.B. FORM NO. 32

Register showing the Name of the Trainees deputed to C.F.P.B. by the state and Foreign Governments

Sl. No.	Year	Name of the Government	Name of the trainee	Date of joining C.F.P.B.	Date of release From CFPB	Period of training	REMARKS
1	2	3	4	5	6	7	8

C.F.P.B. FORM NO. 33

CENTRAL FINGER PRINT BUREAU
REGISTER OF RECEIPT & DISPOSAL OF FILES IN THE PHOTOGRAPHIC SECTION

Sl. No.	File/Case No.	Name and place of the issuing officer from whom the documents were received for opinion	The number of documents received and the number of pages in the documents	Number of prints to be photographed	Number of enlargements prepared	Date of final disposal with signatures	REMARKS
1	2	3	4	5	6	7	8

C.F.P.B. FORM NO. 34

CENTRAL FINGER PRINT BUREAU
STOCK AND ISSUE BOOK OF PHOTOGRAPHIC MATERIALS

Sl. No.	Particulars of receipt of materials and to whom issued	Receipt	Issue	Balance	Signature of the committee officer when checking	Signature of the Photographer receiving the materials	REMARKS
1	2	3	4	5	6	7	8

C.F.P.B. FORM NO. 35

CENTRAL FINGER PRINT BUREAU
PURCHASE BOOK OF PHOTOGRAPHIC MATERIALS

Sl. No.	Date of purchase	Particulars of the materials purchased	Cost per unit	No. of units purchased	Total cost	Sig. of the checking committee officer	Issue to stock	Signature of the stock holder	REMARKS
1	2	3	4	5	6	7	8	9	10

CENTRAL FINGER PRINT BUREAU
MISCONDUCT REGISTER

Sl. No.	Date	Name of Staff	Nature of Misconduct	File No.	Nature of disposal	Signature of Gazetted Officer	REMARKS
1	2	3	4	5	6	7	8

CENTRAL FINGER PRINT BUREAU
MISTAKE REGISTER

Sl. No.	Date of receipt of the report	From whom received	Reported mistake with particulars of the file	Result of verification in the Bureau	Initials of the verifying officer	Nature of disposal	Signature of Gazetted Officer	REMARKS
1	2	3	4	5	6	7	8	9

**DAILY WORKS STATEMENT
CENTRAL FINGER PRINT BUREAU**

	Search				Record		
Sl. No.	Name of Officer	No. of slips for Search	No. of slips disposed	Pending	No. of slips for Classification	No. of slips for Testing	No. of slips for Indexing

Contd.....

Date :

CONSOLIDATED daily work statements

		Record Section					
No. of slips for recording	Remarks	Kind of Work	B.F.	Work Received	Work Disposed	Pending	Remarks
		Acceptance Returns Classification Testing Indexing Recording					
Total Disposals for the Week							
		Kind of Work	B.F.	Work Disposed	Total	Remarks	
		A/C. Retd. CF. Recorded					
Search Section							
		Kind of Work	B.F.	Work Received	Work Disposed	Pending	Remarks
No. of S/Slips Returned Cumulative total of Search slips b/f days' receipt.							Total

C.F.P.B. FORM NO. 39

CENTRAL FINGER PRINT BUREAU
MONTHLY STATEMENT OF RECORD SLIPS RECEIVED FROM STATE FINGER PRINT BUREAUX

MONTH _____ YEAR _____

Sl. No.	Name of the State F.P.B.	Receipt			Returned			Accepted			Percentage of return of defective slips	REMARKS
		Total No. of Slips at the beginning of the month	No. of slips during the month	Total No. of slips at the end of the month	Total No. of slips at the beginning of the month	No. of slips during the month	Total No. of slips at the end of the month	Total No. of slips at the beginning of the month	No. of slips during the month	Total No. of slips at the end of the month		
1	2	3	4	5	6	7	8	9	10	11	12	13

C.F.P.B. FORM NO. 40

MONTHLY STATEMENT OF RECEIPT & DISPOSAL OF F.P.(R) SLIPS FOR THE MONTH OF _____ YEAR _____

Nature of Work	Total at the beginning of the month	Pending at beginning of the month	Received during the month	Disposed of during the month	Returned during the month	Pending at the end of the month	Staff employed	Total at the end of the month	REMARKS
1	2	3	4	5	6	7	8	9	10
Acceptance									
Testing Recording									
Indexing									

Working days in the month of _____

1. No. of absconder reports =
2. No. of absconder cancellation reports =
3. No. of appeal cases =
4. No. of death reports =

Detailed Statement of No. of F.P.(R) & Index cards

1. Duplicates =
2. Time barred =
3. Death of convict =
4. Acquittal appeal =
- Total cards =
5. Index Cards

-
1. Total No. of slips on record at the beginning of the month
 2. Total No. of slips on record at the end of the month
 3. Total No. of Index Card on record at the beginning of the month
 4. Total No. of Index Card at the end of the month.

C.F.P.B. FORM NO. 41

RUNNING MONTHLY CHART SHOWING THE RECEIPT RETURN & ACCEPTANCE OF F.P.(R) SLIPS- BUREAU-WISE

Sl.No. Name of the State F.P.B.	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
	Recd.Rtd.Accept.	Recd.Rtd.Accept.	Recd.Rtd. Accept.	Recd. Rtd. Accept.
	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>
	Recd. Rtd. Accept.	Recd. Rtd. Accept.	Recd. Rtd. Accept.	Recd. Rtd. Accept.
	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
	Recd. Rtd. Accept.	Recd. Rtd. Accept.	Recd. Rtd. Accept.	Recd. Rtd.Accept.

C.F.P.B. FORM NO. 42

CENTRAL FINGER PRINT BUREAU
ANNUAL STATEMENT OF RECEIPT OF RECORD SLIPS

YEAR _____

Serial No.	Name of the State F.P. Bureau	No. of Slips received	No. of slips Returned	No. of Slips Accepted
1	2	3	4	5

C.F.P.B. FORM NO. 43

CENTRAL FINGER PRINT BUREAU
ANNUAL STATEMENT OF ELIMINATED SLIPS

Serial No.	No. of Slips eliminated during the year				REMARKS
	Duplicates	Time expired Slips	On acquittal of convicts	Reported dead	
1	2	3	4	5	6

C.F.P.B. FORM NO. 44

CENTRAL FINGER PRINT BUREAU
MONTHLY STATEMENT OF SEARCH SLIPS

MONTH _____ YEAR _____

Sl. NO.	Name of the State	No. of Search Slips received during the month	No. of Slips returned as defective	No. of Search Slips accepted for Search	No. of Search Slips traced	No. of absconder traced	Percentage of Return	REMARKS
1	2	3	4	5	6	7	8	9

C.F.P.B. FORM NO. 45

CENTRAL FINGER PRINT BUREAU
ANNUAL STATEMENT OF SEARCH WORK

For the year ended _____

Sl. No.	Name of the State	No. of Search Slips				No. of absconder traced
		Received	Returned as defective	Accepted	Traced	
1	2	3	4	5	6	7

C.F.P.B. FORM NO. 46

ANNUAL STATISTICS OF SPECIAL COLLECTION OF SINGLE DIGIT RECORD WORK IN THE CENTRAL FINGER PRINT BUREAU

For the year ended _____

Sl. No.	Name of the State	No. of S.D. Slips received for record and disposed of		No. of S.D. Prints received for search	No. of Prints traced	Remarks
		No. of Slips received	No. of Prints			
1	2	3	4	5	6	7

C.F.P.B. FORM NO. 47

CENTRAL FINGER PRINT BUREAU
ANNUAL STATISTICS OF THE NUMBER OF CIVIL CASES

For the year ended _____

Serial No.	Name of State	No. of Civil Cases received	No. of cases disposed of	No. of cases pending at the end of the year	REMARKS
1	2	3	4	5	6

C.F.P.B. FORM NO. 48

CENTRAL FINGER PRINT BUREAU
ANNUAL STATISTICS OF FEES COLLECTED

For the year ended _____

Sl. No.	Name of State	Amount of fees Collected						REMARKS
		Expert Fees	Photographic Charges	T.A. of Expert	Pay of Expert	Any other kind of fees received	Total amount	
1	2	3	4	5	6	7	8	9

C.F.P.B. FORM NO. 49

CENTRAL FINGER PRINT BUREAU
ANNUAL STATISTICS OF THE NUMBER OF STATE & UNION CASES

For the year ended _____

Serial No.	Name of the State	No. of State/Union Cases received	No. of cases disposed of	No. of cases pending at the end of the year	Total No. of Finger Print examined & Compared
1	2	3	4	5	6

C.F.P.B. FORM NO. 50

CENTRAL FINGER PRINT BUREAU
ANNUAL STATISTICS OF LATENT PRINT CASES

For the year ended _____

Serial No.	Name of the State	No. of Cases received	No. of cases in which opinion furnished	No. of cases pending at the end of the year	REMARKS
1	2	3	4	5	6

C.F.P.B. FORM NO. 51

**MONTHLY STATEMENT OF VARIOUS TYPE OF RECORDS
MAINTAINED IN INTERPOL WING**

MONTH _____ YEAR _____

Serial No.	Nature of the item of Record	Total No. at the beginning of the month	No. of Records brought on record during the month	Total No. of records at the end of the month	REMARKS
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					

C.F.P.B. FORM NO. 52

**ANNUAL STATEMENT OF VARIOUS TYPE OF RECORDS
MAINTAINED IN INTERPOL WING**

Serial No.	Nature of the item of Record	Total No. of records at the beginning of the year	No. of Records brought on record during the year	Total No. of records at the end of the year	REMARKS
1	2	3	4	5	6

C.F.P.B. FORM NO. 53

**CENTRAL FINGER PRINT BUREAU
UTILITY REGISTER**

Serial No.	Name of the Officer	Rank	Special or extra work done	File No.	Signature of G.O.	Remarks
1	2	3	4	5	6	7

C.F.P.B. Form No. 54.

Consolidated Statement of Annual Work of CFPB Record Work

1. Total No. of F.R. (R) Slips on record at the beginning of the year.
2. No. of F.P. (R) Slips accepted & brought on record during the year.
(Detailed Statement in Chart 'A')
3. No. of F.P. (R) Slips removed from record on account of elimination, duplicates, etc. during the year.
4. Total No. of F.P. (R) Slips on record at the end of the year.
5. No. of Index Cards on record at the beginning of the year.
6. No. of Index Cards prepared & filed for the number of F.P. (R) slips at Sl. No. 2, during the year.
7. No. of Index Cards eliminated during the year for various reasons.
8. No. of Index Cards on record at the end of the year.

Absconder, Appeal Change & Death Report Work :-

9. No. of proclaimed Offenders and Absconders whose notes were kept on record.
10. No. of cancellation reports of Proclaimed Offenders and absconders.
11. No. of reports regarding acquittal or reduction of sentences etc.
12. No. of Death Reports.

Search (Identification) Work.

13. No. of F.P. (S) Slips received for search from different States in India.
(Detailed Statement in Chart 'B')
14. No. of F.P. (S) Slips traced during the year.

Modus Operandi Bureau(MOB) for International:-

15. No. of F.P. (S) slips received for Search from Foreign Countries through Interpol Division of CBI, New Delhi.
16. No. of F.P. (S) Slips traced.
17. No. of Interpol Notices received for record.
18. No. of History Sheets received from Customs Authorities in India.
19. No. of foreigners convicted in India and whose particulars sent to ICPO for record.

Single Digit Work

20. Total No. of S.D. Prints of Inter State burglars on record at the beginning of the year.
21. Total No. of S.D. Prints received for record during the year.

(i) From State F.P. Bx -
(ii) From CFPB Records -

22. Total No. of S.D. Prints of interstate burglars on record at the end of the year.
23. No. of Cases/Chance Prints received for search in S.D. records during the year.
24. No. of Cases/Chance Prints traced from above during the year.

Document Work

25. No. of Cases/Comparisons involved in documents received for F.P.Experts Opinion.

Scene of Crime Cases

26. No. of exhibits cases received for development and opinion.
27. No. of visits to Scene of Crime.

Director
Central Finger Print Bureau
New Delhi.

C.F.P.B. Form No. 55

CENTRAL FINGER PRINT BUREAU
(A Division of NCRB)

Form for making Search Reference to the Interpol Wing for International Criminals at the Central Finger Print Bureau, New Delhi of persons involved in violation of Customs Act/Foreign Exchange violation of Customs Act/Foreign Exchange Regulation Act/I and Expert (Control) Act.

1. Full name with aliases
2. Father's Name
3. Address (India & abroad)
4. Nationality
5. Occupation
6. **Descriptive Roll & Visible marks of identification:**
 - a) Height_____ b) Face_____
 - c) Complexion_____ d) Pigmentation_____
 - e) Teeth_____ f) Voice_____
 - g) Gait_____ h) Scars_____
 - i) Moles & Wens_____ j) Tatooring_____
 - k)Deformities_____ l) Colour of hair_____
 - m)Colour of Eyes_____ n) Build_____
7. Other Special Peculiarities:_____
8. Nature of Crime:
9. Modus Operandi:
10. Area of Operation:
11. Photograph, if available

No. F.33/55/51-II.
Government of India
Ministry of Home Affairs.

New Delhi-2, the 20th December 1954.

OFFICE MEMORANDUM

Subject:- Establishment of Central Finger Print Bureau.

With reference to the Intelligence Bureau's u.o. No. 5/Crime/51, dated the 12th November 1951, on the above subject, the undersigned is directed to convey the sanction of the President to the establishment of Central Finger Print Bureau and creation of the following temporary posts up to the end of February 1955 in the first instance on the condition that the cause for their further continuance should be reviewed by the end of January 1955:-

Superintendent of Police	One
Assistant Central Intelligence Officers	One
Sub-Inspector (for Tech. Work)	Eleven
Assistant (Sub Inspector)	One
Clerks (Head Constables)	Three
Daftry (Constables)	One
Peons (Constables)	Four

2. The incumbents of the posts when held by State Police Officers on deputation, will draw pay and allowances (including dearness allowance) as admissible to their conferers in the Delhi C.I.D.. It is not however the intention to allow local allowances e.g. Compensatory (City) allowance sanction for Delhi in places other than Delhi. The directly recruited staff, including re-employed pensioners and displaced Government Servants, will get pay as laid down in this Ministry's Office Memorandum No. 29/25/51-Police II dated the 23rd October 1954(copy enclosed) and allowances e.g. Dearness Allowance, Compensatory Allowance House Rent Allowance in accordance with the orders issued by the Central Government from time to time in this connection as envisaged in last paragraph of these orders. The Superintendent of Police in charge of Central Finger Print Bureau will be entitled to a special pay of Rs. 200/- per month and the Assistant Central Intelligence Officer will also be entitled to a special pay of Rs. 75/- p.m.

3. The posts of daftry and peon should as far as possible be filled by re-adjustment from within the existing staff; and if direct recruitment is necessary, these posts should be filled by retrenched
4. For the purpose of deciding the question of sharing the recurring expenditure by the State Governments, the Bureau should indicate, when they come us for the continuance of the staff in January 1955, the progress made in the matter of sharing of expenditure also.
5. The Bureau should submit specific proposals for the purchase of necessary equipment and furniture required for the Central Finger Print Bureau.
6. The staff should be recruited on "as and when required basis".
7. The expenditure involved should be met from within the sanctioned budget grant of the Intelligence Bureau for the year 1954-55 under the appropriate heads.

Sd/- (E.K. Damodaran)
Under Secretary to the Govt. of India.

NO. 115/POLICE (L)/ 55 (8)
INTELLIGENCE BUREAU
(MINISTRY OF HOME AFFAIRS)
GOVT OF INDIA

New Delhi-2, dated the 19.2.55

MEMORANDUM

SUBJECT : Establishment of C.F.P.B and instructions to be followed by State Bureaux and District Police officers in sending F.P. record slips.

A copy of G.O. No. 37/223/55-piii dated 5.12.55 apprising of the establishment of the central Finger print Bureau at Hyderabad (deccan) and the procedure to be adopted for taking finger impressions of all persons convicted of any offence mentioned in the schedule of offences, which have been incorporated in the G.O. for recording at the Central Finger Print Bureau and for the supply of initial record, is enclosed for your information.

Due to certain circumstances beyond our control, the Central Finger Print Bureau will not begin its work at Hyderabad, on 2.1.56 but will begin to function at New Delhi for the present. The date of its movement to Hyderabad will be notified in due course.

As it is desirable to have a uniform procedure for all the States for supply of finger print slips for record in the Central Finger Print Bureau without dislocation of the State finger print work, it is requested that the finger print bureau and the district police officers of your state may kindly be directed to carry out the order contained in the G.O. and also to follow the instructions enclosed herewith regarding the preparation and supply of finger print slips for record to the Central Finger print Bureau.

Sd/-
(K.F. Rustamji)
Deputy Director,
17.12.55

Is.G.P. Andhra, Assam, Bombay, Bihar, Madhya Pradesh, Madras, Orissa, Uttar Pradesh, Punjab, West Bengal, Hyderabad, Madhya Bharat, Pepsu, Saurashtra, Jammu & Kashmir, Mysore, Rajasthan, Travancore- Cochin, Vindhya Pradesh, Bhopal, Delhi, Himachal Pradesh, Manipur, Tripura, Pondicherry

D.I.G of Police, Ajmer
Supdts of police, Kutch & Coorg.

Encl As above

Copy of letter No. 37/223/55-p.III dt. 5.12.55 from the Ministry of Home Affairs, Govt. of India, New Delhi to all State Government

Subject : Establishment of Central Finger Print Bureau

I am directed to say for the information of the state Govt. that the central Finger print Bureau will be located at Hyderabad and will start functioning from the 2nd January 1956. It has naturally to build up its own records on which it can operate. The intelligence Bureau have for this purpose, prepared in consultation with the D.Is.G, CID, a schedule of offences the finger prints of the criminals of which will be maintained at the Central Finger Print Bureau- A copy of the schedule is enclosed (Annexure A). I am therefore to request that the I.G. of police of the state may be instructed to send finger print record slips of all persons male or female, adult or young, convicted of any of the offences mentioned in the enclosed schedule to the Supdt. of Police, Central Finger Print Bureau, Intelligence Bureau, New Delhi. The procedure as indicated in the enclosed statement (Annexure B) may be adopted for this purpose, Any further clarification or information may be obtained from the Director, Intelligence Bureau, direct.

(Annexure A)

Finger print slips of the following persons, juvenile or adult, male, female & eunuchs will be recorded at the Central Finger Print Bureau

SCHEDULE

- 1) All persons convicted of offences under chapter XII and XVII IPC which are punishable with rigorous imprisonment for a term of one year or more.
- 2) All persons convicted of any offence under Chapter VI IPC or of sabotage and subversive activities against State.
- 3) All persons convicted of offences under section 170, 302, and 304 (murder for gain), 328, 338, 465 to 477A, 489A to 489D I.P.C.
- 4) All persons convicted under the Arms, Opium and State Excise acts who are suspected to be smugglers in Arms, Opium by dangerous drugs as defined in the Dangerous Drugs Act (Act II of 1930) or entailing enhanced punishment on reconviction .
- 5) All persons convicted of smuggling gold, currency and valuable articles under Foreign exchange Regulation Act VII of 1947.
- 6) All persons ordered to execute bonds under sections 109 and 110 Cr.P.C (for offence against property only).
- 7) All traffickers in women and children who are convicted under section 363 to 373 I.P.C.
- 8) All persons convicted under section 5 of Act LXXIV of 1950 for unlawful possession of telegraph wires.
- 9) All persons convicted under section 3 of Ordnance XIX of 1944 for unlawful possessions of Railway Stores.

- 10) All professional criminals and persons of dangerous character externed from any area under any state Act.
- 11) All foreigners externed under Foreigners Act XXXI of 1946.
- 12) All approvers in gang dacoity and criminal conspiracy cases.
- 13) All persons suspected of being professional itinerant criminals and persons of notoriously criminal reputation who habitually absent themselves from their homes and are believed to travel to other states for the purpose of committing crime and who have been arrested by police and whose finger prints have been taken, even if they are acquitted provided that in case of acquittal permission for record for finger prints is obtained from the court under section 7 of Act XXXIII of 1920.
- 14) All persons convicted for attempt or abetment (sec 511 or 109/114 IPC) and criminal conspiracy (sec 120B IPC) for offences mentioned in this schedule.
- 15) All Indian nationals convicted outside India of any offence for which finger prints have been received at the State Bureau from those countries.
- 16) All International criminals and absconders whose finger prints are sent to the State Bureau from countries outside India.
- 17) All persons convicted under explosive Substances Act (Act VI of 1908).
- 18) All persons convicted under the official Secrets Act (Act XIX of 1923).
- 19) All persons convicted under sec 101, 126 and 128 of the Indian Railways Act (Act IX of 1890).
- 20) Any other person whose finger prints are ordered to be maintained by the Govt. of India from time to time, subject to the provisions of the Identification of prisoners Act (act XXXIII of 1920).

Note: The taking of finger prints of persons who are local men and convicted of offences of trivial nature will be subject to the discretion of The Supdt. of Police of the district concerned.

- | | | | |
|----|---|------|---|
| 1) | FP Slips of Interstate Criminals- | (i) | Residence of one State and committing crime in another State. |
| | | (ii) | Convictions in more than one State. |
| 2) | FP Slips of persons convicted and traced as under Acts of Terrorism Act | - | To see the noting of Traced by CFPB |
| 3) | FP slips of persons convicted under Acts of Terrorism Act | - | 3/4 T.A.D.A (P), Ordinance, 1987 of Terrorists Act |

- | | | | |
|-----|---|---|--|
| 4) | FP slips of persons convicted Narcotics and Drug Trafficking Acts | - | under 14 D.D./16 D.D |
| 5) | FP slips of persons convicted under Railway Crimes | - | All persons convicted for GRP cases, 3RP (up) Act |
| 6) | FP slips of persons convicted under Passports and Foreigner Act | - | 3 IP Act
14F Act |
| 7) | FP slips of persons convicted under cheating and frauds | - | Sections 412 to 424 IPC |
| 8) | FP slips of persons convicted under Counterfeiting | - | Sections 231 to 263 IPC
489A to 489D |
| 9) | FP slips of persons convicted under Economic Offences | - | Import and Export Act |
| 10) | FP slips of persons convicted under Arms Act | - | 14/19/20/25/30/26/27 Arms Act
4/5 explosive Act |
| 11) | FP slips of persons convicted under smuggling of Gold, Currency and valuable articles | - | Foreign Exchange Regulations Act (FERA) |

PROCEDURE

a) Record

The Central Finger print Bureau it will be seen will record the finger print slips of all persons convicted of offences mentioned in the schedule and in future search F.P. slips of interstate and international and professional criminal in order to build up initial records, it is desired that the finger print slips of all criminals convicted prior to 31.12.55 under offences mentioned in the schedule may be collected initially as far as possible. It is therefore requested that :

- 1) In the first instance available duplicate finger print slips of all criminals convicted of offences mentioned in the schedule prior to 31.12.55 that are in the records of the STATE BUREAUX BE SENT to the Central Finger print Bureau.
- 2) Finger impressions of all persons convicted of any offence mentioned in the schedule be taken from 2.1.56 and sent for record to central Fingerprint Bureau.

b) Procedure for transmission of F.P. slips for record

As the Central Finger Print Bureau will have no direct connection with the district police, all finger print slips of convicts meant for record at the Central Finger Print Bureau be sent through the State Bureaux or the Bureau to which the state is affiliated. To ensure correctness of the entries of the finger print slips, the clarity and order of the impressions etc. the finger print slips should be checked by the state Bureau before transmission to the Central Finger Bureau for record.

c) Existing practices in the States

For obvious reasons it will not be possible for the central Finger Print Bureau to take up any search work until sufficient records are collected. The date of commencing search work will be communicated to all Is.G of police of States in due course. The existing practice of sending duplicate F.P slips of inter-state criminals for search and record to different finger print bureaux should therefore continue till the date of commencement of search work in the central Finger Print Bureau is notified.

(COPY)

IMMEDIATE

No.10/CFPB/56(4)
Intelligence Bureau,
(Ministry of Home Affairs)
Govt. of India.

Memorandum

Ref :I.B. Memo No. 115/Police(L)/55/(8),dated 19/12/55 conveying G.O
No.37/223/55-P.III dated 05.12.55 regarding establishment of Central Finger Print Bureau

The Govt. of India has finally decided to locate the Central Finger Print Bureau along with other Central Forensic Institutes at Calcutta instead of Hyderabad.

It is, therefore, requested that from 1.9.56 all Finger Print slips meant for recording at the Central Finger Print Bureau may be addressed to "Superintendent of Police, Central Finger Print Bureau, 30, Gorachand Road, Calcutta-14."

sd/-
(K.F. Rustamji)
Deputy Director.17.8.56

Is.G.P:- Assam, Bihar, West Bengal, Andhra, Madras, Madhya Pradesh, Mysore, Bombay, Orissa, Punjab, Bepsu, Hyderabad, Uttar Pradesh, Madhya Bharat, Vindhya Pradesh, Delhi, Bhopal Travancore Cochin, Rajasthan, Saurashtra, Himachal Pradesh, Jammu and Kashmir, Pondicherry, S.P.L., New Delhi, Tripura and Manipur

D.Is.G.P

C.I.D :- Andhra, Assam, Bombay, Madhya Pradesh, Madras, Orissa, Hyderabad, Madhya Bharat, Mysore, Rajasthan, Punjab, Uttar Pradesh and Bihar.

D.I.G. :- Ajmer

Commissioner of Police : Madras, Calcutta and Bombay

S.P :Coorg, Kutch and A & N Islands

The Officer-in-charge, F.P.B:

(1) Allahabad, (2) Ahmedabad, (3) Ajmer, (4) Bangalore (5) Bhopal (6) Bombay (7) Calcutta (8) Cuttack (9) Hyderabad (On) (10) Indore (11) Nagpur (12) Patna (13)Phillaur (14) Poona (15) Rajkot (16) Rewa (17) Shillong (18) Trivandrum (19) Vellore (N. Arcot Dt.)

(COPY)

No. 14/adm(c)/58(3)
Intelligence Bureau
(Ministry of Home Affairs)
Government of India
New Delhi-2, dt the 18th Dec. 1958

Memorandum

A copy of the under mentioned paper is forwarded for information and guidance to:-

1. Deputy Director, S.I.Bx. Shillong, Amritsar, Calcutta Madras, Lucknow, Bombay
2. C.I.Os : Nagpur, Patna, Cuttack, Hyderabad, Bhopal, Ahmedabad, Jaipur, Bangalore, Trivandrum & Vijayawada
3. D.C.I.Os: Monitoring Station, Simla and Patiala
4. G.E.Q.D Simla
5. Commandant, C.F.I's Calcutta
6. Supdt of Police Central Finger print bureau, Calcutta
7. Principal, Central Detective Training School, Calcutta
8. Director, Central Forensic Science Laboratory
9. D. Dr C-ii, C-1 Br c Branch Cash Branch

Sd/- Illegible
Section Officer

List of papers

A copy of M.H.A's notification No. 29/245/58-p.iii dated 25.11.58 regarding redesignation of post from Supdt. of Police to that of Director, CFPB, Calcutta

(COPY)

No. 29/245/58-P.III
Government of India
Ministry of Home Affairs
New Delhi-1, the 25th November 1958

NOTIFICATION

The post of Superintendent of Police, Central Finger Print Bureau, Calcutta held by Shri S.K. Chatterji is hereby redesignated as that of Director, Central Finger Print Bureau, Calcutta.

Sd/- S. Banerjee
Deputy Secy. to the Govt. of India

No. 29/245/58.p.iii New Delhi-1, the 25 November 1958

Copy forward for information to :-

1. The Accountant General, Central Revenues, New Delhi
2. The Accountant General, West Bengal
3. The Intelligence Bureau with reference to their letter no. 14/adm(c)/58(3), dated the 12th Nov. 1958
4. The change does not involve any financial implications

Sd/- S. Banerjee
Deputy Secretary to the Govt. of India

(TRUE COPY)

MOST IMMEDIATE

**No. 4/4/75-GPA.1
Government of India
(Bharat Sarkar)
Ministry of Home Affairs
(Grih Mantralaya)**

New Delhi-110001, the 15th Sept.1973

OFFICE ORDER

Subject : Transfer of Central Finger Print Bureau Calcutta from the Intelligence Bureau to the Central Bureau of Investigation.

Sanction of the President is hereby accorded to the transfer of administrative control of the Central Finger Print Bureau, Calcutta from the Intelligence Bureau to the Central Bureau of Investigation with effect from 15th September, 1973.

Sd/- ILLEGIBLE
JOINT SECRETARY TO THE GOVT. OF INDIA

No. 4/4/78-GPA.I New Delhi-110 001, the 15th September 1973

1. The Director, Intelligence Bureau, New Delhi
2. The Director, Bureau of Police Research & Development New Delhi
3. The Director, Central Bureau of Investigation, New Delhi
4. The Accountant General, Central Revenues, New Delhi
5. The Accountant General, Central Calcutta
6. The Central Finger Print Bureau, Calcutta
7. All officers/sections in the police Division
8. Ad.IV. Section

Sd/- S.K. Sharma
Under Secretary to the Govt., of India

No. 32/2/86/NCRB/ADMN/FP II
GOVERNMENT OF INDIA, BHARAT SARKAR
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

New Delhi, the June 13, 1986

ORDER

Sanction of the President is hereby accorded to the transfer of administrative control of the Central Finger Print Bureau, Calcutta from the Central Bureau of Investigation to National Crime Records Bureau with effect from 1.7.1986.

(P. Vijayaraghavan)
Deputy Secretary to the Government of India

NO. : 32/2/86/Admn/NCRB/FP.II, dated 13.6.86

Copy to :-

1. Director, NCRB, New Delhi (with 5 spare copies)
2. Director, CFPB, Calcutta (with 2 spare copies)
3. Director, CBI, New Delhi
4. AO, PAO, DCPW, New Delhi
5. Director of Audit CR/New Delhi
6. FP-II/FP-V Desks, MHA, New Delhi
7. Per-I/Pers-iv Desks of MHA, New Delhi
8. Accts-I Section, MHA, New Delhi
9. Finance-II/Finance III/Ad.IV/MHS New Delhi

(P. Vijayaraghvan)
Deputy Secretary

C O P Y

**NO. A-11013/53/76-AD.I
MINISTRY OF HOME AFFAIRS
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
CENTRAL BUREAU OF INVESTIGATION
KOTAH HOUSE HUTMENTS, NEW DELHI**

dated : 8.2.78

To
The Director,
C.F.P.B
Calcutta

Sub :-Creation of the post of Research Officer, Grade-II for the CFPB Calcutta

Sir,

Sanction of the Director, CBI & I.G.P., S.P.E as Head of the Department is hereby conveyed to the creation of a post of one Research Officer (GradeII) in the scale of pay of Rs. 700-1300 (Junior Class I Scale) for the CFPB Calcutta, by holding in abeyance two posts of sub-inspectors Finger print.

2. The expenditure involved for creation this post is debatable to Grant no. 54-Police-a. 7 criminal Investigation and Vigilance, A.7(1)-Central Finger Print Bureau and will be met from the sanctioned budget grant of the CFPB.
3. This issue with the approval of the Ministry of Home Affairs (Finance II Branch) vide their U.O. No. 19/78/FPV dated 6.1.78.

Yours faithfully

Sd/- (A.K.Hui)
Administrative Officer(E)
Central Bureau of Investigation
dt 7.2.78

SM/14.1.78

NO. 43/3/86-ADMN/NCRB(1)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
NATIONAL CRIME RECORDS BUREAU

East Block-7, R.K.Puram,
New Delhi-110 066
Dated 28.12.87

ORDER

Sanction of the Central Government is hereby conveyed to the transfer of the Modus Operandi Bureau and the Single Digit Section of the CFPB Calcutta to the Headquarters office of the National Crime Records Bureau, New Delhi with immediate effect.

2. In pursuance of the above the sanction of the Central Government is also hereby conveyed to the transfer of the following posts in the CFPB, Calcutta to the Office of the CFPB at the Headquarters of the National Crime Records Bureau, New Delhi with immediate effect.

S.No.	Designation of posts	No. of posts
1.	Dy. Supdt (Finger print)	1
2.	Inspector (Finger print)	1
3.	Sub-Inspector (Finger print)	4

3. The other terms and conditions attached to the aforesaid posts will remain unchanged.
4. This issue with the approval of Ministry of Home Affairs vide their U.C. Dy., No. 4422/ss/87 dated 22.12.87.

(S.K.SHARMA)
DIRECTOR
NATIONAL CRIME RECORDS BUREAU

Copy to :

1. Director, CFPB, Calcutta
(with 15 spare cases for officers concerned etc.)
2. Pay and Accounts office, Directorate of Coordination (Police Wireless)
CGO Complex, New Delhi
3. PS to Special Secretary Ministry of Home Affairs, North Block New
Delhi
4. JS(Police), Ministry of Home Affairs, North Block
New Delhi
5. SO(Accounts) National Crime Records Bureau, New Delhi
6. All officers and Sections in NCRB New Delhi
7. FP.II/Pers.I Section Ministry of Home Affairs North Block New Delhi
8. Sanction Order file