ANDAMAN AND NICOBAR
FORENSIC SCIENCE DEVELOPMENT SOCIETY
(ANFSD SOCIETY)

A Society Registered under the UT of A & N Islands
Societies Registration Act, 1860
MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS

In the matter of Societies Registration Act, XXI of 1860 being an Act for the registration of Literary, Scientific and Charitable Societies.

And

In the matter of Society for Andaman & Nicobar Forensic Science Development (ANFSD) (hereinafter referred to as the Society) pertaining to Rules and Regulations of the Society for the administration and implementation of schemes of Forensic Science Development at different levels in general and Forensic Science Laboratories/Institutes in particular.

PREAMBLE

The primary objective of the Andaman & Nicobar Forensic Science Development Society (ANFSD Society) is to administer the implementation of programmes / projects involving creation of infrastructure for Forensic Science Laboratory (FSL)/District Mobile Forensic Units (DMFU) and to provide modern investigation tools and training to police personnel, thereby improving the quality of forensic services for the purpose of criminal justice administration. The Society will act as a nodal agency to administer all matters relating to Forensic Science/FSL/DMFUs.

The Society would facilitate the establishment of a high class Forensic Science Laboratory and District Mobile Forensic Units (DMFUs) for achieving its objectives.

Whereas it is considered expedient to provide the Society a legal entity by getting it registered under the Societies Registration Act, 1860.

2. NAME

The name of the Society shall be Andaman & Nicobar Forensic Science Development Society, (ANFSD Society for short).

3. OFFICE

The Registered office of the ANFSD Society shall be as follows:

Office of the Director General of Police, Police Head Quarters, located at Atlanta Point, Port Blair, Andaman & Nicobar Islands. Pin -744104.

The permanent address of the ANFSD Society shall be as follows:

Office of the Director General of Police, Police Head Quarters, located at Atlanta Point, Port Blair, Andaman & Nicobar Islands. Pin -744104.
4. AREA OF OPERATION

The area of operation of the Society shall be the entire UT of Andaman & Nicobar Islands

5. DEFINITIONS

In this Memorandum and the Rules made there under, unless the context otherwise requires,

1. “The Act” means the Societies Registration Act, 1860 as applied to the UT of A & N Islands or any statutory modification thereof for the time being in force.

2. “Governing Body” shall mean the body which is constituted as the “Governing Body of the Society” by this Memorandum of Association.

3. The “Chairman/Chairperson” and Vice Chairman/Vice Chairperson” shall mean the “Chairman/Chairperson” and “Vice-Chairman/Vice-Chairperson” of the Governing Body.

4. “Member” means
   i. The ex-officio members as per the constitution/ rules & regulations of the Society or
   ii. The members of Society nominated by the Governing Body as per the rules of the Society or
   iii. Such Persons(s), institutions, organizations, societies, or corporate bodies who may be accepted in future as co-opted Members of the Governing Body on such terms and conditions as laid down by the Governing Body.

5. “Member Secretary” means Member Secretary of the Governing Body of the Society.

6. “Chief Executive Officer (CEO)” means Chief Executive Officer of the Executive Committee of the Society.

7. “Executive Secretary” mean the Executive Secretary of the Executive Committee of the Society.


9. “State/UT Government” shall mean the Government of UT of A & N Islands in the Department of Home or in any other way it is known as.
6. OBJECTIVES AND FUNCTIONS OF THE SOCIETY

1. To act towards achieving excellence in Forensic Science Services in this UT by the way of deployment of new and advanced techniques at the FSL/DMFUs/Police Stations etc.

2. To provide an extensive range of quality products to the FSL/DMFUs/Police Stations/Investigating Officers of this UT for the proper and safe collection, secure transportation and storage of physical evidences.

3. To provide a mechanism for scene of crime investigation in this UT by investigating agencies with the assistance of forensic scientists.

4. To facilitate the accreditation of the FSL, Port Blair with the National Accreditation Board for Testing and Calibration Laboratories (NABL).

5. To ensure autonomy, transparency, impartiality and credibility of the Forensic Science Laboratories and its reports.

6. To create a working environment which actively encourages employees to pursue the highest attainable competencies and ethical work practices.

7. To promote Forensic Sciences as an important component of the Criminal Justice System in this UT.

8. To impart scientific training to the investigating officers and police personnel of this UT by Forensic Science experts, specifically for crime scene investigation, which includes systematic search of evidence, collection of evidence by appropriate tools/techniques, preservation and packing of evidence, labeling and forwarding of exhibits to FSL, etc.

9. To devise and impart need based training programs to the Judicial and Prosecution Officers for the better presentation and evaluation of forensic evidences/reports.

10. To promote awareness on Forensic Science in general public, especially for protecting (or not disturbing) the scene of crime.

11. To take all necessary steps for quick delivery of justice to the common man in this UT with the help of Forensic Sciences.

12. To support and encourage research and development in the Forensic Science Laboratory.

Shri. Chinmay Bhawal, IPS
A.S.P (SA)
o/o the A.S.P (SA),
Port Blair.

Shri. K.S. Pabla
Dy. sp (CID)
o/o the Dy. sp (CID),
Port Blair.

Shri. V.P. Pandey
Dy. sp (HQ)
o/o the Dy. sp (HQ),
Port Blair.
13. To take all necessary steps to promote efficiency, reduce delays; enhance accountability, transparency and objectivity in the functioning of the Forensic Science Laboratories and District Mobile Forensic Units.

14. To buy, sell, let on hire, repair, import, export, lease, trade and otherwise deal with and provide all Forensic resources and support required by the Department of Home / Police HQ/FSL/DMFUs for Forensic Science Services including hiring of professionals and consultancy services.

15. To enter into collaborations, MoUs, partnerships agreements and contracts with Indian and / or foreign individuals/companies or other organizations for transfer, sale, purchase of equipment and for technical, financial or any other assistance for carrying out all or any of the objectives of the Society.

16. To hire professionals, consultants and other specialized agencies as found necessary for efficient handling and conduct of the business of the Society.

17. To receive, manage (including disbursement to implementing agencies) and account for the funds received from the Ministry of Home Affairs, Government of India or any other source.

18. To mobilize financial/non-financial resources for complementing-supplementing the Projects activities in the Andaman & Nicobar Islands.

19. To organize training, meetings, conferences, policy review studies / surveys, workshops and inter-State/UT exchange visits etc. for deriving inputs for improving the implementation of FSL/DMFUs in the Andaman & Nicobar Islands.

20. To undertake such other activities for strengthening FSL/DMFUs in the Andaman & Nicobar Islands as may be identified from time to time.

21. To do all such other lawful things as may be necessary, incidental or conducive to the attainment of the above objectives.

22. To encourage the development and use of Forensic Science for Crime investigation in this UT.

23. To undertake overall development of the Forensic Science for crime investigation by the investigating agencies and evidence examination by the forensic experts in the FSL.

Shri. Chinmaya Biswal, IPS
A.S.P (CSA)
o/o the A.S.P (CSA),
Port Blair.

Shri. K.S. Padola
Dy.SP (CID)
o/o the Dy.SP (CID),
Port Blair.

Shri. V.P. Pandey
Dy.SP (HQ)
o/o the Dy.SP (PHQ),
Port Blair.
For performing the above tasks, the Society shall:

1. Establish and carry out the administration and management of the Society’s Secretariat, which will serve as the implementation arm of the Society.

2. Establish its own compensation package and employ, retain or dismiss personnel as required.

3. Establish its own procurement procedures in accordance with the GFR and to employ the same for procurement of goods and services.

4. Make rules and bye-laws for the conduct of the activities of the Society and its Secretariat and add, rescind or vary them from time to time as deemed necessary.

7. PRESENT GOVERNING BODY

The designations and addresses of the present members and office bearers of the Governing Body, to whom the management of the affairs of the Society is entrusted as required under section 2 of the Registration of Societies Act, 1860 (Act XXI of 1860) shall be as under:-

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name, Occupation/Designation and Address</th>
<th>Status in Governing Body.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Shakti Sinha, IAS Chief Secretary, A&amp;N Islands</td>
<td>Chairperson (Chairman)</td>
</tr>
<tr>
<td></td>
<td>O/o CS, A &amp; N Administration Secretariat, Port Blair</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Shri S.B.S. Deol, IPS Director General of Police, A &amp; N Islands, O/o DGP, Police Head Quarter, Port Blair</td>
<td>Vice-Chairperson (Vice-Chairman)</td>
</tr>
<tr>
<td>3.</td>
<td>Shri Sanjay Baniwal, IPS Inspector General of Police, A &amp; N Islands, O/o IGP, Police Head Quarter, Port Blair</td>
<td>Member</td>
</tr>
<tr>
<td>4.</td>
<td>Shri P.K.Adhikari, IPS Secretary (Law) O/o Secretary (Law), A &amp; N Administration Secretariat, Port Blair</td>
<td>Member</td>
</tr>
<tr>
<td>5.</td>
<td>Shri Sharad Agrawal, IPS Dy. Inspector General of Police (L&amp;O), A&amp;N Islands O/o DIGP (L&amp;O), Police Head Quarter, Port Blair</td>
<td>Member</td>
</tr>
<tr>
<td>6.</td>
<td>Shri Ashok Kumar, IAS Dy. Commissioner (South Andaman) O/o DC (S/A), Port Blair</td>
<td>Member</td>
</tr>
<tr>
<td>7.</td>
<td>Shri S.B.S. Tyagi, IPS Superintendent of Police (S/A) O/o SP (S/A), Port Blair</td>
<td>Member</td>
</tr>
<tr>
<td>No.</td>
<td>Name</td>
<td>Designation</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>8.</td>
<td>Shri R.K. Verma, IPS</td>
<td>Superintendent of Police (CID)</td>
</tr>
<tr>
<td>9.</td>
<td>Shri R.K. Verma, IPS</td>
<td>Superintendent of Police (HQ)</td>
</tr>
<tr>
<td>10.</td>
<td>Shri Binay Bhushan</td>
<td>Additional Secretary (Home)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Shri S. Senthil Kumar, IFS</td>
<td>Dy. Conservator of Forest(WL-I)</td>
</tr>
<tr>
<td>12.</td>
<td>Shri N.P. Pillai/Shri Rajesh Puri</td>
<td>Director (Finance)</td>
</tr>
<tr>
<td>13.</td>
<td>Shri Chinmay Biswal, IPS</td>
<td>Assistant Superintendent of Police (SA)</td>
</tr>
<tr>
<td>15.</td>
<td>Shri V.P. Pandey</td>
<td>Dy. Superintendent of Police (HQ)</td>
</tr>
<tr>
<td>16.</td>
<td>Shri Rishikesh</td>
<td>Senior Scientific Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A copy of the rules of the Society certified to be correct copy by the first three members of the Governing Body is filed along with this Memorandum of Association.
Executive Committee of the Society

The routine decision making of the Society and its funds shall be managed by the following executive committee:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name, Designation and address</th>
<th>Status in Executive Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Shri Sanjay Baniwal, IPS Inspector General of Police, A &amp; N Islands O/o IGP, Police Head Quarter, Port Blair</td>
<td>Chief Executive Officer</td>
</tr>
<tr>
<td>2.</td>
<td>Shri Sharad Agrawal, IPS Dy. Inspector General of Police (L&amp;O), O/o DIGP (L&amp;O), Police Head Quarter, Port Blair</td>
<td>Member</td>
</tr>
<tr>
<td>3.</td>
<td>Shri R.K. Verma, Superintendent of Police (CID) O/o SP (CID), Port Blair</td>
<td>Executive Secretary</td>
</tr>
<tr>
<td>4.</td>
<td>Shri R.K. Verma, IPS Superintendent of Police (HQ) O/o the Superintendent of Police (PHQ), Port Blair</td>
<td>Member</td>
</tr>
<tr>
<td>5.</td>
<td>Shri Chinmoy Biswal, IPS Asst. Superintendent of Police (SA) O/o the Asst. Superintendent of Police (SA), Port Blair</td>
<td>Member</td>
</tr>
<tr>
<td>6.</td>
<td>Shri K.S. Pabla, Dy. Superintendent of Police (CID) O/o the Dy. Superintendent of Police (CID), Port Blair</td>
<td>Member</td>
</tr>
<tr>
<td>7.</td>
<td>Shri V.P. Pandey, Dy. Superintendent of Police (HQ) O/o the Dy. Superintendent of Police (PHQ), Port Blair</td>
<td>Member</td>
</tr>
</tbody>
</table>

1. The Executive Committee will be empowered to take all administrative decisions which do not involve associating any external agency, organization or individual in contractual or other agreement based capacity.

2. The Executive Committee may take decisions and get the same ratified from the Governing Body in its next meeting.

3. The Executive Committee may also further delegate any of its power to the Executive Secretary of the Committee.

4. The Executive Committee shall exercise such other powers as delegated to it by the Governing Body.

5. The executive committee may include co-opted member(s), if required with the approval of the Governing Body.

Shri Chinmoy Biswal, IPS
O/o the A.S.P (SA)
Port Blair

Shri K.S. Pabla
Dy. SP (CID)
O/o the Dy.SP (CID)
Port Blair

Shri V.P. Pandey
Dy. SP (HQ)
O/o the Dy.SP (PHQ)
Port Blair
13. **CONTRACTS**

All contracts and other assurances shall be executed in the name of the Society and signed on their behalf by the CEO of the Executive Committee or any other person duly authorized by the Governing Body.

14. **POWER, FUNCTIONS & RESPONSIBILITIES OF CHIEF EXECUTIVE OFFICER (CEO)**

1. The CEO shall be the custodian of the records, the funds of the Society & such other property of the Society as the Board/Governing Body may commit to his charge. The CEO shall have the accounts maintained and also arrange for the annual audit in accordance with the provisions in the Rules and Bye-laws of the Society.

2. The CEO shall have such other power & perform other duties as may be delegated or assigned to him by the Governing Body. The CEO may delegate any of his powers to any of his subordinate with the approval of the Governing Body.

3. The CEO shall record the proceedings of the meetings of the Executive Committee and of the Governing Body and maintain a proper record of these meetings in accordance with the provisions of the Bye-laws of the Society.

4. The CEO shall manage the projects, properties or the money under the fund, manage accounts, execute all contracts on behalf of the Society and receive funds for the Society through donations, grants-in-aid, contributions and raising money whenever required.

5. The CEO shall prepare the budget relating to the administrative expenses of the Society and its Committees such as expenditure on TA/DA of the members, which shall be a legitimate charge on the fund.

6. The CEO will be empowered to take all day-to-day administrative decisions where no policy is involved.

7. In the event of the post of the CEO remaining vacant or the CEO being absent or unable to perform his duties or any reason, it shall be open for the Board/Governing Body to direct any Officer or Officers in the service of the Society to exercise temporarily such powers & perform such functions and duties of the CEO as the Board/Governing Body may deem fit.

8. The CEO shall be responsible for the proper day-to-day administration of the Society. All other of the officers of the Society shall be subordinate to the CEO. The CEO shall carry out the general correspondence in connection with the work assigned to him/her by the Chairman of Governing Body and the Executive Committee from time-to-time.

9. The CEO shall hire & fire the manpower for the Society and other staff in accordance with Rules, regulations and by-laws of the Society. The CEO shall represent the Society in all its legal matters jointly or through any authorized representative.

Shri. Chinnam O. Birla, IPS A.S.P (SA)

Shri. K.S. Patha
Dy.SP (CID)

Shri. V.P. Pandey
Dy.SP (HQ)