



**Government of West Bengal**  
**Cyber Forensics & Digital Evidence Examiners' Laboratory**  
**Criminal Investigation Department**  
**Module No: 113 & 114, Ground Floor, SDF Building, Sector-V,**  
**Salt Lake, Kolkata-700091**  
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(This form to be completed in duplicate)

**CFDEEL Case Token No:**

**Name & Rank of I.O:**

**Mobile/Phone No**

**District:**

**Police Station**

**Phone No:**

**Name of the Forwarding Authority:**

**Designation**

**STD Code**

**Phone No.**

**Fax:**

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- (i) **Case No:** **Date:**
- (ii) **U/S:**
- (iii) **Offence(s):**
- (iv) **Police Station:**
- (v) **Ref.No (CMR No./Memo No.):**
- (vi) **Date and time of offence:**
- (vii) **Place of occurrence:**
- (viii) **Nature of offence:**
- (ix) **Name of victim (Optional):**
- (x) **Person(s) charged or suspected ( Optional):**
- (xi) **Charge sheet to be filed on:**

**I. Brief history of the case:**

**II. List of Exhibits sent for examination:**

SI No	Description of the exhibits including its markings (e.g A, B etc.)	Nos of package(s)/ Parcel(s)	Date, place & time of seizure	Name of the officer making seizure	PIN/Pattern/ Lock/Password In case of Mobile phone /Tab	Remarks

Name of Packing and dispatching officer:

Rank:

**III. Nature of forensic examination required:**

(If more than one kind of test is required please mention in order of importance)

Signature of Investigation Officer

Specimen seal impression of Exhibits (Covered with Cello-tape)



Signature of Forwarding Authority

Name:

Designation:

**N.B.:**

- (1) Requisition for digital forensic examination shall be forwarded by ACJM/CJM or any Competent Authority of concerned court of Law or the officer not below the rank of SP/DCP
- (2) Sample's seal(s) (wax) as well as exhibit's parcel seal(s) shall be intact and covered with cello tape. Seal impression must be legible.
- (3) Standard Operating Procedures shall be strictly followed for sending exhibit(s)
- (4) Exhibit(s) shall be sent only as per this format
- (5) Exhibits shall be sent only by the messenger authorized by the forwarding authority
- (6) All necessary documents e.g. copy of FIR, seizure list etc. shall be attached with the forwarding letter after being duly attested by Gazetted officer
- (7) Each page of Form No-01 shall be duly signed by Investigating officer