

# Department of Forensic Medicine, NEIGRIHMS, Shillong

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## Case Exhibits Submission Guidelines

The forwarding letter and duly filled-in '**Case Exhibits Submission Form (CESF)**' are to be sent in a sealed parcel. Additional sheets may be used if the space in 'CESF' is inadequate

The Case Exhibit(s) should be sealed in separate parcel(s).

The forwarding letter and duly filled-in 'CESF' including an '**Authorization Certificate**' addressed to the '**Head of the Department of Forensic Medicine, NEIGRIHMS, Shillong**' should be signed and stamped with an official stamp by the Judicial Officer, Superintendent of Police or above rank.

**Messenger(s) visiting the Department of Forensic Medicine, NEIGRIHMS, Shillong for official work** of case exhibits submission, status report or collection of forensic examination report should possess **valid Authorization and an official ID Card** as proof **else will not be entertained**.

### Receiving time:

- All **official correspondence including receiving the samples** in the department is **from 9 AM to 4.00 PM on all working days** and **from 9 AM to 1.00 PM on Saturday**; department remains closed on Sunday and other public holidays.
- The time schedule for receiving the cases for **Medico-legal autopsy** is **from 9 AM to 3 PM on all working days** and **from 9 AM to 1.00 PM on Saturday, Sunday and holidays**.

### Sealing of Parcel(s)

- The parcel(s) containing exhibits should be sealed with the identical specimen seal in sealing wax as forwarded along with the 'Case Exhibits Submission Form (CESF)'. The specimen seals should be provided for comparison. **A transparent cello tape may be covered on the sealing wax seal(s) of the parcel to avoid any damage during transit.** In addition to specimen seals, 1-2 clear ink impressions may also be affixed. Specimen seals used by the Medical Officer in Medicolegal cases should be invariably provided. **The seals should be intact, legible and tamper-proof. *The seals with coin impressions are not accepted.***
- A label containing details of the exhibit(s) / samples contained in the parcel, PS, and Case reference number should be available on the parcel(s) along with the signature and official stamp of the Investigating Officer and/or Forwarding Authority that should tally

with the description of exhibits mentioned in the 'Case Exhibits Submission Form (CESF)'. Similarly, a label containing details of the deceased with Name, Post-Mortem number, PS, and Case reference number should be affixed on the bottles/containers containing organs / tissue samples along with the signature and official stamp of the Medical Officer that should tally with the description of exhibits mentioned in the 'Case Exhibits Submission Form (CESF)'.

**SAMPLES FOR HISTOPATHOLOGICAL EXAMINATION:**

- All the samples for Histopathological examination is to be preserved in 10% Formalin, the samples / organs must be submerged completely in the preservative.
- A label enlisting all the organs / samples sent must be put on the sealed containers which must tally with the same in the forwarding letter.
- A brief history of the case from the doctor conducting the autopsy is to be there along with the forwarding letter.

**Re-examination of the Case**

- The case can be accepted for re-examination of the exhibits analyzed in another center on the recommendation of the courts.