

**CIRCULAR NO: 10/2011**

**Sub:** Forwarding of Material Objects (MOs) – Proper accounting at Police Stations- Movement Register for MOs – Maintenance - Instructions Issued- regarding.

**Ref:** (1) PHQ Circulars 60/67, 30/68, 167/68, 187/71, 24/73 & 3/78, 8/2005, 2/2011

Expeditious collection/seizure of MOs and Exhibits relating to crimes and the proper packing, labeling and forwarding of the same to the Court without causing delay are very important. The chain of custody of the MOs/Exhibits from seizure till they reach the court should never be broken lest it should throw suspicion on the trustworthiness of the investigation. Detailed instructions have been issued from PHQ time and again specifying the mode of forwarding exhibits to the FSL / Chemical Examiner's Laboratory vide the Circulars referred to above. All Investigating Officers are directed to scrupulously follow the instructions in the Circulars referred to above regarding seizure, handling, packing, labeling and forwarding of MOs / Exhibits.

**02.** Material Objects (MOs) seized from the scene of occurrence/accused/witnesses are to be forwarded to the FSL / Chemical Examiner's Laboratory through the concerned Court without unnecessary delay. Though a large number MOs involved in Cases are forwarded from Police Stations every day to various Courts for onward transmission to the FSL and the Chemical Examiner's Laboratory, it is noticed that there is no register for properly accounting for the MOs at present. It is also observed that there is no practice of noting the Receipt Numbers in respect of the MOs received at the FSL / Chemical Examiner's Laboratory. This causes much difficulty in tracking the exact status of the MOs sent for Analysis.

**03.** Every Police Station / Unit (including CBCID) will open a Movement Register of MOs forthwith for recording and chronicling the details of the MOs / Exhibits forwarded to the Courts / FSL/ Chemical Examiner's Lab for Expert Analysis. The Register will be in the format shown hereunder. It will be permanent register. The SHOs should ensure that the Register is maintained up-to-date with all the relevant columns duly filled up. The Register will be handed over to the successor on transfer under proper acknowledgment.

**04.** Forwarding the MOs to Court / FSL/ Chemical Lab should find corresponding entries in the Movement Register of MOs as well as in the case diary. Receipts / Copy of Forwarding Notes / KPF-151 (A) etc should also be punctually retained in the CD Files. The relevant Serial Numbers, Receipt Numbers, Dispatch Numbers etc should be noted in the Movement Register.

**05.** SsP/ CsP/SDPOs/ CIs, while conducting Inspections/ Visits should make it a point to invariably check this register and record their observations in the IR/VR Book. Violations, if any, noticed should be seriously dealt with.

**STATE POLICE CHIEF,  
KERALA**

To

All Officers in List 'D'

Copy to:

Director FSL, CAs to all Officers in PHQ.

Stock File/Circular Book/Office Copy/OPs Cell, Police Information Centre, Records.

