## Details of Services provided by NCRB to citizens

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Service/Performance standards</th>
<th>Service/Performance Standards</th>
<th>Processes</th>
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</thead>
</table>
| 1      | Processing of Talash data received from Police Stations | 3 – 5 working days | - Data receipt  
- Coding  
- Data Entry  
- Photo upload  
- Processing  
- Intimation to concerned P.S.  
- Monitoring of age-wise of statistics of Male & Female persons etc. |
| 2      | Processing of Fire-arms data received from Police Stations | 3 – 5 working days | - Data receipt  
- Coding  
- Data Entry  
- Processing  
- Intimation to concerned P.S |
| 3      | Updation of Motor Vehicle Data | 1 – 5 working days | - Data received as email attachment – updated in database  
- Data received as hard copy  
  i. Coding  
  ii. Data Entry  
  iii. Checking  
  iv. Processing |
| 4      | Vehicle enquiry through post | 3 working days | - Request from public received by post  
  a) Scrutiny of document  
  b) Coding  
  c) Data Entry  
  d) Checking  
  e) Preparing details of postal order/ draft  
  f) Depositing of collection with cashier  
  g) Drafting reply to individual  
  h) Sending reply to individual through R&I |
| 5      | Vehicle enquiry at motor vehicle counter | On the same day | a) Request is received from public at counter  
  b) Checking of particulars and supporting documents  
  c) Collection of fee of Rs.10/-  
  d) Processing of details and report generation |
| 6      | Counterfeit Currency Information Management System | 1 – 2 working days | - Data received from 35 SCRBx and 19 RBIs is entered into system |
| **7** | Collection of Finger Print Slips from all States and UTs and creation of Finger Print Database | 15 days | • State wise Sorting  
• Registration  
• Reference Noting  
• Acceptance  
• Dispatch Check, Labelling and writing  
• Sending to FACTS for further actions for input  
• Matching & verification  
• Creation of Criminal Attribute Data Base (CADB)  
• Filing in Records/ updation |
|---|---|---|---|
| **8** | Search of Finger Prints of arrested/ Unidentified Dead bodies and Interpol queries using national Database in AFIS | 15 working days | • State wise Sorting  
• Registration  
• Acceptance  
• Search form writing,  
• Labeling and entry in AFIS register  
• Sending to FACTS for further actions for input  
• Verification  
• Preparation of results  
• Filing in Records |
| **9** | Examination of document cases. | 1 case per week whether by one individual or a team. | • Receipt  
• Getting approval  
• Examination of document  
• Photography  
• checking  
• Sending report to the source. |
| **10** | Scene of Crime prints | - do - | • Receipt  
• Acceptance  
• Input in AFIS and verification  
• Preparation of reports  
• Sending report to the receiving authority. |
| **11** | All India Conference of Director of Finger Print Bureau | Once a year | • Ascertain the venue of conference  
• Acceptance of nominations  
• Agenda points compilation  
• Attending the conference  
• Preparation of minutes of meeting  
• Putting it before competent authority  
• Sending to States/UTs |
| **12** | All India Board Examination for Finger Print Experts (AIBE) | Once in a year (8 – 10 days) | • Notification  
• Correspondence with States reg. nominations  
• Acceptance of nomination of candidates  
• Preparation of Question papers  
• Examination of theory, practical and viva-voce  
• Evaluation of papers  
• Declaration of Result |
| 13 | Publication of Finger Prints in India | Annually by 30th June | - Collection of information and data  
- Compilation of data  
- Translation in Hindi also  
- publication works  
- Sending it to States & different agencies |
|---|---|---|---|
| 14 | Training of State/UT Police personnel and Foreign police officers | Throughout year | - Calling of nomination  
- Acceptance of nomination  
- Imparting training |
| 15 | Interpol Cases from CBI | 15 working days | - Receipt  
- Acceptance  
- Processing in AFIS  
- Results intimated to Interpol wing of CBI |
| 16 | Finger Print Test in All India Police Duty Meet (AIPDM) | Annually (1 week) | - Constitution of CFPB team  
- Conduct of the test  
- Declaration of result. |
| 17 | Crime In India –Report Publication | Annually by 30th June | 1. Receipt of data from States/UTs SCRBx and Cities  
2. Checking and validation of data  
3. Clarifications sought, if required  
4. Creating national database  
5. Publishing the Crime in India Publication in prescribed format. |
| 18 | Accidental Deaths & Suicides in India –Report Publication | Annually by 30th June | 1. Receipt of data from States/UTs SCRBx and Cities  
2. Checking and validation of data  
3. Clarifications sought, if required  
4. Creating national database  
5. Publishing the Accidental Deaths & Suicides in India Publication in prescribed format. |
| 19 | Prison Statistics in India – Report Publication | Annually by 30th September | 1. Receipt of data from States/UTs Prison Head Quarter  
2. Checking and validation of data  
3. Clarifications sought, if required  
4. Creating national database  
5. Publishing the Prison Statistics in India Publication in prescribed format. |