Chandigarh Administration
Home Department
(Home - III Branch)

NOTIFICATION

No. HIII (2)-2015/19155  Dated, Chandigarh the ____________

In compliance to the directions contained in order dated 29.10.2013 passed in CR No. 3434 of 2013 titled as Chamkaur Singh Vs. Mithu Singh. The Administrator of U.T. Chandigarh is pleased to make the following Rules to regulate the services of Forensic questioned documents examiners working in the field as private practitioners in the U.T. Chandigarh.

1. Short title, commencement and application. (i) These rules may be called The Chandigarh Forensic Questioned Document Examiner’s Regulation Rules, 2014.
(ii) These shall come into force from the date of publication in the official gazette.
(iii) These shall apply to all Forensic Documents Examiners working as private practitioners on full time basis in the Union Territory, Chandigarh.

2. Definitions —

a) ‘Authority’ means Forensic Documents Examiner Authority,
b) ‘Chairperson’ means Head of the Authority,
c) ‘Member’ means members of the Forensic Documents Examiner Authority,
d) ‘Forensic Science Laboratory’ means Central Forensic Laboratory /State Forensic Science Document/Regional Forensic Science Laboratory situated at Sector-36, Chandigarh.
e) ‘Practicing Forensic Document Examiner’ means any private documents expert having at least ten years of practice as such on full time basis.
f) ‘Registration’ means duly registered with the Regulatory Authority,
g) ‘Board of Experts’ means a panel of three practicing forensic document examiners.
Qualifications and requirements for Registration as Forensic Document Examiner:

The applicant seeking registration must:

a) Be a person of good moral character, high integrity and good repute and must possess high ethical and professional standing.
b) Possess at least a degree or diploma in Forensic Science from the recognized University.
c) Have undergone full time training of at least two years duration in Forensic Science Laboratory or in practice as forensic document examiner.
d) Be actively engaged in practice of forensic document examination.
e) Submit as references the names and addresses of three Forensic document examiners attesting to his/her qualification for registration.

4. Constitution of Chandigarh Forensic Documents Examiner regulatory Authority,

a) The Chandigarh Administration shall by Notification constitute a body to be known as Chandigarh Forensic Documents Examiner Regulatory Authority.
b) The Authority shall consist of a Special Secretary Home, Chandigarh Administration as its Chairperson and four other members i.e. Director Prosecution, Chandigarh Administration, Senior Superintendent of Police, UT, Chandigarh, Director Central Forensic Science Laboratory, Chandigarh, and a Professor of the Department of Forensic Science from Punjab University.

5. General provisions of Registration.

a) The right to allow or deny registration shall be reserved with the Regulatory Authority.
b) The registration would be valid for a period of five years and after its expiry its renewal will be mandatory.
c) The list of duly registered Forensic Document Examiners would be maintained and updated periodically on website of Chandigarh Administration by Information Technology Department, Chandigarh.
d) The report of every registered forensic document examiner must bear his/her valid registration number issued by the Regulatory Authority.
e) The regulatory authority will have the power to take disciplinary action against the registered forensic document examiner if he/she violates ethical or professional rules of conduct or competency or strictures have been passed against him/her by any Court of Law. The following disciplinary action could be taken in the case of violation of the aforesaid:

i) written reprimand: or

ii) suspension of registration for a specific period of time or

iii) Cancellation of registration permanently.

6. The regulatory Authority in the event of conflicting opinions of experts would appoint a board of three experts under its supervision whose report would be binding on the contesting parties. The members of such board of experts would be paid a nominal fee for the examination of such case as decided by Chandigarh Administration.

7. Interpretation: If any question arises as to the interpretation of these rules, the Home Secretary, Chandigarh Administration shall decide the same.

Dated, Chandigarh the

Endst. No.HIII(2)-2015/ S636

A copy with a copy of its enclosure is forwarded to the Controller Printing & Stationery, U.T., Chandigarh for publication of the notification in the Chandigarh Administration Gazette (extra ordinary) and to supply 20 copies to this department in due course for record.

Endst. No.HIII(2)-2015/ S637

A copy is forwarded to the following for information and necessary action:

(i) Inspector General of Police, Union Territory, Chandigarh.
(ii) Legal Remembrancer-cum-Director Prosecution, U.T., Chandigarh.
(iii) Director, Central Forensic Science Laboratory, Chandigarh.
(iv) Vice Chancellor, Punjab University, Chandigarh.

Superintendent Home-III,
For Home Secretary,
Chandigarh Administration.
Code of Ethics and Conduct

a) To apply the principles of science and logic in the evaluation of all document examination problems;
b) To keep informed on latest developments in the field by constant study and research;
c) To keep information received from a client as confidential; and to refuse to perform similar services for any person whose interests are opposed to those of the original client;
d) To give an opinion or conclusion strictly in accordance with the physical evidence in the document, and only to the extent justified by the facts;
e) To behave in and out of court in an absolutely impartial manner and to do nothing that would show bias or any interest in the case;
f) To report the findings of an examination and their proper interpretation;
g) To give the best possible services in all cases, irrespective of the importance of the matter;
h) To charge for services, in accordance with a mutually agreed contract for services rendered. Remuneration shall be fair and equitable considering all the elements in the case.
i) No engagement shall be undertaken on a contingent fee basis.
j) To make technically correct statements in all written or oral reports and testimony;
k) To maintain a constant spirit of fairness combined with high ethical education and technical standards.
NOTIFICATION

The Administrator U.T. Chandigarh is pleased to constitute a Forensic Document Examiner Regulatory Authority for Chandigarh comprising of the following members:

1. Special Secretary Home, Chandigarh Administration. Chairman
2. Legal Remembrancer-cum-Director of Prosecution, Chandigarh Administration. Member-Secretary
3. Senior Superintendent of Police, UT, Chandigarh. Member
4. Director, Central Forensic Science Laboratory, Chandigarh. Member
5. Professor, Institute of Forensic Science & Criminology, Punjab University. Member

The Director, Central Forensic Science Laboratory, Chandigarh in consultation with the University Authorities will suggest the name of a professor who could be nominated as Member Secretary of the above said Authority.

2. The Forensic Document Examiner Regulatory Authority will prescribe and issue an application form to invite applications from full time private forensic document examiners, fingerprint and handwriting experts for their registration. The requisite documents and suitable registration fee shall be mentioned in the application form by the said authority.

3. The Forensic Document Examiner Regulatory Authority shall hold its meeting in the first week of every month to adjudge the eligibility of the applicants by checking their qualifications, credentials & credibility. In case the authority is satisfied with the same, it will issue registration certificate which shall be valid for 5 years.

4. The Forensic Document Examiner Regulatory Authority will have the right to reject the application for registration and its decision will be final.
The Forensic Document Examiner Regulatory Authority shall make a list of registered private forensic document examiners, finger print and hand writing experts and shall further upload & update the same from time to time on the official website of Chandigarh Administration.

6. The Forensic Document Examiner Regulatory Authority shall have the power to take action against the registered documents examiners, finger print and hand writing experts, if he/she violates ethical or professional rules of conduct or in case stricture has been passed against him/her by Court of Law or for any other reason.

7. The Forensic Document Examiner Regulatory Authority in order to resolve any conflict in opinion of registered examiners/experts would appoint a board of three experts under its supervision whose report would be binding on the contesting parties.

8. The notification issued vide No.HIII(2)-2015/5038 dated 10.3.2015 stand superseded & be treated as withdrawn.

Dated, Chandigarh the

Home Secretary
Chandigarh Administration,

Endst. No.HIII(2)-2015/ 16025 Chandigarh, dated the: 31/7/15

A copy with a copy of its enclosure is forwarded to the Controller Printing & Stationery, U.T., Chandigarh for publication of the notification in the Chandigarh Administration Gazette (extra ordinary) and to supply 20 copies to this department in due course for record.

Superintendent Home:-
For Home Secretary,
Chandigarh Administration.

Endst. No.HIII(2)-2015/ 16026 Chandigarh, dated the: 31/7/15

A copy is forwarded to the following for information and necessary action:-

(i) Inspector General of Police, Union Territory, Chandigarh.
(ii) Legal Remembrancer-cum-Director of Prosecution, Union Territory, Chandigarh.
(iii) Director, Central Forensic Science Laboratory, Chandigarh.
(iv) Vice Chancellor, Punjab University, Chandigarh.

Superintendent Home-III,
For Home Secretary,
Chandigarh Administration.
# REGISTRATION FORM

| 1. | Name (in Capital letters) |
| 2. | Father's/Husband's Name |
| 3. | Date of Birth |
| 4. | Sex |
| 5. | Nationality |
| 6. | Address |
| 7. | State |
| 8. | Telephone No. |
| 9. | Fax No. |
| 10. | Email address |
| 11. | Mobile No. |
| 12. | Income Tax Permanent Account Number (Attach copy of PAN card) |
| 13. | Aadhar Card Number (attach copy of Aadhar Card) |
| 14. | Whether do you file Income Tax Returns? (If yes, please attach copies of last three years IT returns) |
### Educational Qualifications (attach attested copy of certificates)

<table>
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<tr>
<th>Qualification</th>
<th>Board/University</th>
<th>Year of Passing</th>
<th>Main subjects</th>
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### Professional Qualifications relevant to the forensic document examination (attach attested copy of certificates)

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Name of Institutions</th>
<th>Year</th>
<th>Field</th>
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### Professional Experience (attach attested copy of certificates). Attach separate sheet, if required for supply of information

<table>
<thead>
<tr>
<th>Experience</th>
<th>Organization/Laboratory</th>
<th>Years</th>
<th>Experience details and skills</th>
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### Specific field/Domain of Forensic expertise

### Association/affiliation with Institutions/organizations
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<td>19.</td>
<td>Details of Research Publications in national/international peer reviewed journals/forums (attach copies)</td>
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<td>20.</td>
<td>Membership of Professional bodies of Questioned Document Examination/Fingerprint Examination (attach attested copy of certificates)</td>
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<td>21.</td>
<td>Significant contribution to the field of Forensic Document Examination/Fingerprint examination such as books/patents or innovative technique/method adopted, if any (attach relevant Papers)</td>
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<td>22.</td>
<td>Laboratory facilities available (Work Scope-wise)</td>
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<td>23.</td>
<td>Scientific Equipment(s)/tools and machines available with your laboratory.</td>
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<td>24.</td>
<td>Laboratory location and lay out / space</td>
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<td>Number of Scientific manpower Employed.</td>
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<td>Trained Scientific :</td>
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<td>Ancillary support staff :</td>
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<td>25.</td>
<td>Availability of specialized Photography Section/facility for document etc. in your laboratory. If yes, please provide details in respect of infrastructure and trained manpower.</td>
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<td>26.</td>
<td>Approx. Number of cases examined (Also attach copies of reports along with all annotations of at least 10 cases).</td>
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<td>27.</td>
<td>Standard operating Procedure of document examination adopted by your Laboratory. Please attach relevant copy(s).</td>
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<td>28.</td>
<td>Reference of three renowned practicing or retired Document Examiners with address and telephone number</td>
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<td>29.</td>
<td>Whether NABH Accredited (Yes or Not). If yes, attached certificate.</td>
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<td>30.</td>
<td>Application Fee (As per Annexure A attached herewith)</td>
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<td>31.</td>
<td>Registration Fee (As per Annexure A attached herewith)</td>
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<tr>
<td>32.</td>
<td>Security Amount (As per Annexure A attached herewith)</td>
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**Declaration**

I hereby declare that all statements information made in this application are true, complete and correct to the best of my knowledge and belief. Nothing has been concealed or exaggerated on my part in this form. I understand that in the event of any information being found suppressed, false or incorrect or ineligibility being detected before or after the scrutiny of the registration form, my candidature is liable to be cancelled. I undertake that on being registered in the Regulatory Authority, I shall not appear as an expert in any matter, either criminal or civil, against the State. I further
undertake that my spouse/kith & kin shall not appear against me in the same case in which I have given the opinion. I shall abide with all decisions of the regulatory authority in this regard.

Date: 

Signature
ANNEXURE A
(Fee Structure etc.)

(i) The application fee shall be Rs.1000/- in the form of Demand Draft which will be non-refundable and must be accompanied alongwith the application form.

(ii) The examination fee of Rs.5000/- shall be paid by the concerned department utilizing the services of the empanelled/registered examiner.

(iii) Rs 10000/- shall be deposited by the applicant as registration fee in the form of Demand Draft (details are in the format itself) which will be non-refundable.

(iv) Rs 25000/- shall be the security money to be deposited by the empanelled/registered examiner which will be refundable as and when his tenure ends with the authority except in those circumstances where the empanelled/registered examiner is dismissed by the authority due to violation of the bye-laws/notification made thereto/under.

(v) Three members Board of Expert which shall be formed in case of any emerging controversy on any technical matter related with the forensic matter will be either from Govt. Laboratory or retired forensic expert. The retired forensic expert shall be paid remuneration of Rs.2000/- for the dispensation of forensic related work. The Board member shall also be entitled for TA/DA as per Govt. rules.
From

Director, Forensic Science Laboratory, Punjab
State Crime Branch Building, Phase 4, Mohali
cum Chairman
Forensic Document Examiners Regulatory Authority
Punjab

To

Sh. Naheed Gargi
President, Association for Forensic Experts
4 Mansana Colony
Near 21 No Phatak
Patiala

Ref. 120/PSI/Pb dated 26/08/2016
Subject: Regarding CR 3434 of 2013 titled as Chandigarh Singh Vs Mithu Singh

Memo

In continuation of letter No. 1109/PSI/Pb dated 17-9-2016 in connection with the subject cited above.

The registration form and copy of the notification has already been uploaded on the web site of the Punjab Government (http://punjab.gov.in). The forms can be downloaded and private practitioners are required to submit the hard copy of the registration form along with attested testimonials to the office of Regulatory Authority through Registered Post before first week of October. Registration fee of Rs. 5000/- may be deposited through demand draft in favour of Director, Forensic Science Laboratory, Punjab payable at Mohali. The hard copies of the notification and forms are also available herewith.

Director, Forensic Science Laboratory, Punjab
Cum Chairman
Forensic Document Examiners Regulatory Authority
From
Assistant Director-cum-Member Secretary, Forensic Science Laboratory, Punjab State Crime Branch Building, Phase-4, Mohali

To
1. District Attorney, Ludhiana
2. District Attorney, Sri Muktsar Sahib
3. District Attorney, Pathankot
4. District Attorney, Barnala
5. District Attorney, Sangrur
6. District Attorney, Patiala
7. District Attorney, Fatehgarh Sahib
8. District Attorney, Shaheed Bhagat Singh Nagar
9. District Attorney, Rupnagar
10. District Attorney, SAS Nagar
11. District Attorney, Gurdaspur
12. District Attorney, Hoshiarpur
13. District Attorney, Amritsar
14. District Attorney, Kapurthala
15. District Attorney, Tarn Taran
16. District Attorney, Ferozepur
17. District Attorney, Fazilka
18. District Attorney, Faridkot
19. District Attorney, Bathinda
20. District Attorney, Moga
21. District Attorney, Ropar
22. District Attorney, Mambra

No. 348/1-3466/ES/Pb, dated 16.09.2015

Subject: Regarding Cr. 3484 of 2013 titled as Chamkaur Singh Vs Mithu Singh.

Memo:
In compliance with the orders of the Hon'ble Punjab and Haryana High Court, Department of Home Affairs and Justice, Govt. of Punjab vide notification No. 3/43/2013-S/1/1836 dated Chandigarh 26.05.2014 and pursuant to the registration of Private Forensic Document Examiners and Forensic Document Examiners Regulatory Authority, the latest updated form and copy of the notification has already been uploaded on the website of the Government (http://punjab.gov.in/). The copy of the notification and in the form can be downloaded from the website. The Hardcopy of the same is enclosed herewith for your information, please.

Sd/-
Director, Forensic Science Laboratory, Punjab
cum Chairperson,
Forensic Document Examiners Regulatory Authority

[Initial]
From: Assistant Director (Documents)

-cum Member Secretary Forensic Document Regulatory Authority.

Forensic Science Laboratory, Punjab

State crime Branch Building, Phase 4, Mohali

To:
The President,
Bar Association
Amritsar

The President,
Bar Association
Gurdaspur

The President,
Bar Association,
Mangala

The President,
Bar Association,
Bathinda

The President,
Bar Association,
Sangrur

The President,
Bar Association,
Patiala

The President,
Bar Association,
Ludhiana

The President,
Bar Association,
Gurdaspur

The President,
Bar Association,
SAS Nagar

The President,
Bar Association,
Fatehgarh Sahib

The President,
Bar Association,
Tarn Taran

The President,
Bar Association,
Ferozepur

The President,
Bar Association,
Moga

The President,
Bar Association,
Faridkot

The President,
Bar Association,
Sr. Muktasar Sahib

The President,
Bar Association,
Bathinda

The President,
Bar Association,
Kapurthala.
Memo:

In compliance of the orders of the Honourable Punjab and Haryana High Court, Department of Home Affairs and Justice, Govt. of Punjab vide notification No. 3/2/2014-PG/2/1838 dated Chandigarh 26-05-2014 had constituted Forensic Document Examiner Regulatory Authority for Registration of Private Forensic Documents and Fingerprint Exper. The Registration form and copy of the notification has already been uploaded on the website of Punjab Government (http://punjab.gov.in). The copy of the notification and the form can be downloaded from the said website please.

sd/-

Assistant Director (Documents)

t Secretary (Home Affairs)

Forensic Science Laboratory, Punjab

State Crime Branch Ludhiana, Phase 6, Mullanpur

[Signature]
From

Assistant Director (Documents)
-cum-Member Secretary
Forensic Science Laboratory, Punjab
State Crime Branch Building, Phase 4, Mohali

To

The Director,
Bureau of Investigation Punjab
Chandigarh

No. 3647/FSL/Pb dated 23/09/2016

Subject - Regarding CR 3434 of 2013 titled as Chamkaur Singh Vs Mithu Singh.

Memo

In compliance of the orders of the Hon'ble Punjab and Haryana High Court, Department of Home Affairs and Justice, Govt. of Punjab vide notification No. 3/42/2014-9/12/1838 dated Chandigarh 26.05.2014, had constituted the Forensic Document Examiner Regulatory Authority for Registration of Private Forensic Documents and Finger Print experts. The Registration form and copy of the notification has already been uploaded on the website of Punjab Government (http://punjab.gov.in). The copy of the notification and in the form can be downloaded from the said website. The hard copy of the same is enclosed herewith for your information.

3. The next date of hearing in the Hon'ble Punjab and Haryana High Court is fixed for 22.10.2016.

Sd/

Dr. Ashwani Kain
Assistant Director (Documents)
Forensic Science Laboratory, Punjab
-cum-Member Secretary
Forensic Documents Regulatory Authority

NOTE: The signature is not visible in the image.