

Chapter 27

Finger Prints, Foot Prints and Photographs Cell

Finger Prints

- 1 – (1) Fingerprints serve as the most valuable, infallible and accurate means of personal identification, and have since long become an indispensable tool in the investigation of crime and administration of justice. Investigation of a crime is primarily meant to identify the person or persons responsible for the crime, and fingerprints provide a scientific clue to the identity of criminals.

- (2) It is essential for all Police Officers to acquire knowledge of the basic principles and techniques of finger print identification. All police officers should thoroughly familiarize themselves with instructions and procedures set forth in this chapter and comply with them in their work. Good work in tracing a criminal or clue to an offender obtained through skilful detection and use of chance prints must be rewarded. This chapter and related literature shall form an integral part of all Induction, In-Service and on-job training courses of civil police. Specialist courses in the science of Finger Prints and Foot Prints and other scientific aids detailed in Chapter Scientific Aids to Investigation should be designed and organized by the training branch.

- (3) The two fundamental principles of finger print science are (i) that the ridges formed even before birth do not change until destroyed by decomposition after death and (ii) that two fingerprints can be identical only if they are both produced by the same finger of the same person. These two principles are applicable to the entire palmar surface of the hands as well as plantar surface of the feet.

- (4) The Fingerprint Bureau assists investigating agencies in -
 - A. furnishing criminal antecedents, providing the background of any individual

detained under suspicious circumstances,

- B. tracing of out-of-view criminals,
- C. establishing the identity of unidentified dead bodies,
- D. linking the criminal to the crime through chance prints,
- E. identifying of accused persons from the records maintained,
- F. assisting in apprehending proclaimed offenders, absconders and persons who escaped from prisons,
- G. giving opinion in documents bearing disputed fingerprints and
- H. imparting training to Police Officers.

- (5) Fingerprints have a role in prevention of crime and detection of crime. Especially in cases of property offences and forgeries and fabrication of false documents.
- (6) Fingerprint slips are of two kinds (1) Fingerprint record slip, and (2) Fingerprint search slip. The fingerprint record slip is prepared in Form A immediately after a person is convicted or re-convicted and sent for record to the Bureau along with the conviction memorandum (Form A2). The fingerprint search slip is the FP slip of a suspect taken on Form A3 by the SHO and sent for search to the Bureau at Gangtok with Form A3 in order to know his antecedents.
- (7) In the State Fingerprint Bureau two kinds of records are maintained. One is ten digit FP records for the purpose of establishing both identity and past criminal history of a suspected individual, to locate wanted criminals who escape from police, and to know the identity of unidentified dead bodies. In the ten digit type of

collections FP slips of all individuals convicted for the offences specified in order **No. 5** are maintained according to the Henry system of classification. The second variety is the Single Digit FP records for the purpose of establishing the identity of offenders in crimes like house breaking, dacoity robbery and other crimes through fingerprints traced at the scene of crime. The single digit FP system provides a means for rapid identification of fingerprints left at the scene of crime in cases where culprits are not known. In Single Digit collections, fingerprints of all ex-convicts whose criminal activity is dacoity, robbery, house breaking, and theft and other professional criminals are recorded according to Battely system of classification.

Finger Print Bureaux

- (8) In each State, there is a Finger Print Bureau in which the fingerprints of criminals are kept on record. Finger Print Bureaux of the States are located at their State capitals:
- (9) The Central Finger Print Bureau at New Delhi, attached to the National Crime Records Bureau is functioning at East Block VII, R.K. Puram, New Delhi - 110066. Correspondence can be made with the Director CFPB at this address.
- (10) Address of the Sikkim Police Finger Print Bureau is: Incharge, FPB, SCRB, Police Hqrs, Gangtok, Sikkim.

Fingerprints and the scene of crime

2 - (1) Fingerprints found at the scene of crime are known as chance prints. These prints are found in three forms, i.e., visible prints, plastic prints and latent prints (Invisible Prints).

A. Visible prints are those made by fingers smeared with some coloured substances

like blood, ink, paints, etc. Such prints can be seen easily with the naked eye and require no development. They can be photographed for preservation and comparison.

- B. Plastic prints are those made on plastic or pliable materials such as soap, melted candles, wax, tar, adhesive gum, etc. These prints also need no development and can be photographed directly using oblique light.
- C. Latent prints are those formed by the medium of sweat and they are the most common type of chance prints available at the scene. As the name indicates, and since they are formed through the medium of sweat, they are indistinct and cannot be seen as easily as other types of prints. These have to be developed either by chemical methods or by use of physics in order to make them visible before they are photographed.

Procedure for preserving the scene of crime and for searching of chance prints

- (2) The first duty of a police officer on arriving at the scene of crime is to instruct every one to keep his hands off the articles to be examined for latent prints. The search for chance prints should be conducted carefully and systematically. The search should start from the point of entry into the premises, such as windows, ventilators, chimneys, roof holes, skylights where chance prints are most commonly found. Thereafter the search should extend to all places at the scene where the culprits moved during the commission of crime, ending at the point of exit. All the articles suspected to have been disturbed or handled by the offenders during the commission of offence should be thoroughly examined.
- (3) Articles bearing chance prints at the scene of crime have to be preserved from damage by unwanted persons and climatic conditions before the expert examines them. Great care is to be taken by the Police Officer reaching the scene first, to keep away-unconcerned persons and by collecting movable articles, left in the open, and placing them in a safe place. A cover should be put over immovable articles, protecting the chance prints from sun, rain and dust. While doing so, no

damage should be caused to the prints already existing on the articles. The Police Officer should not leave his own prints on them.

Development of Latent Fingerprints

- (4) Latent (Invisible) fingerprints found on various items at the scene of crime can be developed to render them visible by spraying powders, solutions and gases depending on the background and nature of print.
- (5) In case the articles are to be sent to the FPB for expert's examination, they should be packed with care and security by the Investigating Officer, so that no damage is caused to the prints or articles during packing or transit either by careless handling or friction from packing material.

Lifting of latent prints

- (6) When chance prints are found in narrow nooks and corners, or the inner surfaces of jewel cases, jars and flower vases, where it is not possible to photograph them, the clues of evidence should be secured and preserved by the process of lifting. The method adopted in shifting FPs is to press the gummy surface of a transparent cellophane tape against the developed chance prints without forming air bubbles lift it and transfer them to a contrast liftcards. Lifting should be resorted to only for those prints where photography is not possible, as there is every risk of the prints getting partly or wholly damaged in the process. Lifting of chance prints also can be done on all surfaces after photography, making use of latest methods like iodine fuming, ninhydrin, glueing and applying multiple wave length light derived from Polilight, Poliray etc. or Laser beams.
- (7) Police Officers must comply with the following instructions in Fingerprint Work.
 - A. Write the name of the individual on the FP slip before taking his fingerprint

- B. Furnish the address on a search reference as to whom the result of search has to be communicated.
- C. Furnish crime number on search reference at the time of arrest and also on conviction memo after conviction of an individual.
- D. Always use proper ink and pressure while taking fingerprints. Fingerprints obtained on FP slips to be sent to FPB should be clear and fully rolled.
- E. Fingerprint slips along with a conviction memo must be sent to FPB for record after an individual is convicted.
- F. Attest the conviction particulars entered on the reverse of the FP slip to be sent along with conviction memo to FPB without fail.
- G. Promptly report to FPB, in Form A4, about OV criminals in SHO's jurisdiction.
- H. Remember always to use separate containers for preserving severed fingers of an unidentified dead body.
- I. Never allow any unauthorized person to disturb the scene of crime or articles there and damage physical evidence left on them before the arrival of FP Expert.
- J. Always take care of the scene of crime articles which are exposed bearing chance prints by providing shelter or cover to protect them from sun, rain, dust etc., to prevent damage to the clues, before they are examined by an FP Expert.
- K. Always make it a point to utilize the services of a Fingerprint Expert if any chance prints are suspected to exist on any article at the scene of crime.

Finger Prints - Terminology

- 3 – (1) **Finger Prints:-** Finger Prints include prints of the thumb, either 'rolled' or 'plain'.
- (2) **Rolled Prints:-** are prints obtained by completely rolling the inked thumb or finger on the paper.
- (3) **Plain Prints (Touch Prints):-** A 'plain' or 'touch' print is obtained by lightly pressing the inked bulb of thumb or finger upon the paper without any turning movement.
- (4) **Digit:-** Means a finger, thumb or toe.
- (5) **Ten digit finger print slip:-** A sheet of printed proforma (Form No. A1) on which the prints of all ten fingers of a person/criminal/suspect are obtained by the IO for being sent to FPB for record/search.
- (6) **Finger Print Patterns:-** The finger print patterns are four types: (i) Arch (ii) Loop (iii) Whorl (iv) Composites.
- A. **Arch:-** In plain Arch, the ridges flow or tend to flow from one side to the other, with a rise or wave in the centre.
- B. **Loop:-** A loop is a pattern in which one or more ridges recurve in the form of staples, with only one delta ordinarily.
- C. **Whorl:-** The whorl has two deltas and at least one ridge making a complete circuit, which may be spiral, oval, circular, or any variant of a circle.
- D. **Composite:-** A composite is a pattern with combination of two or more patterns either of the same or different types in one print.

- (7) **Core:-** Core is the inner terminus which is the approximate centre point of the pattern.
- (8) **Delta:-** Delta is the outer terminus of the pattern.
- (9) **Chance Print:-** The prints likely to have been left by criminals at the scene of crime are known as 'chance prints'. Such prints are of three types. (A) Visible (B) Semi visible or plastic prints and (C) Latent.
- (10)-A. **Visible prints:-** These prints are caused through media of colour, such as ink, blood, grease etc., and can be seen with naked eye.
- B. **Semi-visible or plastic prints:-** These prints are caused on soft substances like soap, paraffin, melted wax etc., due to the pressure of fingers. These prints can be seen under oblique light.
- C. **Latent prints:-** The prints which can not be seen normally and are made visible by development.
- (11) **Identified:-** 'Identified' means a person whose residence and antecedents are fully known to the investigating officer.
- (12) **Unidentified:-** 'Unidentified' means a person whose residence and antecedents are not known.
- (13) **Traced:-** 'Traced' means a person whose antecedents and previous history have been established from the records of the Finger Print Bureau.
- (14) **Untraced:-** 'Untraced' means a person against whom no previous convictions could be established from the records of the Finger Print Bureau.

- (15) **Convicted:-** 'Convicted' means a person who has been found guilty for the first time by a Court of Law for any offence.
- (16) **Re-convicted:-** 'Re-convicted' means a person who, having been convicted on one or more previous occasions, is again convicted.
- (17) **Finger Print Slips:-** 'Finger Print Slips' are of two types: (A) Finger Print Record Slip and (B) Finger Print Search Slip.
- (18) **Finger Print Record Slip:-** 'Finger Print Record Slip' is the finger print slip of a person prepared in Form A1 immediately after he is convicted or re-convicted and sent for record to the Finger Print Bureau along with Court Disposal Form (Conviction Memorandum).
- (19) **Finger Print Search Slip:-** 'Finger Print Search Slip' is the finger print slip of a suspect taken on Form A1 by the Station House Officer and sent for search to the Finger Print Bureau with Form A3 in order to know his antecedents.
- (20) **Proficient:-** 'Proficient' means a police officer who is well-acquainted with the process of taking clear and well-rolled finger print impressions.
- (21) **Searcher (FP Asst. Sub-Inspector):-** A "Searcher" means an officer who has been declared by the Incharge, State Crime Records Bureau, PHQ, Gangtok to be competent to examine and classify finger impressions.
- (22) **Expert (FP Sub-Inspector):-** An 'Expert' means an officer who has passed the All India Board Examination for FP Experts conducted by CFPB, NCRB, New Delhi, and who has been declared by the Incharge, State Crime Records Bureau PHQ, Gangtok to be competent to examine, classify and give expert opinion on finger impressions.

- (23) A 'Foot Print Expert' means an officer, not below the rank of a Sub-Inspector of Police, who has been declared by the Incharge, State Crime Records Bureau, PHQ, Gangtok to be competent to take, examine, identify, and give expert opinion on foot print impressions.
- (24) **Provisional Criminal Number (PCN):-** It is a 12 digit number which is given by the police station to each person arrested on suspicion, in respect of whom a finger print search slip is sent to the Finger Print Bureau for tracing his antecedents.
- (25) **Regular Criminal Number (RCN):-** It is a 12 digit number allotted by the Finger Print Bureau to a criminal when his finger print slip is received for record in the State Bureau after his first conviction. This number does not change on subsequent conviction(s) of the criminal.
- (26) Fingerprint Analysis and Criminal Tracing System (FACTS) is a computerized fingerprint identification system by which even a single chance print can be compared with the entire data base of all finger prints maintained by the Finger Print Bureau.
- (27) **Measurement:** Measurement includes, Finger and Foot impressions.

Nature of Finger Prints - Procedure and Precautions

- 4-(1) A police officer is competent to take measurements and photographs of a person who is convicted for an offence punishable with R.I. for one year or more or of a person who is ordered to give security for good behavior U/s 118 Cr.P.C. A police officer is competent to take measurements of a person only if that person has been arrested during investigation as per section 3 and 4 of Identification of Prisoners Act.

Finger Prints of un-identified dead bodies

- (2) Finger Prints of lepers should not be taken on any account. Fingerprints of persons suffering from contagious or infectious diseases should not also be taken until completely recovered.

Finger Prints: By whom to be taken

- (3) Finger impressions shall be taken only by officials who are well-acquainted with the procedure of taking clear and fully rolled impressions (preferably by the investigating officer or the SHO himself).

Method of taking Finger Prints

(4)-A. **Appliances:-** The appliances required for taking finger prints comprise a glass slab, a rubber roller and printer's black ink (thumb impressions ink). These must be kept scrupulously clean and free from dust, grit and hairs. The slab should be freshly cleaned before use each day, all particles of old ink being rubbed off. The roller, when not in use, should be kept wrapped up in a piece of clean oil-paper. Both slab and roller should periodically be cleaned with soap, benzene or kerosene. The pot of ink should be kept tightly closed when not in use. The table used should be of correct height to keep the subjects' fore-arm in a horizontal position.

B. **Preparation of appliances:-** The slab must be perfectly smooth and should be wiped free of dust before use. A small quantity of ink should then be put on the slab and the roller used to bring it down to the finest possible film, so that the glass is dimly visible through the ink. Experience has shown that it is easier to start with a very small quantity of ink and to increase it as necessary. If excessive ink is applied to the slab, a sheet of paper laid on it and rolled over with the roller will generally reduce it sufficiently. If the ink is dry and thick, it will be found that with a little perseverance it can be worked up smooth on the slab.

- C. **Inking the fingers:-** The fingers of the subject should be rubbed clean and dry, as the slightest perspiration on the finger will cause blotches and blur the print. Only the inner portion of the upper phalanges of the fingers should be inked. To take a 'rolled' impression, the finger should be placed on the inked slab, the plane of the nail being at right angles to the slab, and turned over till the bulb surface, which originally faced to the left, now faces to the right. For a 'plain' impression, the ridge surface of the finger should be placed flat on the inked slab. The operator should always keep the subject towards his right and uniform pressure maintained throughout the rolling process keeping control over the subject's hand and fingers. The operator should not talk or otherwise be distracted while taking finger prints to avoid recording a print in wrong place.
- D. **Taking impressions:-** Prints must be taken on the authorized Finger Print Slip (Form A1). In the slip, space has been provided for the 'rolled' prints of all the ten digits, as well as for the 'plain' prints of the four fingers of each hand. The headings of the slip are self-explanatory.
- E. **Slips to be folded for taking 'rolled' prints:-** For convenience in taking 'rolled' prints, the slip should be folded at the line indicated and the fold placed in line with edge of the table.
- F. **Order of taking prints:-** The 'rolled' prints of the right hand should be taken first, each finger being inked and impressed before the next finger in rotation is inked. When the 'rolled' prints of all the fingers of the right hand have been taken, the 'plain' prints of the four fingers of that hand simultaneously should be taken in the space provided for them on the slip. The operator should then proceed to take the prints, 'rolled' and 'plain' of the left hand in a similar manner.
- G. **Entry of details on slips:-** After the finger prints of both hands have been taken, the slip should be turned over and print of the subject's left thumb should be taken in the space provided for the purpose. The subject's name, residence, and details of

conviction should immediately be filled in on the reverse of the form and he (the subject) should then sign on the form or put his thumb impression, if unable to sign.

- H. The Finger Print Slips of one subject should be completely filled in, before that of another is commenced, to avoid the risk of the particulars of a subject being entered in the wrong slip.

Points to be noted in preparing FP slips

- (5) The following points should be specially noted in preparing FP Slips:
 - A. Impressions must invariably be taken with the tip of the finger pointing to the top of the form, except in the case of the 'plain' print of the left thumb on the reverse of the slip.
 - B. The 'rolled' prints should show the complete contour of the bulbs of the fingers. One delta in the case of the 'loops' and two in the case of "whorls" should be visible.
 - C. The 'rolled' print of each finger must be taken in the space allotted for that finger and the impression should not project beyond that space. The impression of only the upper phalanx of the finger should appear.
 - D. All names, whether of persons or places, should be written legibly. All entries should be in English and as concise as possible. Convictions should be entered in chronological order.
 - E. On the FP Slips of females, whether sent for search or record, the word 'Female' should be written boldly in red ink on the top right hand corner of the slip containing impressions.
 - F. In the case of convicts who remain unidentified, of the two words 'unidentified' and

're-convicted' appearing on the top left hand corner of the slip containing the entries of convictions, the word 're-convicted' should be scored out in red ink.

G. In the case of re-convicted persons whose finger prints are known or believed to be already on record, the word 'unidentified', of the two words referred to in (F) above, should be scored out in red ink, in order that it may attract special attention in the Bureau and render it impossible for two different slips of the same person being kept on record.

H. FP Slips for despatch should be so folded that the creases of fold do not run through the prints.

Deformities

- (6) If a finger is missing or is so deformed that it is impossible to obtain an impression that fact should be noted in ink in the space allotted for that finger by words 'missing' or 'deformed'. In the case of double fingers, the prints of both the fingers should, if possible, be taken; otherwise the print of the more prominent of the two should invariably be taken. Deformities, cuts, scars and disease marks interfering with the clarity of the impressions should be fully described and it should be stated if they are temporary or permanent. Fingerprints of persons suffering from open cuts or scars in any of the upper phalanges of the fingers should not be taken until the cuts or scars have healed.

Extra fingers

- (7) If a person has more than five fingers on a hand, impressions of the thumb and the four fingers next to it should be taken in the squares allotted to them on the slip. If the extra finger is outside the thumb, its impression should be taken in the space on the slip before the thumb, and if it is outside the little finger, in the space after the little finger.

Persons whose finger prints are to be taken for record

5. Finger Prints of all persons mentioned below (juveniles, adults, males, females or eunuchs) should ordinarily be taken for permanent record:-
- (1) All persons convicted of offences under Chapters XII and XVII of the Indian Penal Code, which are punishable with rigorous imprisonment for a term of one year or more.
 - (2) All persons convicted of any offence under Chapter VI of Indian Penal Code, or of sabotage or subversive activities against the State.
 - (3) All persons convicted of offences under Section 170, 302 and 304 (only murder for gain), 328, 338, 304A, 465 to 477-A and 489-A to 489-D of the IPC.
 - (4) All persons convicted under the Arms, NDPS or Excise Act, who are suspected to be smugglers in arms, Narcotics etc. entailing enhanced punishment on reconviction.
 - (5) All persons convicted of smuggling gold, currency and valuable articles under the Foreign Exchange Maintenance Act.
 - (6) All persons ordered to execute bonds under Sections 109 and 110 of CrPC.
 - (7) All traffickers in women and children who are convicted under Sections 363 to 373 of the Indian Penal Code.
 - (8) All persons convicted under Section 5 of the Telegraph Wires (Unlawful Possession) Act, 1950, for unlawful possession of telegraph wires.
 - (9) All persons convicted under Railway Property (Unlawful Possession) Act, 1966.
 - (10) All professional criminals and persons of dangerous character extorted from any

area under any State Act.

- (11) All foreigners externed under the Foreigners Act, 1946.
- (12) All members or leaders of organized crime syndicates and approvers in gang, dacoity and criminal conspiracy cases.
- (13) Persons whose measurements or photographs are taken but released discharged without trial or acquitted shall be destroyed unless the court, District Magistrates or SDM for reasons to be recorded in writing otherwise directs (U/s 7 of Identification of prisoners Act).
- (14) All persons convicted for attempt or abetment (Section 511 or Section 109/114 of the Indian Penal Code) and criminal conspiracy (Section 120-B of the Indian Penal Code) for offences mentioned in this Order.
- (15) All Indian nationals convicted outside India of any offence for which finger prints have been received at the State Bureau from those countries.
- (16) All international criminals and absconders whose finger prints are sent to the State Bureau from countries outside India.
- (17) All persons convicted under the Explosives Substances Act, 1908.
- (18) All persons convicted under the Official Secrets Act, 1923.
- (19) All persons convicted under Sections 126 and 128 of the Indian Railways Act, 1890.
- (20) Any other person whose fingerprints are ordered to be maintained by the Government of India from time to time subject to the provisions of the Identification of Prisoners Act.

(21) Foreigners who are convicted for offences punishable with rigorous imprisonment for a term of one year or upward under the Indian Penal Code.

(22) All persons, not specially provided for above, regarding whom it is considered desirable that there should be a permanent record. These include:

A. persons of disreputable antecedents,

B. persons who take part in violent crimes, whether political or non-political, involving injury to body, life or property, and or indulge in rigging elections by impersonating or booth capturing by violent means and convicted for the relevant offences at least once either under IPC or RP Act or known habitually to indulge and organise such activities including those for gain or other advantages.

(23) The following classes of persons connected with political and terrorist offences:

A. persons who use aliases or otherwise endeavour to conceal their identity to facilitate commission of terrorist crime, or political offences and

B. persons about whom because of their hidden activities, it is desirable that there should be permanent record.

Note:- The finger prints of persons, who are locals and who have been convicted of offences of trivial nature, need not ordinarily be taken.

Procedure regarding fingerprint slips to be sent by Station House Officers for record in Finger Print Bureau.

6-(1) It is the responsibility of SHOs to take the finger prints of persons who, on

conviction, have to be finger printed in terms of **5** above.

- (2) Two sets of finger prints shall be taken on the arrest of an accused person and the name and other particulars filled in, immediately after the prints have been recorded.
- (3) Resistance to, or refusal to allow, the taking of finger prints is an offence under Section 186 of the Indian Penal Code read with Section 6 of the Identification of Prisoners Act. If a person, who is required to allow his finger prints to be taken, resists, or refuses to allow, the taking of the same, it shall be lawful, under Section 6 (1) of the Identification of Prisoners Act, to use all means necessary to secure the taking thereof.
- (4) The Station House Officer or the concerned officer will, at the time of arrest, fill up the description of the arrested person in Form A1, sign on the first page, and send one set for search direct to the State Bureau.
- (5) If the person charged is convicted, all the particulars of the conviction should be filled in and, if the convict has previous convictions, all particulars of his previous and present convictions in the chronological order with their Finger Print Bureau serial numbers and regular criminal number shall be entered and forwarded to the State Crime Records Bureau, together with the Court Disposal Form (Conviction Memorandum).
- (6) The finger print slip should be folded in accordance with the directions on the form.
- (7) Should the Superintendent of Police decide on the Court Disposal Form (Conviction Memorandum) that the finger prints of an accused person undergoing imprisonment in a jail are to be recorded, the Court Disposal Form (Conviction Memorandum) will be numbered and forwarded with the finger print slip to the Finger Print Expert, who will proceed according to the instructions in para 11 (1) foregoing.

- (8) Persons who are likely to pass quickly out of custody : In the case of a person sentenced to fine or imprisonment for short term, the Station House Officer will proceed as directed in sub-order (7) above. If the Superintendent of Police or, subject to his general supervision, the Sub-divisional Officer, decides that it is unnecessary to send the finger prints for record, the slip will be destroyed. If he decides to the contrary, he will forward the finger print slip direct to the State FP Bureau for record and return the Court Disposal Form (Conviction Memorandum) to the Station House Officer. Such finger print slips and Memoranda will be numbered and placed on the file but will not be submitted to the Expert (Tester).

Finger Print Slips to be sent for record to the Central Finger Print Bureau through the State Bureau.

- 7 – (1) Finger print slips of all persons convicted for offences mentioned in the Order 5 should be sent to the State Bureau, along with a duplicate finger print slip in each case for record in the Central Finger Print Bureau. The finger print slips intended for record in the Central Finger Print Bureau should be sent through the State Bureau and not direct. However the finger print slips of suspects, intended for search to trace their antecedents, can be sent to CFPB directly by the SHO through the district SP.

Procedure for sending finger print slips to the State and the Central Bureaux

- (2)-A. One set of finger print slips of all persons convicted of any offence mentioned in items (1) to (23) of Order 5 shall be prepared by the SHO for being sent to the Central Finger Print Bureau, in addition to the set required for the State Bureau to be sent through the district SP.
- B. The District Crime Records Bureau should scrutinise the slips for clarity of prints and the correctness of entries before sending these slips for record to the State and Central Bureaux.

- C. While sending finger print slips for record, despatch memoranda (Form A5) should be used, filling the relevant entries in all the foils of the Form.
- D. All finger print slips of convicts for record at the Central Finger Print Bureau shall be sent in triplicate despatch memoranda (Form A5) through State Bureau. When the State Bureau sends finger print slips for record to other Bureaux, it shall issue triplicate despatch memorandum along with these finger print slips.
- E. In no case, should finger print slips of more than ten persons be sent under a single despatch memorandum.

Procedure for sending finger print slips by the State Bureau to the Central Bureau

- (3)-A. The State Bureau shall maintain a register (in Form A6) to keep an account of the despatch memoranda received from the District Crime Records Bureaux.
- B. The State Bureau, on receipt of finger print slips meant for record at the Central Bureau, shall once again examine the clarity of finger impressions, scrutinize the order of impressions and entries on the slips, and return to the District Crime Records Bureau those finger print slips that are unfit for record or do not contain full particulars.
- C. The State Bureau, which is to issue despatch memoranda for sending finger print slips to the Central Finger Print Bureau, shall also maintain a register similar to one mentioned at (A) above.
- D. The State Bureau shall forward to the Central Bureau only such finger print slips that are fit for record and contain correct particulars.
- E. The State Bureau shall keep an account of the finger print slips returned to the

District Crime Records Bureau for rectification of defects.

- F. The State Bureau shall ensure that all finger print slips returned for rectification of defects are submitted to the Central Bureau under a fresh despatch memorandum.
- G. All intimations regarding absconders shall be sent by the State Bureau to the Central Bureau (and, if required to the FPBx of other States) under a despatch memorandum along with a finger print slip, if available, with particulars of the case in which they are wanted, and the office to which the intimation of arrest is to be given (in BLOCK LETTERS).
- H. In the case of intimation regarding absconders, whose finger print slips are not available, the State Bureau shall send a photocopy of the F.P. record slip of the State under a despatch memorandum.
- I. The State Bureau shall ensure that finger print slips of persons convicted for the first time and finger print slips of persons re-convicted are sent under separate despatch memoranda.
- J. In sending finger print slips of persons traced by the Central Bureau, the formula supplied by the Central Bureau on the search slip shall be noted on the finger print record slip of the State Bureau.
- K. The State Bureau, on receipt of duplicate despatch memoranda, with classification formula, from the Central Bureau, shall file one copy at the State Bureau and send the other to the District Crime Records Bureau.
- L. The State Bureau shall ensure that intimation regarding absconders is despatched to the Central Bureau within a week from the date of its receipt of the information.
- M. The State Bureau shall ensure that all finger print slips meant for record at the

Central Bureau are despatched within a week from the date of its receipt of the slips.

- N. The State Bureau shall ensure that one extra copy of each finger print slip of inter-State/international criminals, illicit fraud explosives traders and smugglers, 'auto' thieves, hotel thieves, poisoners, forgers of currency, cheats and coiners those who deal in forged or false travel documents and certificates is taken for single digit record at the Central Bureau and sent to the Central Bureau with a short note on the modus operandi.
- O. The State Bureau shall bring to the notice of the Central Bureau all new features regarding the science of identification from fingerprints observed by them and any forgery of fingerprints, which they may come across.
- P. The State Bureau may refer to the Central Bureau for scrutiny any case of difference of opinion arising between two State Bureaux.
- Q. The State Bureau may seek the help of the Central Bureau in solving all problems relating to the science of identification from papillary ridges.
- R. All correspondence with the Central Bureau shall be addressed to the Director, Central Finger Print Bureau/NCRB, RK Puram, East Block-VII, New Delhi - 110066.

Search slips to be sent by Police Stations and Investigation Units

- 8-(1) The finger prints of all unidentified persons who are arrested as suspects or are under trial on a criminal charge will be taken on Form A1 by the SHO/IO and submitted to the State Bureau for search with a Search Slip in form A3. In such cases, the search slip should contain full details of the circumstances under which the suspect has come into the hands of the police and also information regarding convictions, with the Bureau serial numbers, if known. The State Bureau will return

the counterfoil of the search slip, duly filled in, for file with the trifoil in the Police Station.

- (2) For this purpose, every person in custody whose residence and antecedents are not known or have not been fully ascertained during police investigation, or of persons, who, though known, have been out of view for some time, will be considered to be 'Unidentified'.
- (3) **Action after conviction:-** If the person is convicted, the counterfoil of the search slip should be returned to the State Bureau with Finger Print Slip for record.

Submission of Finger Print Slips for search to the Bureau of the State of arrest as well as to the Bureau of Home State of the criminal

- 9-(1)-A. The Finger Print slips of all unidentified persons reasonably suspected to be residents of, or to have extended their criminal operations to another State or States shall be sent for search direct to the Bureau/ Bureaux of the State or States of which they are residents or to which their operations are believed to have extended.
- B. Copies of all such slips should be sent to FPB, Gangtok as well for search and on the slip sent to FPB, Gangtok, it should be indicated to which other Bureaux slips have to be sent for search.

Method of proving previous convictions in traced cases

- (2)-A. If on the return of the search slip from the Bureau, it is found that previous convictions have been traced against the accused, steps should be taken to prove such previous convictions, when necessary, under Section 298 of the Code of Criminal Procedure, 1973 (Act No.2 of 1974) which requires:
 - that a certified copy of the previous conviction should be filed; and

- that the identity of the accused should be proved.

B. Proof of last conviction will generally suffice:- In the case of a person who has been previously convicted more than once, it will generally be suffice to prove last conviction only, provided that the former convictions were proved in that case and are mentioned in the judgement.

C. Method of proving identity of accused:- The identity of the accused should ordinarily be proved by the evidence of a police officer who is personally aware of the previous convictions or by a prison officer who can recognise the accused as the prisoner who underwent the previous sentence. However, if such witnesses to identity cannot be obtained, identity may be proved under Section 45 and 73 of the Indian Evidence Act, by means of expert evidence, for which purpose the record slip must be obtained from the Bureau by which the accused was traced and services of an "Expert" requisitioned from the State Finger Print Bureau at Gangtok.

Finger Prints of persons convicted in one State whose origin is another State

10-(1) The finger prints of persons convicted in one State who are believed to have had their origin in another State, though not actually identified as residents thereof shall be taken in duplicate and sent to the Bureau of this State, one copy for record in the State Bureau for record and comparison with the photo chance prints and the second for transmission to the Bureau of the State of origin of the convict.

Finger Prints of adolescents sent to a special Institution

(2) The Finger Prints of an adolescent sent to special institutions like Juvenile Homes should be sent for record to the Bureau of the State of which he is a resident and a copy kept in the Bureau of the State in which he is convicted.

Responsibility of Tester (Expert)

- 11-(1)** The Tester (Expert), while proceeding to a jail to test the slips, will take with him the files containing the Court Disposal Forms (Conviction Memoranda) and fingerprint slips, besides a letter from the concerned Superintendent of Police addressed to the jail authorities. In conducting the test, the Tester (Expert) will prepare for each prisoner a slip in Form A7 and will satisfy himself that the prints have been properly taken on the original finger print slips and that they are those of the convict named in the slip, that all the particulars recorded in the slip are correct, that all convictions are properly and correctly entered and that the required number of copies have been taken. Any mistakes should be brought to the notice of the Superintendent of Police. Finger print slips on which the impressions are blurred or indistinct should be rejected and should be replaced by fresh slips prepared by the Tester (Expert); but where the finger print slips prepared by the Station House Officer are sufficiently clear, those slips should be sent to the State Bureau for record.
- (2) After having tested the slips, the Tester (Expert) will note the word "Tested" with his initials and date (i) against the prisoner's name in the jail admission registers, (ii) in the District Crime Records Bureau Finger Print Register, (iii) on the back of the conviction slips, and (iv) on the history tickets.
- (3) The Tester (Expert) is responsible for the correctness of the convictions and all other details entered by him or the Station House Officer on the reverse of the slip. He will sign each slip that he has tested and his signature will be held to show that he has verified the sentence, previous convictions and personal details of the convict from the judicial and jail records.

Disposal of finger print slips and Court Disposal Forms (conviction memoranda)

- 12 – (1)** Finger Print Slips and Court Disposal Forms (conviction memoranda), after they have been tested will be made over by the Tester (Expert) to the State Bureau.
- (2) Every finger print slip sent for record in the State Bureau shall be accompanied by its relative Court Disposal Form (conviction memoranda). The State Bureau will return the Court Disposal Form (conviction memorandum) duly signed by the Incharge, Finger Print Bureau, with the Finger Print Bureau serial number and Regular Criminal Number noted in the space provided for the purpose. On receipt of the Court Disposal Form (conviction memorandum) from the State Bureau, the Superintendent of Police will send it to the Station House Officer, will enter the Bureau serial number and Regular Criminal Number in the concerned Station records and keep the conviction memo in connected file. In subsequent references to the State Bureau, this serial number shall invariably be quoted.

Number of copies of slips required for record

- 13-(1)** Of ordinary convicts convicted in their home State, one copy for record in the State Bureau will be taken.
- (2) Of all convicts, who;
- A. are wanderers, unidentified or whose operations are known to extend beyond the limits of their home State, or
- B. though residents of the State of conviction are really outsiders, and are thus likely to have relations with criminals of other States, or
- C. are known or believed to be connected with organised gangs in other States, or

- D. have been convicted of theft of firearms and ammunition or under Arms, NDPS or Excise Acts, in circumstances which render it likely that they are illicit inter-State dealers in arms & ammunition, opium, cocaine, drugs or psychotropic substances, or members of an organised crime syndicate or a terrorist.
- E. who have been convicted under Section 328 of the Indian Penal Code, if the offence was of a professional type or under Sections 231 to 253 of the Indian Penal Code, and Sections 489-A to 489-D and who are believed to be operating in other States,
as many copies will be taken as are required for record in (i) the State Bureau, (ii) the Bureau of the State of which the convicts are alleged to be residents or to which their operations are known to have extended, and (iii) the Central Finger Print Bureau, NCRB, New Delhi.
- (3) Of a foreigner convicted of an offence of the type in which finger prints would ordinarily be taken for record under the rules, the finger prints and photographs should be taken in duplicate and sent by the Superintendent of Police of the district in which the case was registered, one for record in the State Bureau and the other for transmission to the Central Finger Print Bureau.

Escape to be immediately reported to the Bureau

- 14.** When a prisoner escapes from police or jail custody and his finger prints have been taken previous to his escape, the finger print slip, whether it would otherwise be forwarded to the State Bureau or not under the rules, should be forwarded to the State Bureau at once with particulars of the circumstances of the escape, so that it may be placed on record. When the slip has already been forwarded, it will be necessary to inform the State Bureau of the escape, in order that the slip may be suitably marked in accordance with **Order 17** below.

Action on finger printed ex-convicts absconding

- 15-(1)** If any person whose finger print slip has been sent for record is subsequently declared a proclaimed offender, or escapes from jail or police custody, or absconds after committing some offence, the Station House Officer will immediately send information in Form A4 to the Superintendent of Police for transmission to the State FP Bureau. The same procedure will be followed when a criminal for whom a History Sheet is maintained in a station goes out of view.
- (2) On receipt of the report referred to in sub-order (1) above, a red slip in Form A8 will be attached to the slip so that immediate information may be given to the police by whom the absconder is wanted, in the event of the absconder's finger prints being subsequently traced. In such cases, a copy of the finger print slip, if available, or the absconder's classification number will be sent by the Bureau receiving the report to the other Bureaux in which the absconder's fingerprints are on record.

Report of deaths

- 16.** If a convict whose fingerprints have been taken dies in the jail, the Superintendent of Police of the district in which the deceased was convicted, will forward a death report in Form A9 to the State FP Bureau. Should such convict die in jail after transfer, the Superintendent of Police of the district in which the jail is situated, will forward the death report to the SP of the district in which the deceased was convicted, who will forward the same to the State FP Bureau.

Maintenance and scrutiny of Finger Print Slips by the State Bureau

- 17-(1)** Classifications and arrangements of slips will be done in the State Bureau in accordance with the instructions contained in the book 'classification and uses of Finger Prints' by Sir E.R. Henry.
- (2) **Punctual disposal of search slips:-** All slips received for search will be returned

by the State Bureau, after due search, to the Station House Officers concerned within 24 hours of receipt, as far as possible.

- (3) **Slips received for record to be carefully scrutinised:-** Every slip received for record shall be carefully scrutinised before being classified, checked and recorded. If found deficient in any respect, it will be returned with an objection memorandum in Form A10 for the submission of amended or fresh slip. If the prints in a slip are found to be smudged or otherwise unfit for comparison, a fresh slip has to be taken before it is tested by the Tester (Expert).
- (4) **Removal of slips on receipt of death report:-** The slips of a person reported to have died in jail will be removed from the record and destroyed at once. In case of the reported death of a person other than in jail, the date of death will be marked in red ink across the slip, which will remain in the record for another two years when it will be removed and destroyed.
- (5) **Periodical Elimination of Finger Print Slips:-** All slips should be examined annually and, in the absence of any special reasons to the contrary, those enumerated below shall be withdrawn from the record and also from the data entered in the computers.
 - A. In the case of a person who is a professional poisoner, note forger, coiner, arms smuggler, organized crime syndicate or gang members or leader or a habitual offender on his attaining the age of 80 years or on his death whichever is earlier.
 - B. In the case of any other person:
 - If he has not more than two convictions and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of ten years from the date of his release or last release from jail, as the case may be; or

- on his attaining the age of 80 years; or
 - on his death, whichever is the earlier.
- (6) To prevent the possibility of wrong destruction of a finger print slip in the Bureau, slips withdrawn from record will be sent to the Superintendent of Police concerned for information and destruction. The SP will pass them on to the Sub-divisional Officer concerned for necessary action. If the Sub-divisional Officer has any objection to the destruction of any particular slip, he should return it to the Bureau through the Superintendent of Police explaining fully why he wants it to be retained.
- (7) **Distribution of slips by Bureau of State of conviction:-** All copies of slips taken for record shall be forwarded by the State Bureau to the concerned State Bureaux, noting on all copies the names of the other Bureaux in which the finger prints are on record.
- (8) The destruction of finger print slips, which are on record in other Bureaux, will be intimated to those Bureaux by the State Bureau.

Additional Functions of the FPB staff

18.

- (1) Visit the scene of crime along with investigating officer if possible or separately for detection and development of chance prints whenever requisitioned.
- (2) Visit the Police Stations and investigating teams in each District for collection of finger print slips of all ex-convicts concerned in property and other grave offences for building of single digit records for the efficient functioning of FPB.
- (3) Comparison of chance prints and search slips received from Police Stations and investigating teams with FP record and communicate results thereof to sender.
- (4) To scrutinize all fingerprint records slips of the convicts received by DCRB from SHOs and Investigation Units and decide advise whether they are correctly taken

and fit for record; or to return them with suggestions if they are not suitable.

- (5) To visit the District/Central jails once a quarter to test the FP slips of those convicts received by DCRB who are undergoing imprisonment, and to prepare fresh slips for record if the slips are not properly taken on the earlier occasion or worn out.
- (6) To testify in the courts in cases where chance prints are identified with the FP records of Bureau.
- (7) When the chance prints are not identified, to forward them to neighbouring/Central FPB for comparison. The SHO and IOs may utilize the services of the Experts from the FPB to visit scenes of crime for development of chance prints and obtain their guidance on various aspects of fingerprint work.
- (8) The FPB shall function under the over all control of State Crime Records Bureau, PHQ, Gangtok.
- (9) The FPB staff, during their visits to the scene of crime will, however, work under the immediate administrative supervision and control of the Superintendent of Police.

Procedure for submission of FP slips for record in the FPB

- 19 - (1)** Immediately after the conviction of criminals concerned in crimes listed in order No. **5**, the Station House Officer, (Investigating Officer) who is in charge of the team should take the finger impressions of the ten fingers of the convict on the prescribed form in duplicate (Form A1) and send it to the FPB along with two sets of palm and foot prints of the convict, taken on plain white paper of reasonably thick quality.
- (2) The sets of palm and footprints should also contain respective plain thumb

impressions. These should be obtained independently in the respective sets at the right bottom of the form, as shown in Foot Print Form A11 and Palm Print Form A12.

- (3) The finger impression forms and foot and palm impression forms of the convict should contain the name, parentage, place of residence, address etc, of the convict and invariably with the signature of the Station House Officer. Care should be taken to see that the prints are very distinct and show the whole contour of the bulb of the fingers. The fingerprints, palm and foot impressions, which are meant for record in the FPB, should invariably be sent to the SP, SCRB through a name cover and marked as "Meant for SD Collection". Care should also be taken to see that the prints are not damaged in folding the paper containing the prints.
- (4) The services of Finger Print Bureau staff must be requisitioned by SHOs for the development of chance prints left by the criminals at the scenes of serious crime.
- (5) Every Police Station in the district should submit to the FPB a list of all history-sheeted criminals along with their fingerprint slips.
- (6) The Single Digit serial numbers assigned to the classified prints of the criminals by the single digit unit should be recorded against corresponding entries in Station Crime History part-III in the Police Stations and Investigating Units.
- (7) The SHOs and IOs must ensure the preservation of the scenes of crime and safe custody of suspected articles, in as-is-where-is condition. In all important cases the scene of crime (SOC) articles should not be disturbed, touched or tampered with by any body until the development of chance prints by the FPB unit staff or the expert attached to the team is complete.
- (8) SHOs and all IOs in the districts should visit the FPB regularly during their visits to State Capital (once in six months) to review: -

- A. the stage of all such cases in which the services of the FPB unit staff were requisitioned.
 - B. whether all the FP slips of the persons sent by the SHO were received in the FPB.
 - C. whether the photo chance prints were compared with the FP slips and if so, the results of comparisons, thereof.
 - D. any new orders or instructions received from the SP, SCRB for compliance for greater co-ordination between the FPB and SHOs to update their knowledge of the latest changes, if any, made.
 - E. any other reconciliation.
- (9) The Station House Officers should promptly furnish to the FPB full details of the case in which chance prints were developed, whenever they are finally detected.
- (10) SHOs should send the finger print slips of all persons arrested in specific cases or under preventive sections, on monthly basis, to the FPB for comparison with the collection of unsolved scene of crime chance prints.

Finger printing the dead

- 20-(1)** In every case of murder or other unnatural death of an unidentified person or recovery of an unidentified dead body the fingerprints of the dead body must be taken for comparison with the prints on record in the Finger Print Bureau or elsewhere.
- (2) In taking fingerprints from a dead body, it is a wise precaution to wear gloves.

- (3) The technique to be employed in taking the fingerprints of a dead body will greatly depend on the state of the body.
- (4) If the body is fresh and its fingers flexible, fingerprints can be taken on a standard finger print form through the usual inking and rolling process. The fingers of the corpse should be carefully cleaned and all moisture removed. A piece of clean cloth soaked in turpentine oil may be used for the purpose.
- (5) When rigor mortis has set in, the usual inking and rolling process will not succeed and ink has to be directly applied to the finger with a rubber roller and the print taken by holding the paper in the palm of the hand and pressing it against the finger. A curved metal or wooden spoon cut to fit the fingers and provided with a slot to hold the paper is best used for the purpose. If the fingers are clenched, they will have to be forcibly straightened either by bending the hand forward or backward at the wrist or forcibly stretching out the fingers. In extreme cases, a surgeon should be cut the controlling tendons in order to straighten the fingers.
- (6) When the skin of the fingers is shrunken or wrinkled due to submersion in water etc., the surface of the fingers can be rounded out and smoothed by injecting glycerine or melted paraffin or hot water or air into the tissues.
- (7) In case of any difficulty in obtaining inked impressions from the fingers of dead bodies by above methods, the services of district Finger Print Unit staff may be obtained.
- (8) When putrefaction has started, the skin of each fingertip should be carefully cut and placed in a labeled bottle or tube containing formaldehyde solution. A separate container should be used for the skin of each finger and properly labeled.
- (9) Points to be noted for forwarding the amputated fingers of unknown dead body for identification:-

- A. The skin (upper layer-Epidermis portion) of each finger should be carefully cut up to the end of the first phalange and placed in an unbreakable screw type bottle with wide mouth with a preservative (solution). A separate container should be used for the skin of each finger and properly labelled indicating the name/digit of each finger and hand.
- B. All the bottles containing the skins of the fingers should be carefully packed in a carton and sent to the FPB through a special messenger for examination and obtaining of inked finger impressions.

Photographs and Videographs – Instructions for Recording

21-(1) The District Police may have photographs taken.

- A. of any object concerned in investigations for examination by the concerned experts and for evidence in courts.
- B. of persons who are convicted of offences falling under chapter XII or XVII of Indian Penal Code and punishable with rigorous imprisonment for a term of one year or upwards or who are habitual criminals;
- C. when photographs are necessary for purposes of investigation, and in case of persons during investigation under the orders of a First Class Magistrate, and
- D. of foreigners when convicted for offences punishable with rigorous imprisonment for a term of one year or upwards under the Indian Penal Code.

(2) Videographer should observe following instructions and the instructions contained in Chapter _____ for Videographing **the scene of offence**.

- A. The Video should be taken as it is with out adding or deleting any thing to the existing and should contain the time and date and programmed accordingly.
 - B. The approach to the scene from all possible directions.
 - C. The general view of surroundings .
 - D. The overall scene of occurrence.
 - E. Details of the scene and objects, materials, blood stains, trails, weapon, dead bodies in cases of homicides, their position and close up from different directions to facilitate identification of dead body and injuries.
 - F. Object materials or matters found in surrounding area or vicinity or when discovered subsequently.
- (3) For the **Suspects, History Sheeted persons, Convicts**, still photographs giving a profile or front view and full length of the person should be taken, including the dress they wear. Video clippings should contain their movements and audio recording of speech etc., but the clipping should not be too lengthy. The persons or the places, which can be photographed, are given below.
- A. Unidentified Dead bodies.
 - B. Movements of persons suspected to have designed to commit an offence.
 - C. House or premises or persons who are suspected to be sheltering persons who are either wanted, or absconding or designing to commit offences.
- (4) The photograph of a person should be taken with his ordinary every day attire.

- (5) In the case of persons whose history sheets are on record or are proposed to be recorded, in the State Crime Records Bureau, Criminal Investigation Department, one set of the photographs shall be kept in the District Crime Records Bureau concerned and another set sent to the State Crime Records Bureau.

Photographs and Videographs - Periodical Elimination

22. All photographs or Videographs will be examined annually and in the absence of special reasons to the contrary those enumerated below will be withdrawn from record.

- (1) In the case of a person who is a professional poisoner, note forger, coiner, arms smuggler, or a member of organised criminal syndicate, terrorist, on his attaining the age of 80 years or on his death whichever is earlier; and

- (2) In the case of any other person,

A. If he has not more than two convictions and has not, subsequent to his conviction or last conviction, as the case may be, been suspected of crime or convicted, on the expiry of 10 years from the date of his release or last release from jail, as the case may be.

Computerization of Finger Prints and Photographs

Need for computerisation

23-(1) Use of Computer Technology in storing and retrieval of data will ensure availability of required information to the IOs in the field with speed and accuracy.

- A. The voluminous increase in fingerprint records has become laborious and time consuming. It is also difficult to identify chance prints developed at the scene of crime in the manual system.
 - B. Several days are required before a search slip can be identified and the result communicated to the field officers.
 - C. The record slips, which are subjected, to frequent handling, are liable to wear and tear and damaged soon.
 - D. Diligence and continuous concentration and very careful maintenance is required to prevent mismatch and wrong identification.
 - E. Updating of records is a serious problem, as classification formula or serial number furnished by the police is not always correct.
 - F. Every incoming FP slip has to be searched with reference to the main records to avoid duplication.
 - G. FP slips bearing smudged prints, missing prints, and gradational type prints consume a great deal of time in the main bureau collections.
- (2) To overcome handicaps in manual searching, computerization of fingerprint records and introduction of computerised search is necessary.

Computerised fingerprint identification systems

- (3) For recording, classifying, coding, searching, and retrieving the ever-increasing fingerprint records, Automated Fingerprint Identification Systems (AFIS) have been developed by many countries during the past decade. AFIS is an effective response to the problems of fingerprint search and comparison. Fingerprint

matching problems are of two types. Ten print identification involves matching the subject's entire set of rolled impressions against a file of a known ten print impressions. Identification through latent fingerprints involves matching fragments of fingerprint impressions developed at a crime scene against a file of rolled impressions. AFIS can provide speed and accuracy in ten print searches and is the only answer to the problem encountered in search through available latent prints. The automatic fingerprint reader system, known as FINDER (Fingerprint Reader) is used by FBI of USA.

- (4) **Evidence of Finger Print Experts:** The evidence of a Fingerprint expert, a person specially skilled in fingerprints is considered relevant evidence by virtue of Sec. 45 of the Indian Evidence Act. In view of the general recognition of the individuality of fingerprints the CrPC recognises the report of Incharge FPB as evidence without being examined as a witness. The expert can however be called for evidence under clause (2) of 293 CrPC.

Comphotofit

- (5) A major part of the forensic scientist's work involves identification. If fingerprints are found at the scene of crime and if matching FP's are available in the records of the Fingerprint Bureau, identification is easily achieved. If no chance prints are found there or if no records of fingerprints of suspects are on file, or the police have not identified any suspect, the other methods of identifying the suspect have to be used.
- (6) The most common way of identifying a person is by his appearance, i.e, his face profiles. If the IO secures a fairly accurate picture of the suspect's physical appearance through careful examination of witnesses it will render the search easier. With the help of Identikit process, line drawings of the suspect's likeness can be made on a paper or transparent sheet. Improvements, modifications, touch ups, etc. to achieve a near likeness of the suspect can be drawn on the basis of

descriptions given by the victim or witnesses.

- (7) An improvement of this method described above is called Photo-Fit which makes use of numerous photographs of facial features of several subjects. The features most resembling those described by the witness are assembled to make the portrait. Before assembling the portrait the individual elements of the subject's face, i.e. pair of eyes, nose, mouth, chin, cheek, forehead, hairline, moustache, beard, spectacles, headwear and all the face contours and features are separately taken from original photograph files to facilitate assembly of a portrait which most nearly resembles the description given by the victim or eyewitness.
- (8) A recent innovation in the field of personal identification is Comphotofit. This is a computerised facial identification system that allows an operator to quickly and easily develop a facial composite features of an unknown suspect from a description given by a witness or victim of a crime. To accomplish this task the system utilizes a database of images taken from subjects of known origin, comprising forehead, eyes, nose, mouth and chin sections. All these images are used to build the facial composite by a selection from the keyboard of a computer. In addition to the above images there are accessory images, which include moustaches, beard, eyeglasses and headwear, which are also provided in the database, again taken from the same people. All the above images are referenced from an image index provided in the system. The index is provided so that the witness may select the image selections he or she feels most closely resemble the suspect by mixing, combining, or interchanging various features. The original system images are all derived from actual photographs or from people themselves through a video camera interface. The database consists of a fairly large volume of images enabling the victim or the IO to select the right features by permutations and combinations. It is even possible to manipulate the skin tones, addition of moles, scars, wrinkles, complexion and change the hair line, darken or lighten the hair, or add or delete colours, recheck each improvement and recall the previous improvement, by means of a simple mouse mechanism attached to the computer. It

is capable of producing millions of facial combinations. It is also possible to simulate hand sketching with computers. The latest models are capable of producing copies on paper for circulation of the photographic likeness pictures of suspects. These facilities wherever available should be fully utilised by the Investigating Officers.

Footprints and Track Marks

24-(1)-A. A large percentage of people still walk barefoot in the country and almost so inside the homes. The criminal perhaps finds it convenient to operate barefoot as it gives him a better hold to climb or slide, walk or run and also it does not make any sound, which might draw the attention of people during his operations.

B. The human foot is unique in its structure and is therefore readily distinguishable from the foot of other animals. There are 28 bones in the human foot of which seven are tarsal bones, five are metatarsals, fourteen phalanges and two small bean size sesamoid bones. The two sesamoid bones are located below the head of the first metatarsal bone. The heel bone (calcaneum) and other tarsal bones bear most of the body weight while the metatarsal bones and the phalanges articulate with the tarsal bones in the process of locomotion. The bones and other soft tissues like ligaments, muscles, padding material and skin on an applied pressure of the body produce a foot print that is proportional to the build and other characteristics of the foot.

(2) The shapes of foot impressions differ from individual to individual. Broadly the shapes can be categorised into:

A. (i) Normal type foot, (ii) Club shaped foot, (iii) Bow type foot, (iv) Flat foot, (v) Broken bridge type foot and (vi) Accidental foot or Abnormal foot.

B. Depending on the surface on which the prints are made, footprints can be

classified into (i) Surface footprints and (ii) Sunken footprints.

(3)-A. **Surface prints:** Surface prints are formed on hard surfaces like cement/stone floorings, tables, chairs, walls, etc. They are formed when the surface of the foot is coated with dust, dirt, oil, ink, blood, etc. Surface prints do not undergo any distortion and they register the distinguishing characteristics of the foot better than sunken prints. Surface prints have two dimensions, viz., length and breadth.

B. **Sunken Prints:** Sunken prints are those that are found on pliable surfaces like soft clay, mud, loose soil, etc. Slightly sunken prints are usually formed on a small quantity of accumulated mud or soil on hard surfaces, e.g. a verandah. Moderately sunken prints are formed on slightly loose soils and deeply sunken prints are formed on mud, wet loose soils, clay, etc. The less sunken footprints offer a more definite clue for comparison than moderately sunken or deeply sunken footprints. The sunken footprints have an extra dimension in addition to surface print, i.e.; the depth (or height).

Location of footprints

(4)-A. **At the scene of crime:** The scene of crime is often a good source for the location of footprints as this is where the criminal primarily operates. The place should be properly searched for footprints from the focal point of the crime scene. Focal point in a murder case is the dead body at the scene of crime, and in a burglary the almirah, cash chest or cupboard from where the cash, jewelry or other valuables have been stolen. The search may be extended to the entire crime scene, from the focal point.

B. **Along the route:** The route taken by the criminal both at the time of entry and exit should be thoroughly searched for his footprints. Entrance points like doors, windows, ventilators, and roofs could contain the footprints of the criminal, which should be properly collected.

C. Sometimes the criminals may assemble together at some secluded place near the scene of crime to plan before the crime or to share the booty after the crime. Such assembly sites if identified after the reconstruction of the crime should be searched for footprints.

(5) **Collection of footprints:** The methods commonly used for collecting footprints are:

A. **By preserving the original impression intact:** If the foot print is found on a portable object such as a mat, slab, plank, card board, etc. it is convenient to carry the object bearing the print to the laboratory for photography and further analysis. It is advisable to take the photograph of the print even in such cases before removing them, as there is always the risk of the original impression being damaged in packing or transit.

B. **Photography:** All foot prints, whether sunken or surface or any other track marks should first be photographed by keeping the lens of the camera parallel to the surface on which the marks or impression is found. The aperture of the diaphragm should be adjusted to get a proper depth of field. At least three photographs are to be taken, one direct view from the top and the other two from either side at an angle of 45°.

C. Before taking the photograph place an identification slip or card (containing crime number, section of law, date, police station, district etc. with initials of the IO) close to one side of the print and a foot rule on the other side to record the actual size of the footprint.

(6)-A. **Tracing:** Tracing is a rough method to record surface prints. A glass (or preferably a celluloid sheet) is held over the print as close as possible. Care should be taken to ensure that it does not come in contact with the print. Then a sketch pen draws the contours along the print line. Details such as the characters of the toes, ball of the

foot, instep and heel together with crease; cracks, warts, etc. should carefully be traced on the sheet. After the tracing is complete the sheet is removed and all the particulars of the case should be written on the glass together with the signature of the investigating officer and the witnesses. On the basis of such prints on glass any number of tracings can be obtained on tracing paper. The glass sheet and a tracing paper should be packed in between two cardboards for transport to the court. The value of a traced print depends upon the personal observation skills of the person who is tracing the print and therefore is highly subjective and not very reliable. Other methods of recording like lifting and casting are preferred to tracing.

- B. **Lifting:** When the print is formed on a surface that is of a similar colour to the print, for instance, a blood stained print formed on a red surface, dusty (white) print formed on a white surface, dark (black) print formed on a black surface, it becomes difficult to photograph the print because of the similar colour of the background. In such conditions the print could be collected using an appropriate photographic paper, like black photobromide paper for a dusty or light coloured print and white photobromide paper for a blood stained or black print.
- C. This black or white photobromide paper can be obtained by exposing the photo sensitive paper to light before development to get black paper and directly developing it to obtain white bromide paper.
- D. The processed paper so obtained should be moistened for few minutes in water, preferably with a few drops of ammonia added. When all the excess water is removed it is placed over the print with the emulsion side of the paper in contact with the print and beaten firmly with a cloth taking care to prevent slipping or sliding of the paper over the print. The paper is lifted after few minutes and allowed to dry. The foot print particles get attached to the surface of the photo bromide paper forming a clear and visible print. The side should write particulars of the case with signature of IO and witnesses without disturbing the print.

E. Footprints can also be lifted using photographic film or transparent adhesive tape. The fixed photographic film is moistened in water for few minutes until the emulsion side becomes tacky and then placed over the print with the sensitive side in contact with the print. A uniform pressure is applied over the film for few seconds and it is then lifted carefully. The print is transferred on to the film, which can then be used as a negative to make copies from.

(7) **Casting:** Casts are prepared from foot impressions (sunken foot prints), shoe impressions, tyre impressions or other impressions left behind by the criminal. A variety of materials are used to prepare the cast, e.g., plaster of paris, wax, resins, plastic powders, modelling clay, sulphur, lead, wood metal, plasticine, moulage material, silicone, etc. However plaster of paris is most commonly used.

Guidelines for obtaining prints of good quality

(8)-A. Carefully remove extraneous matter (grass, twigs, stone, etc.) from the impression without disturbing it.

B. Place a metallic or a wooden frame around the impression to prevent wastage of plaster of paris. Do not apply pressure on the frame as it will damage the print.

C. Spray shellac solution (about 250gm of shellac dissolved in one litre of alcohol or a thinner solution) from a distance over the impression. Spray enough solution to get a thin film of shellac over the impression and allow the shellac to dry for 10-15 minutes.

D. A thin layer of talcum powder is sprinkled on the layer of shellac to separate the shellac from the cast. Mineral oil or sewing machine oil is also employed for this purpose.

E. Take a container with 3 mugs of water and slowly pour 3 mugs of plaster of paris

into the water. Gently mix till it reaches a thick creamy consistency. The water and plaster of paris are taken in a 1:1 ratio. Pour the solution into the impression at an unimportant place e.g. a corner of the frame to avoid damage to the impression due to pouring. It should be allowed to flow slowly till it fills the impression to a uniform thickness of about 1/2 an inch.

- F. Reinforce the cast at this stage with wire gauze pieces and pour the remaining solution till it acquires a thickness of about one inch.

- G. The cast is allowed to set for 10-15 minutes. With the copying pencil engrave the details of the case on the mould including case number, date, police station, location, right or left foot, time of recording, person responsible for recording, signature of the investigating officer and signature of the witnesses. A sample of the plaster of paris and soil should be preserved for obtaining test prints of the suspect under similar conditions.

- H. Remove the retaining walls (wooden frame) by digging away the surrounding earth and gently slip your fingers under the cast to lift it very carefully. Pour water over it to remove any adhering earth particles. Care should be taken not to brush it to prevent obliteration of the details of the footprint.

FINGER PRINT SLIP

F.P. Bureau Serial No.....
 Full Name with aliases.....
 Father's or Husband's Name with aliases.....
 Caste.....Religion.....
 Home Village.....Home District.....
 State.....Age.....Year.....
 Prisoner's Signature (or mark, if unable to write).....
 Finger Print Slip Classification number.....
 Left thumb to be impressed immediately after Signature.....

RIGHT HAND

Right thumb	Right Index	Right Middle	Right Ring	Right little
(Fold)				(Fold)

LEFT HAND

Left thumb	Left Index	Left Middle	Left Ring	Left little
(Fold)				(Fold)

Left hand
Plain prints of the four fingers
taken simultaneously.

Right hand.
Plain prints of the four fingers
taken simultaneously.

I certify that the above prints were taken by me and that they are the prints of the person named above.

Signature and designation.....
 Slip prepared on.....by.....Rank..... District.....
 Slip tested on.....by.....Rank.....
 Classified at Bureau by..... Date.....
 Tested at Bureau by.....Date.....

(P.T.O).

FORM – A1 (Contd.)

*Reconvicted

Unidentified.

Slip previously sent for search. Counterfoil
of search slip is attached.

No.....of C.I.D.

CONVICTIONS

S. No.	Name under which convicted	Court and District	Calendar Number and Date	Section	Sentence	Jail and Jail Admission Number	Police Station and Crime Number	Number and Names of identifying Police Officers.
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- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15

Place.....

Signature.....

Date.....

Rank of Officer.....

* Score out in red ink inapplicable word.

FINGER PRINT SEARCH SLIP

<p>FINGER PRINT SEARCH SLIP.</p> <p>(To be retained by the Officer submitting the slip)</p> <p>No.</p> <p>Name given by accused</p> <p>Date of despatch of slip</p> <p>Finger Print Bureau To which sent</p>	<p>FINGER PRINT SEARCH SLIP</p> <p>Form to be submitted with Finger Print Slip of unidentified person.</p> <p>(To be filled in the officer submitting the slip).</p> <p>No. Dated: 20 .</p> <p style="text-align: center;">District</p> <p>Name given by accused Father's name.....Village... Police Station.....District... Date of taking</p> <p>Date of despatch of slip The impressions Section under which sent up</p> <p>Name (in full) of the officer taking the impressions.</p> <p>Date of expiry of remand. Address to which slip should be returned</p> <p>Remarks, if any</p> <p>Name and official designation in full of the officer submitting the slip.</p>	<p>(To be returned with the Finger Print Slip for record if the person is convicted)</p> <p>No-----of 20 S.R. (To be filled up in the Bureau)</p> <p>To</p> <p>The</p> <p>His No. Dated: 20 Name given by accused Father's name Date of receipt of slip Traced (Particulars to be given on the otherside) or untraced.</p> <p>Remarks, if any.</p> <p>Gangtok 20 .</p> <p style="text-align: center;">Incharge Finger Print Bureau</p>
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FORM – A3 (Contd.)

Particulars of the	Search Slip
Person if Traced.	
Name under which traced Son of Caste Village Police Station District Convictions.	(To be filled up in the Bureau) Name under which traced Son of Pigeon hole No. Date of the receipt of slip Date of reply Remarks if any
Reference should now be made to the District where convicted to prove identity and previous convictions and the result reported as soon as the case is disposed of. If witnesses to prove identity are not forthcoming, services of an expert should be applied for and the previous convictions proved under the Amendments to Sections 45 and 73, Indian Evidence Act of 1872, contained in Act V of 1899.	Classified by Checked by Searched by Date :
Incharge Finger Print Bureau Gangtok	Incharge Finger Print Bureau Gangtok.

REPORT TO THE FINGER PRINT BUREAU OF PERSONS WANTED

I. Name of the person wanted with aliases :

II. F.P.B. Serial No., or if not available, date of Despatch of F.P. slip by the PS to the Bureau for record. :

III. Father's name. :

IV. Name of convictions. :

V. Particulars of last conviction. :

Name under which convicted :

Court :

Date of sentence :

Case No. :

Sentence :

Jail and Jail No. :

VI. Why wanted-- :

Station Crime number, Section and Date of warrant :

VII. To whom intimation should be sent when traced :

Submitted to the Finger Print Bureau through the Superintendent of Police District

Station :
Dated: 20. :

Officer in-charge of the Station.

Received report from.....Station on.....
and intimation will be sent when traced.

Incharge,
Finger Print Bureau, Gangtok

PROFORMA FOR SENDING FINGER PRINT SLIP TO CFPB.

<p>Sikkim Police</p> <p>Office Copy.</p> <p>Cheque No. Dist.</p> <p>Dated:</p> <p>To</p> <p>The Superintendent of Police</p> <p>Central FPB, Calcutta</p> <p>Through</p> <p>The Incharge, FPB, PHQ, Sikkim, Gangtok</p> <p>Forwards F.P. Slips of the convicts named below for record</p> <p>Superintendent of Police District</p> <p>Serial No. Name Father's Name</p>	<p>Sikkim Police</p> <p>To be filed in CFPB</p> <p>Cheque No. Dist.</p> <p>Dated:</p> <p>To</p> <p>The Superintendent of Police</p> <p>Central FPB, Calcutta</p> <p>Through</p> <p>The Incharge, FPB., PHQ, Sikkim, Gangtok</p> <p>Forwards F.P. Slips of the convicts named below for record</p> <p>Superintendent of Police. District.</p> <p>Forwarded Incharge, FPB, Gangtok</p> <p>Sl. No. Name Sikkim FPB. Sl. No. Central FPB. } Classification.}</p>	<p>Sikkim</p> <p>Police</p> <p>To be filed in FPB</p> <p>Sikkim PHQ, Gangtok Cheque No.</p> <p>Dated:</p> <p>To</p> <p>The Incharge, FPB., PHQ, Sikkim Gangtok</p> <p>Acknowledges the receipt of the FP Slips of the following convicts sent for record. FP Classifications are noted against each.</p> <p>Superintendent of Police, CFPB, Calcutta.</p> <p>Sl. No. Name Sikkim FPB. Sl. No. Central FPB. } Classification.}</p>
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REGISTER FOR FINGER PRINTS TO BE MAINTAINED IN STATE BUREAU
FOR CENTRAL FINGER PRINT BUREAU

State.....

Serial Number	Date of receipt	Despatch Cheque or Invoice number and date	Number of Finger Print slips sent	Number of slips returned to district for correction	Number of Finger Print slips sent to Central Finger Print Bureau by State Bureau	Signature of Expert taking action	Date of receipt of the D.C. or invoice with classification formula from Central Finger Print Bureau	Date of despatch of D.C. or invoice to the district	Signature of the Expert taking action.	Local Bureau Finger Print number	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

TESTER'S FINGER PRINT SLIP

Name of convict..... Jail No.....

LEFT HAND

RIGHT HAND

Plain Print of the four fingers.
Taken simultaneously.

Plain prints of the four fingers.
Taken simultaneously.

Rolled impression of
Left thumb.

Rolled impression of
Right thumb.

RED SLIP – IMMEDIATE INFORMATION TO P.S.

Absconder
_____ of Station
O.V.K.D.

Name

Case for which |
wanted; date |
Warrant, etc. |

Intimation of |
arrest to be |
sent to |

Vide letter from No.

Dated.....

C.No. _____ of
O.V.

Incharge
Finger Print Bureau,
PHQ, Gangtok

FINGER PRINT OBJECTION MEMORANDUM

No. Finger Print Bureau,
Gangtok
.....20 .

No.
.....20 .

To
The Superintendent of Police
.....

Returned herewith the finger print slip of
the prisoner named below, forwarded with his
No.....dated.....
for reasons noted as point.....
.....

(Space for Prisoner’s Name)

Requests that the Name be re-submitted
without delay after necessary action has been
taken.

1. The rolled impressions are so faint and
blurred that no sub-classification is possible.

2. The rolled impressions have not been
taken in their proper places.

3. The plain impressions have not been
taken simultaneously nor in the place assigned
for them.

4. The plain impressions of the Right
Left
hand do not tally with the order of the rolled
impressions of that hand.

FORM – A 10 (Contd.)

5. The impression of the finger has not been fully rolled.
6. The name, father's name and place of the convict's residence have not been duly noted.
7. The convictions noted on the slip are incomplete and wanting in the following particulars:-
 - (a) Name of the Headquarters Station of the Magistrate or Court.
 - (b) Calendar Number and date of sentence.
 - (c) Section of law under which convicted.
 - (d) Sentence, substantive or in default of payment of fine.
 - (e) Name of Jail and Jail admission number.
 - (f) Numbers and names of Police Officers to prove the conviction.
 - (g) Crime Number and Name of the Police Station.
8. The previous convictions have not been entered through Section 75, I.P.C., has been applied to the present conviction.
9. The Officer Preparing the slip has not signed his name.
Testing
10. The Date on which the slip was prepared tested has not been given.
11. The slip has been submitted before the time for appeal is over.
12. The entries in the slip are in a language other than English.
13. The age of the convict has not been furnished. CLASS CLASS

FORM – A 10 (Contd.)

13. The age of the convict has not been furnished.
14. (a) The alternate headings at the top (impression side) have not been scored out.

(b) Counterfoil of the search slip has not been attached.

Incharge, SFinger Print Bureau,
PHQ, Gangtok

FOOT PRINT FORM

Name.....

Father's name.....Caste.....

Village.....Police Station.....Dist.....

Single Print

Ref:

FOOT PRINT Right
 Left

Signature of Sub-Inspector

Plain Right thumb Print
Left thumb print

Name of Station.....

Date.....

PALM PRINT FORM

Name.....

Father's name.....Caste.....

Village.....Police Station.....Dist.....

Single Print

Ref:

PALM PRINT Right
 Left

Signature of Sub-Inspector

Plain Right thumb Print
Left thumb Print

Name of Station.....

Date.....