

OFFICE OF SPL. SECRETARY (H&FW)  
GOVERNMENT OF NCT OF DELHI  
ROOM NO. E-405, 4TH LEVEL B WING,  
DELHI SECRETARIAT, IP ESTATE, NEW DELHI-2.

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21/5/13

No. 5708/pisc. Secy/405/2646


Dated: 17/5/13

**Sub: Guidelines for collection of Biological/DNA samples for evidence.**

In order to prevent possible putrefaction/spoiling of samples and further to bring uniformity and standardization in this regard, joint exercise was undertaken by the Health Department, Crime Branch (Delhi Police), Director (FSL) and the Department of Forensic Medicine (MAMC) to develop guidelines for collection and preservation of biological and DNA samples for further forensic examination in crime investigation. Upon deliberations and discussions, a consolidated guidelines have been framed which cover the parts pertaining to collection of biological evidence during post-mortem/MLC by the doctors and those pertaining to the collection of evidence by Investigating Officers at the scene of crime. The parts of this consolidated guidelines which exclusively pertain for use of the Investigating Officers for the evidence collection during crime investigation has been vetted by Delhi Police. (reference internal circular no.3341-3695/Record Branch/PHQ dated 25/4/2013 of Jt.CP (Crime)).

Accordingly, the consolidated guidelines are hereby forwarded to Directors/Medical Superintendents of all the respective Government hospitals, HODs (Forensic Medicine) of Medical Colleges and the Medical Officers working in Casualty (through their Medical Superintendents) for their guidance while collecting the biological/DNA samples meant for forensic examination.

These guidelines will be reviewed after three months.

  
(S.B. Shashank)  
Spl. Secretary (H&FW)

**Encl: Guidelines.**

Copy for necessary action to:-

1. All Directors/Medical Superintendents, Govt. Hospitals
2. All HODs (Forensic Medicine), AIIMS/MAMC/LHMC/UCMS/VMMCH
3. All MSs to further send the copies to the Medical Officers in the Casualty
4. Director, FSL, Ronini, Delhi
5. Joint Commissioner of Police/Crime Branch, Delhi Police

Copy for information for:-

1. Pr. Secretary (Home), GNCTD
2. Commissioner of Police, Delhi, PHQ, ITO, Delhi
3. Secretary (Health), GNCTD
4. Secretary to MOH
5. S.O to Chief Secretary

*These guidelines to all concerned marked A*  
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**GUIDELINES FOR  
COLLECTION  
AND  
PRESERVATION OF  
BIOLOGICAL  
AND  
DNA EVIDENCE**



|                    |        |   |  |  |
|--------------------|--------|---|--|--|
| Dried Blood Sample | Liquid | Scene of Crime                            | Use syringe to collect into EDTA tubes or on gauze or cotton. Transfer onto cotton cloth and dry as mentioned above.   | In charge Crime Team in the presence of Investigating Officer. |
|                    | Clot   | Scene of Crime                            | Collect clot in test tube and add equal volume of saline water. Transfer onto cotton cloth and dry as above.   | In charge Crime Team in the presence of Investigating Officer. |
|                    | Wet    | Clothing                                  | Air dry the clothing as above at room temperature and pack in a paper bag. <b>Do not apply direct heat</b> and do not use a hot iron to dry the stains as heat destroys the samples. Do not accelerate drying. The drying should take place naturally at room temperature. Take care to avoid contamination.   | Doctor   |
|                    | Wet    | Object                                    | Air dry as mentioned above at room temperature, transfer the stain on gauze, air dry and pack in the cotton cloth or paper envelope.   | In charge Crime Team in the presence of Investigating Officer. |
|                    | Crust  | Scene/Object                              | Scratch crust into paper envelope. Collect control sample from vicinity and pack in a separate envelope.   | In charge Crime Team in the presence of Investigation Officer. |
|                    | Stain  | Weapon of offence                         | The blood stained weapon should be packed in the following manner:<br>a) Collect weapon directly along-with the dried blood.<br>b) The weapon should not be touched where the blood stains are present.<br>c) The weapon should be packed separately in a card board box.<br>d) The blood stained weapon should be placed and packed in such a manner that blood stained area does not touch/rub with the box.<br>e) The weapon should not be loosely packed in the box. It may wipe out the stains. | In charge Crime Team in the presence of Investigation Officer. |
|                    | Stain  | Object                                    | Collect the object itself, if it is small; package it taking precautions mentioned above for weapons; For a larger object, transfer the stain on gauze soaked in saline and air dry it.  | In charge Crime Team in the presence of Investigation Officer. |
|                    | Stain  | Upholstery<br>Carpet<br>Wallpaper<br>Wood | Cut out the blood stained area. Package it separately taking precautions mentioned above for weapons Collect control sample.   | In charge Crime Team in the presence of Investigation Officer. |
|                    | Stain  | Immovable surface,<br>Concrete wall       | Scrape into paper packet. Collect control. <b>Transfer onto moistened cotton thread.</b> Air dry thread.   | In charge Crime Team in the presence of Investigation Officer. |

|                        |              |   |   |  |
|------------------------|--------------|---|---|--|
| Liquid                 | Victim       | Collect sample with swabs and should be air dried and packed in paper envelopes. Smear preparation on slide is more suitable than swab for sperm examination. Blood samples of victim and accused must be taken.  | Doctor  |  |
| Stains                 | Victim       | Collect sample with swabs and should be air dried and packed in paper envelopes.  | Doctor  |  |
| Liquid                 | Object Scene | Transfer onto cotton cloth. Air dry.  | In charge Crime Team in the presence of Investigation Officer.  |  |
| Wet                    | Clothing     | Air dry at room temperature and package in a paper bag. Do not apply direct heat and do not use Hot Iron (Press) to dry the stains as heat destroys the samples. Do not accelerate drying which should take place naturally at room temperature and take care to avoid contamination. | In charge Crime Team in the presence of Investigation Officer.  |  |
| Saliva                 | Objects      | Cigarette   | Completely dry cigarette ends and pack separately in paper bag or envelope. Store in a cool, dry environment  | In charge Crime Team in the presence of Investigation Officer. |
| Saliva                 | Object       | Cups or glasses   | Should be sent after drying and wrapping it with paper taking precautions not to disturb the area where saliva is expected to be present.             | In charge Crime Team in the presence of Investigation Officer. |
| Hair                   | With tissue  | Scene of Crime  | Collect hair with tissue in container and keep refrigerated.  | In charge Crime Team in the presence of Investigation Officer. |
|                        | With Blood   | Scene of Crime  | Air dry. Collect in a paper packet.   | In charge Crime Team in the presence of Investigation Officer. |
|                        |              | Person  | Samples of hair complete with roots should be taken and collected in paper packet. Hair taken without its root cannot be analyzed for DNA comparison. | Doctor   |
| Tissue/ Aborted Foetus |              |   | Tissue samples and foetus should be stored in normal saline.  | Doctor   |
| Bones/teeth            |              |   | Seal the items in suitable sterile plastic containers   | Doctor   |



**ANNEXURE – 'A'**

**LABEL**

- a) Type of Specimen .....  
(e.g. Blood/urine/vaginal swab /anal swab etc.)
- b) Case Number: .....
- c) Name: .....
- d) Age: ..... Sex: .....
- f) Date of collection: .....
- g) Site of collection: .....
- h) Name of police official: .....
- i) Name with designation of the Doctor –  
.....