

FEDERAL INVESTIGATION AGENCY
ISLAMABAD.

STANDING ORDER NO. 13

SUBJECT: TECHNICAL WING OF FIA

SUBJECT:

The object of the Standing Order is to define the organization, jurisdiction, functions and sphere of duties of FIA Technical Wing in order to ensure its efficient maintenance and availability of modern scientific aids to criminal investigations.

ORGANIZATION :

Organization and chain of control in Technical Wing FIA HQ shall be as charted, Annex-A

JURISDICTION :

Technical Wing shall provide specialized assistance in the forensic investigations conducted by various field units of FIA. Technical assistance shall also be provided, whenever possible, to other departments of Federal Government, Kashmir Police, Provincial Anti-Corruption Establishment and in special cases, to Provincial Police Departments.

FUNCTIONS :

Functions of various sections of Technical Wing shown in the Organizational Chart above shall be as detailed below

(a) **CASE STUDY :**

- i) Receipt of cases from investigation units/departments within the jurisdiction of Technical Wing and their dispatch to them
- ii) Proper handing over and taking over through movement record, of all case exhibits and their record/files to and from the concerned experts after written assignment orders on the respective files by Director Technical or Deputy Director, Technical

- iii) Systematic maintenance and safe custody of case record/files and case exhibits.
- iv) Receipts of summons from the courts and correspondence thereon.

(b) **OFFICE :**

Receipt and dispatch of all references other than those concerned with technical examination of cases, maintenance of record and office dealing on the following subjects :

- i) Matters relating to appointment, promotion, postings and transfers of officers and staff of Technical Wing and maintenance of their personal files
- ii) Matters relating to Technical Training of officers and staff of Technical wing.
- iii) Technical training of FIA field officers and visiting classes of Army, Navy and Airforce officers, trainee officers from National Police Academy and officers from Provincial Police.
- iv) Purchases and repairs of technical equipment utilized in various sections of the wing.
- v) History sheets of office equipments.

QUESTIONED DOCUMENTS SECTION :

- i) Determination of genuineness of signatures.
- ii) Determination of the authorship of signatures
- iii) Determination of the genuineness of writing
- iv) Determination of the authorship of writing.
- v) Determination of the presence of erasures, alterations, additions, substitutions in writing and figures whether handwritten or printed or typed.
- vi) Determination of original figures and writings whether they were hand written, printed or types.
- vii) Determination of false additions, replacements, removals in the leaves of books, registers and files, etc
- viii) Determination of artificial aging done to documents
- ix) Deciphering the invisible inks and writings
- x) Determination of removal, replacement, plantation of the revenue stamps on various types of documents.

- xi) Development of identified writings
- xii) Development and preservation of original script on the charred documents
- xiii) Determination of the type and the quality of paper and comparison of two leaves or two pieces to find out if they are of common origin or otherwise

FINGERPRINT IDENTIFICATION SECTION :

- i) Examination of fingerprints on documents
- ii) Development of latent fingerprints and their identification
- iii) Examination of scenes of offences for location development and lifting of finger print
- iv) Examination of foot and palm prints.
- v) Research on classification of single-digit system
- vi) Training of proficient.

NATIONAL FINGERPRINT RECORD OF CONVICTS :

- i) Collection and maintenance of classified finger print record of convicts.
- ii) Classification of search slips received from NCB/FIA field units, Federal Government Agencies and local police.
- iii) Identification of convicts through classified search slips.

COMMUNICATION SECTION :

Receipts, disposal and transmission of T.P./Telex Messages and maintenance of record as detailed in Standing Order No. 26/84

PHOTOGRAPHY SECTION :

- i) Photography of case exhibits received in Technical Wing
- ii) Photography, enlargement, duplication of articles and documents for investigation purpose.
- iii) Photography of crime scenes, detainees and suspects etc
- iv) Development of Asiatic Photo fit Kit

DUTIES TO BE PERFORMED :

- (A) **A.D/OFFICERS INCHARGE OF SECTIONS :**

GENERAL :

- i) To allocate duties to the officials posted under them after getting the Duty Rosters approved by Deputy Director Technical and to supervise their work and guide them to ensure that the sections perform their functions satisfactorily
- ii) To perform, whenever necessary, all duties required to run the section concerned in order to fulfil its functions
- iii) To look after the proper maintenance of all equipment belonging to their sections and to keep separate Stock Registers for Major Equipment/Dead Stock Items and consumable/breakable stores: Form 150(iii), upto-date in each Technical section
- iv) To maintain a Daily Work Register on Form 15(v) in which they and the staff working under them shall daily write the work done on each working date
- v) To submit a Monthly Report on work assessment form-15(v) to Director/Deputy Director Technical giving details of work in their sections with brief accounts to interesting cases
- vi) To maintain a Movement Register in Form-15(iv) containing the correct movement of case files within and out side the section
- vii) To perform all such official duties in addition to the functions of their sections as may be assigned to them by DGI/ADGI Director/Deputy Director Technical

CHEMICAL SECTIONS :

- viii) Officer Incharge of Chemical Section shall maintain separate stock Register, for Chemicals, Glassware, equipment, Form 15-(iii)

PHOTOGRAPHY SECTION :

- ix) Officer Incharge of Photography Section shall also maintain Registers Forms 15-(x)A, 15-(x)B, 15-(x)C and 15-(x)D

COMMUNICATION SECTION :

- x) Officer Incharge of Communication Section shall also maintain registers as laid down standing Order No. 20/84

NATIONAL FINGER PRINT RECORD :

- xi) Officer Incharge of National Finger Print Record shall also maintain Register Form 15-(xiii)A, 15-(xiii)B, 15-(xiii)D, 15-(xiii)E, 15-(xiii)F and 15-(xiii)G

FINGER PRINT IDENTIFICATION SECTION :

- xii) Officer Incharge Questioned Documents Section shall also maintain Register Form 15(xv)

OFFICE :

- xiii) Office Superintendent, Incharge of the Office, shall maintain Register, Forms 15(xvi)A, 15-(xiii)B, 15-(xiii)D, 15(xiii)E, 15(xiii)F. For all the office furniture (Wooden and Steel), Typewriters, Duplicators & calculators, one stock Register, [(Form 15(ii))] shall also be maintained dividing the said register in different portions for various items. A Separate Stock Register for Consumable stores and stationary items will be maintained on the prescribed form.

CASE CUSTODY :

- xiv) The Incharge of the case custody section shall also perform the following duties :
- a) He would check all sealed parcels received in the Technical Wing for examination and compare the details of the parcels with the details given in the letters of the senders. If any discrepancy is found the matters shall at once be brought to the notice of the Deputy Director, Technical.
 - b) In cases where case exhibits are not received in the form of sealed parcels, the details of the exhibits would be physically checked by him and compared with the details given in the letter of the sender. In case of any discrepancy, the matter shall at once be brought to the notice of the Deputy Director/Technical.
 - c) The cases received by him would be entered in Crime register, Form 15(xvii)C.
 - d) For each reference received by him, a separate case file would be initiated which shall be given the serial number of the crime register on its cover. The serial number of the case register will also be recorded on the letter of the sender and initialed by him with date.
 - e) On the letter of the sender he shall write, in his own handwriting the number of sealed parcels and the details of unsealed exhibits received by him.
 - f) The sealed parcels received by him shall be kept sealed and he shall not, in any case, break the seals of the parcels.
 - g) Every complete case received by him would be entered in an outstanding list on Form 15(xvii)C.
 - h) The cases received for safe custody will be entered in a separate list form No. 15(xvii)H.
 - i) He would keep the case exhibits in Almirahs/Cabinets under lock and key and would ensure that during the period they

main in his custody, the case files and their exhibits remain intact.

- j) The cases given to the sections Incharge/Experts will be entered by him in a movement register Form No. 15(xvi)J, and the initials of the section Incharge/Expert shall be obtained while handing over the exhibits and case files to them.
- k) He shall put his own initials after the initials of the experts at the time of receiving the case files and case exhibits back from the Sections Incharge/Experts.
- l) He shall dispatch the expert reports after making entries in Dispatch register, Form-15(xvii)L/1, as soon as the case file is received by him from the Section Incharge/Expert and whenever possible, would send the exhibits alongwith Expert Reports. In Fire Arms cases the exhibits would be delivered by special messengers to the senders on form No. 15(xviii)I/2.
- m) All intimations regarding the court evidence for the experts would be received by him and entered in the receipt register specially maintained by him for this purpose.
- n) The case files, photographic prints and other necessary items required for the evidence of the experts will be provided by him to the experts concerned as much in advance of the date for evidence as possible so that the experts have enough time to study the cases and arrange for the journeys.
- o) Regarding the court evidence he would maintain an evidence Register Form(xvii)O.
- p) He would also keep a faulty register Form- 15(xvii)P and keep it upto date.
- q) He would produce the registers in his charge to the Deputy Director, Technical in the first week of every month and get them checked.

OFFICERS/STAFF POSTED IN SECTION:

Officers/Staff posted in each section shall assist the AD/Officer Incharge Section in the performance of functions of the section concerned and would be

to perform all official duties assigned to them by Deputy Director/Director, Technical or A D G /D G.

to get the work done by them vetted by the AD/Officer Incharge and whenever required by Deputy Director or Director/Technical.

- iii) to maintain registers, forms, files etc and keep the charge of the stores on behalf of the Assistant Director/Officer Incharge as and when required.

DEPUTY DIRECTOR TECHNICAL :

Deputy Director Technical shall supervise the working of all Technical sections and shall,

- i) guide the Assistant Director/Officers Incharge and staff of the sections in the performing of their duties and personally examine Technical cases whenever required.
- ii) personally examine the cases in which the Assistant Directors/Officers Incharge and technical personnel of the examination sections are unable to reach at a unanimous decision which after the approval of Director Technical shall be considered as final ;
- iii) carry out formal/informal inspection of technical Wing as required in Standing Order 5/79.
- iv) perform all official duties within or out of the technical wing as assigned by DG/ADG or Director Technical.
- v) issue, with the approval of Director Technical, such instructions/office orders as may be necessary, for efficient working of the technical sections under control.

DIRECTOR TECHNICAL:

Director technical shall be over all Incharge of Technical wing and shall,

- i) supervise and guide the Dy.Director/Technical and Assistant Directors/Officers Incharge of various sections in the discharge of their duties.
- ii) personally examine the cases referred to Technical wing In case of divided opinions and whenever otherwise required.
- iii) plan to develop the technical wing to ensure that maximum technical assistance is provided to various agencies within the jurisdiction of technical wing.
- iv) conduct technical research for introduction of improved techniques for efficient handling of technical work of criminal cases.
- v) carry out formal/informal inspection of technical wing as required Standing Order No.5/79.
- vi) issue such instructions/office orders as may be necessary for efficient running of technical wing.
- vii) perform all such official duties within or out of the technical wing as may be assigned by DG/ADG

PROCEDURES FOR HANDLING TECHNICAL STORES :

15. Maintenance of stock registers and all transactions to/from various wings/sections shall be carried out as outlined in CFR Vol. I and Vol. II. The following procedures are, however, laid down as guiding principles for compliance by all concerned:

- i) All stores received (purchased, transferred from other offices or procured under any project) in various sections of the Wing shall be taken on charge on the stock registers.
- ii) Separate stock registers shall be maintained for dead stock items and consumable stores.
- iii) The stores purchased or received under any project shall be taken on charge against Certified Receipt Voucher which will show detail of stores and bear the following certificate at the end:
Certified that the stores received purchased from _____ vide letter bill No. _____ dated _____ are received and have been taken on charge on page _____ of stock register volume _____ of _____ Section _____.
- iv) AD/Officer Incharge of each Technical Section shall report all cases of loss or damage of stores on Form-16(iv) to Deputy Director, Technical who after holding an enquiry, shall give his recommendations to Director Technical. Director Technical will issue orders in accordance with rules on the subject.
- v) The stock registers/files containing details of classified equipment shall be treated as classified documents and such indication shall be given on respective pages.
- vi) Replacement parts/consumable stores of major equipment/Dead Stock items shall be accounted for on one and the same stock register on which major equipment/dead stock items are taken on charge. Miscellaneous parts/consumable stores not related to major equipment/dead stock items shall however, be entered in separate consumable registers.
- vii) All entries in the stock registers shall invariably be initialed by AD/officer Incharge of the section concerned or a gazetted officer appointed to check the stores.
- viii) Temporary transfer of stores from one section to another or from technical wing to another wing shall take place against Loan Issue Vouchers Form 16(viii) and the stores so issued shall not be charged off from the Stock Registers. Separate files for such issues shall be maintained by the officers holding the charge of the stores in various sections.
- ix) Permanent transfer of stores from technical wing to other wings of PIA shall be allowed on written orders of Director Technical. The officer maintaining the stores shall prepare Issue Receipt Voucher Form-16(ix) in

triplicate One copy of Issue Receipt Voucher shall be kept in the Issue Voucher file by the officer issuing the stores. The other two copies signed by Dy Director/Technical or any other Gazetted Officer of Technical Wing shall be sent to the consigns who shall sign and return one copy to Dy Director/Technical and keep one copy in his own record. The stores thus issued will be charged off from the stock register on the authority of such issue vouchers.

- x) No item of store shall be issued to any person other than an officer of FIA.
- xi) AD/officers Incharge of various sections will be responsible to maintain an upto-date record of all consumable items used in various experiments/laboratory/photographic work. A monthly consumption statement Form-16(xi), in respect of consumable material will be prepared by them and submitted to Dy Director/Technical on the first day of every month. The statement will be endorsed with the following certificate:

“Certified that entries mentioned above are correct and have been verified by checking physically the balance and consumption record.”
- xii) Condemnation of all unserviceable major equipment/dead stock items shall be carried out by a committee comprising Dy Director/Technical, Deputy Director/Admn-II and Asstt. Director/Stores. All such listed items, after condemnation, shall be auctioned after the approval of DG/ADG, FIA in accordance with rules on the subject and thereafter charged off from the stock registers.
- xiii) The unusable, perishable, fragile/breakable items shall be destroyed in a suitable manner after inspection by a committee comprising on Deputy Director Technical, Asstt. Director/Officer Incharge concerned and Assistant Director of another section of Technical Wing, on written orders of Director/Technical and thereafter charged off from the stock under intimation to HQ.
- xiv) Annual stock checking of one technical section will be carried out by Assistant Director/Officer Incharge of another Technical Section and verified by Deputy Director Technical and a report submitted to Director/Technical /ADG after each stock checking. The stock checking will normally be carried out in the month of July each year.

TECHNICAL TRAINING

- (i) Technical Officers and staff posted in various sections of technical wing shall be imparted theoretical/practical training in the technical subjects being handled in Technical Wing by Assistant Directors/Officer Incharge of technical sections under the supervision of Deputy Director Technical and whenever necessary, by Director/Deputy Director Technical him self.
- (ii) Technical officers and staff posted in one section of the Wing may be imparted technical training concerning technical subjects of other keeping

in view the work load being handled in each section and requirements of academic qualifications and aptitudes in each individual case:

- iii) Director Technical shall issue certificates to the Technical officers and staff of technical wing after successful completion of their training in technical wing.
- iv) Lectures and practical demonstration on various technical subjects of scientific aids to investigation staff also be arranged by Director Technical in the technical wing for the benefit of trainees in FIA Academy, trainee officers of National Police Academy, Army, Navy and Air Force officers and authorized foreign visitors.

POSTING TRANSFERS

- 15 Posting and transfer of technical personnel of the wing shall remain restricted within the technical wing and its branches, which shall be carried out by Director Technical, keeping in view the staff requirements of Technical Section.
- 16 This order shall remain in force till otherwise directed.


(SAIYED MOHIB ASAD) PSP
Director General - FIA