

Duties and Responsibilities of the Staff of CFSL Chandigarh under the Directorate of Forensic Science Services, Ministry of Home Affairs, Government of India

1. Duties and Responsibilities of Director & Scientist 'E'/ Deputy Director & Scientist 'D' as Director, Central Forensic Science Laboratory (CFSL)/ Central Forensic Institute (CFI):

Director & Scientist 'E'/Deputy Director & Scientist 'D', when declared as the Director, CFSL/CFI, is responsible for the disposal of Government business dealt within the CFSL/CFI under his/her responsibility. His/her key duties and responsibilities include the following scientific activities and services; other duties may be assigned:

- Develop and direct the implementation of policies, procedures and work standards of the CFSL/CFI under responsibility to meet legal and regulatory requirements, customer needs and the DFSS mission; prepare and administer the CFSL/CFI budget, including determining staffing and operational needs; approve and monitor expenditures within the ambit of delegated powers; promote positive, open, friendly, transparent and professional working environment in the CFSL/CFI.
- Handle administrative responsibilities, including conferring with and representing the CFSL/CFI in meetings with the higher level department officers and other agencies ensuring CFSL/CFI needs and concerns are represented; oversee preparation of periodic and special reports.
- Contribute to the overall quality of the services by periodically reviewing research & development, testing, quality control, security, safety and other operational reports to ensure that quality standards, efficiency, and schedules are met.
- Plan, organize, administer, review and evaluate the work of professional, technical, office support and auxiliary staff through subordinate levels of supervision; provide for training, development of staff; authorize discipline as required; provide policy guidance and evaluation to staff.
- Review policies and procedures; monitor changes in laws, regulations and technology that may affect CFSL/CFI operations; direct the implementation of policy and procedural changes as required; address complaints and resolve problems.
- Monitor the day-to-day operations to ensure that the CFSL/CFI is following policies and procedures and is providing services effectively and efficiently; prioritize and allocate available resources; take corrective action as appropriate.
- Perform other duties of a similar nature or level.

2. Duties and Responsibilities of Director & Scientist 'E'/ Deputy Director & Scientist 'D's'/ Assistant Director & Scientist 'C'/ Scientist 'B' as head of the discipline(s) in Central Forensic Science Laboratory (CFSL)/ Central Forensic Institute (CFI):

Director & Scientist 'E'/Deputy Director & Scientist 'D's'/Assistant Director & Scientist 'C'/Scientist 'B' is a forensic specialist in the Govt. of India in one or more disciplines of forensic science. When declared as the head of one or more specified forensic disciplines, he/she exercises overall control on scientific and technical operations of the specified forensic discipline(s). His/her key duties and responsibilities include the following scientific activities and services; other duties may be assigned:

- Direct the system-wide forensic activities of specified forensic discipline(s) engaged in scientific examination, research and other programs and services.
- Promote positive, open, friendly, transparent and professional working environment in the specified forensic discipline(s).
- Establish protocols; develop, implement and interpret objectives, policies and procedures; manage security and safety, quality assurance and training programs of specified forensic discipline(s).
- Manage resources to ensure credibility, quality and timeliness of service output which includes responsibility and accountability to bring efficiency, economy, and transparency in matters relating to technology selection and acquisition of equipment and other infrastructural facilities required for scientific examination, research and other programs and services of the specified discipline(s) under his/her responsibility.
- Coordinate, communicate work assignments, and balances work load of employees in the specified forensic discipline(s).
- Monitor work performance, e.g., turnaround time, number of items submitted, and number of cases completed in the specified forensic discipline(s).
- Monitor the quality of analytic work products to maintain appropriate quality standards and ensure continuous service improvements, consistency and discipline integrity.
- Responsible for resolving simple and informal complaints.
- Maintain records of his/her work accomplishments.

3. Duties and Responsibilities of Director & Scientist ‘E’/ Deputy Director & Scientist ‘D’s’/ Assistant Director & Scientist ‘C’/ Scientist ‘B’ as expert/examiner of electronic evidence/ Government scientific expert working in CFSL/CFI:

Director & Scientist ‘E’/Deputy Director & Scientist ‘D’s’/Assistant Director & Scientist ‘C’/Scientist ‘B’ in CFSL/CFI is a forensic specialist in the Govt. of India in one or more forensic disciplines. His/her key duties and responsibilities include the following scientific activities and services; other duties may be assigned:

- Scientific examination of evidentiary value materials and report in respect of the cases assigned to him/her and allied works in one or more specified forensic disciplines; bestow expert testimony/de’facto in the courts of law on subject matter under the provision of Cr.P.C. and Indian Evidence Act/Information Technology Act; scene of crime support when requisitioned.
- Perform research and development for novel or improved technology/ materials/ systems/ processes/ methods/ procedures/ devices/ techniques by which recognized and/or specific forensic discipline(s) or laboratory need(s) may be met.
- Other activities including technology evaluation; selection and acquisition of equipment and other infrastructural facilities for need based and application oriented capacity or capability building for enhancing credibility, quality and timeliness of service output of the discipline(s)/laboratory.
- Provide assistance required by the head of the discipline(s) and other superiors in the discharge of their duties and responsibilities.
- Maintain records of his/her work accomplishments.

4. Duties and Responsibilities of Director & Scientist 'E'/Deputy Director & Scientist 'D's/Assistant Director & Scientist 'C'/Scientist 'B' working in the DFSS:

The Director & Scientist 'E'/Deputy Director & Scientist 'D's/Assistant Director & Scientist 'C'/Scientist 'B' working in the DFSS will work with the Director-cum-Chief Forensic Scientist to plan and organize work tasks that ensure efficient delivery of services by the Directorate of Forensic Science Services and its outlying Units. The officer will work closely with and maintain effective working relationships with the other members of the outlying Units, as a whole, to ensure that the objectives of the DFSS are met. His/her key duties and responsibilities include the following scientific activities and services; other duties may be assigned:

- Promoting positive, open, friendly, transparent and professional working environment in the workplace.
- Compilation of data and reports as required.
- Providing inputs to Advisory Committees & Working Groups in forensic science in the country.
- Attending and contributing to meetings of the Advisory Committees, Working Groups and maintaining appropriate records of meetings and their activities including follow-up actions and communications.
- Development and maintenance of activities to promote forensic science in India.
- Participating in the performance management programme (PDP) in the DFSS and outlying Units to maximize efficiency gains for the organisation.
- Taking measures to identify and resolve issues impacting performance in the organisation.
- Reporting regularly on progress against specified goals/targets and objectives.
- Inter-agency/inter-CFSL/CFIal coordination for evolving protocols and standard operating procedures in forensic science in the country.
- Initiatives to promote research and development in forensic science with special emphasis on emerging areas.
- Initiatives for popularization of forensic sciences through periodic workshops, symposiums, seminars and conferences.
- Maintain records of his/her work accomplishments.

5. Duties and Responsibilities of Junior Scientific Officer

His/her key duties and responsibilities include the following scientific activities and services; other duties may be assigned:

- Scientific examination of evidentiary value materials and report in respect of the cases assigned to him/her and allied works in one or more specified forensic disciplines; bestow expert testimony in the courts of law on subject matter under the provision of Cr.P.C. and Indian Evidence Act/Information Technology Act; scene of crime support when requisitioned;
- Provide scientific and technical assistance in the examination of evidentiary value materials and allied works in one or more specified forensic disciplines, crime scene examination, research, studies, surveys, training, reports, etc;

- Assist in procurement, maintenance, repair, stock-taking, usage of the laboratory equipment, keeping of stock registers and other quasi-ministerial works;
- Provide assistance required by the head of the discipline(s) and other superiors in the discharge of their duties and responsibilities.
- Inform seniors as to when new supplies are needed;
- Participate in maintaining safety and security of the laboratory;
- Any other work assigned by the superiors.
- Maintain records of his/her work accomplishments.

6. Duties and Responsibilities of Senior Scientific Assistant:-

His/her key duties and responsibilities include the following scientific activities and services; other duties may be assigned:

- Provide scientific and technical assistance in the examination of evidentiary value materials and allied works in one or more specified forensic disciplines, crime scene examination, research, studies, surveys, training, reports, etc.;
- Assist in procurement, maintenance, repair, stock-taking, usage of the laboratory equipment, keeping of stock registers and other quasi-ministerial works;
- Assist in maintaining the inventory of laboratory equipment and supplies;
- Inform seniors as to when new supplies are needed;
- Keep laboratory equipment clean and in order;
- Participate in maintaining safety and security of the laboratory;
- Any other work assigned by the superiors.
- Maintain records of his/her work accomplishments.