

**OFFICE OF THE DIRECTOR GENERAL OF POLICE  
MEGHALAYA ★★★ SHILLONG**

**C I R C U L A R N O. 3/2013**

**Subject: Timelines fixed for submission of reports connected with criminal administration**

In a meeting held in the chamber of the Chief Secretary on 12/11/2012, following mandatory timelines were fixed for submission of reports required in connection with the investigation of cases:

1. MVI report – 48 hours after completion of inspection.
2. Medical report – 24 hours after medical examination.
3. PM report – 7 working days after the PM.
4. Finger Print report – 14 days after receipt of requisition by the State FIB.
5. As far as the FSL Reports are concerned, in the above mentioned meeting, it was decided to obtain comments of Director FSL on the following timelines:

- |  |   |  |
|--|---|--|
| (a) Ballistic Division<br>(b) Physics Division<br>(c) Chemistry Division<br>(d) Biology Division | } | Within 14 working days after receipt of requisition and materials                            |
|  |   | (e) Questioned Documents - Within 21 working days after receipt of requisition and material. |

Director FSL has agreed to the above timelines which has been communicated to the Government vide our letter No. MCI/Cell-VI/B-26/2007 dt. 04.04.2013. In view of the same, the abovementioned timelines for submission of FSL Reports should be treated as final.

It was also decided in the above meeting that the District Level Monitoring Committee under the chairmanship of the DC should ensure that the timelines specified in these Minutes are adhered to by all concerned and meetings are held periodically to monitor adherence to the timeline fixed by the concerned authorities.

In view of the above, emphasis must be laid on strict adherence to the timelines fixed by the concerned authorities by bringing to their notice Minutes of the abovementioned meeting a copy of which is enclosed herewith.

Also, the DCs may be requested to hold quarterly meetings of the District Level Monitoring Committee and all cases of non compliance of the timelines fixed should be placed before the said Committee.

Encl: As above.

Sd/-  
(Prem Singh)  
Director General of Police  
Meghalaya, Shillong

Memo No.MG/XII-985/2011/20

Dated Shillong, the 9<sup>th</sup> April, 2013