

POLICY REGARDING EVIDENCE SUBMISSION / COLLECTION, **RETURN AND DISPOSAL**

1. Sexual assault cases will be received provided one set of total 3 vaginal / cervical swabs are collected up till 5-7 days post sexual assault incident. Vaginal /Cervical swabs collected more than 5-7 post sexual assault incident days will only be accepted if Regional Police Officer (RPO) provides a reason in writing.
2. For Sodomy cases one set of total 3 anal swabs shall be collected. Clothes worn by the victim at the time of assault and / or after the assault will only be received if they are not washed.
3. Evidences / items which are not packaged and sealed and /or the packaging is damaged shall not be received at Punjab Forensic Science Agency. Evidences for DNA and Serology tests shall never be packaged in glass or plastic bottles/jars or plastic bags. Evidence shall not be in moist or wet condition. Wet pieces of evidence must be air dried at room temperature and packaged in paper bags. All items in the case shall be labelled clearly about the name of the victim, PMR/MLC # , FIR #, type and nature of item and item number. Instead of using the conventional seal (Laak), all items in a case shall be sealed with temper proof evidence tape duly signed and dated by the doctor/ evidence collector in a way that half of signatures will be on the tape and half will be on evidence item package.
4. Specimens / Evidences shall be submitted as per guidelines for specimens required, quantity required, preservation, packaging and transportation of evidences mentioned in **“Punjab Forensic Science Agency Handbook”**. These handbooks have already been provided to all DPOs. Such information is also available on **Punjab Forensic Science Agency website (www.pfsa.gop.pk)**
5. Following documents must be submitted along with the samples / evidences:
 - a. Completely filled and signed evidence submission form. It must be filled in capital letters in legible handwriting.
 - b. Request letter / Test or Examination request

- c. Copy of FIR
 - d. Copy of Post-mortem Report or Medico-legal certificate
 - e. Report-e-Marg for Pathology cases, except exhumation cases
 - f. Road certificate
 - g. Any other case related document
 - h. All documents related to one case shall have same FIR number
6. The Evidence Submission Forms (Annex. I) will be provided to the District Police Officers of all districts. The DPOs will transmit it further to all police stations in their respective districts.
 7. A letter will be addressed to District Police Officer of respective district (C.C. to Inspector General) regarding late submission of case by the In-Charge Evidence receiving Unit, if evidence is submitted after more than three days w.e.f. date of recovery of the said case property / evidence.
 8. In rape cases, questionnaire to the female victim along with specimens shall be submitted to the Punjab Forensic Science Agency. A proforma (Annex. II) to be filled and accompanied by the case evidence will be provided by the Punjab Forensic Science Agency to all stakeholders.
 9. Fee assessment of cases will be done by the In-Charge Evidence Receiving Unit. He will consult section supervisors of concerned departments such as Latent Fingerprints and Questioned Documents if the request letter is sealed or request is illegible.
 10. No scientific staff will return the case property directly to the submitting agency. Evidence Receiving Unit will be responsible to return the case properties to submitting agency and to maintain the record of returning of case evidence also. In-Charge Evidence Receiving Unit will report to the Competent Authority regarding the returned evidence materials on regular basis.
 11. Cut fingers of deceased submitted to Latent Fingerprints Department for taking finger prints must be returned to submitting office, after processing on the same day of submission.

12. No case report will be issued without payment of fee in cases where fee is applicable. Punjab Forensic Science Agency will not be responsible for the delay in reporting the case in such situation.
13. For Latent Fingerprints and Questioned Documents cases, the report of incomplete evidence must be issued after three letters written with interval of seven working days between letters.
14. No status query by the police department will be entertained two months post submission of case. If submitting authority wish to inquire the status of a case, provision of court order is mandatory.
15. Case property must be collected by the submitting agency within time duration after receipt of case report, as mentioned in the Disposition of Evidence Section of PFSA case report. In case of delay, Punjab Forensic Science Agency will not be responsible for providing the evidence material to the submitting agency. Where applicable, case property will be disposed off after time period as mentioned on the report, after the issuance of the report if not collected by the submitting agency. Portions of the pertinent evidence item(s), if available, will be stored at the appropriate temperature in the laboratory.

Director General
Punjab Forensic Science Agency