

Ref No. XXX/XXX/XXX

Date: DD/MM/YYYY

FROM

[Your Name]
[Your Designation]
[Your Organization's Name]
[Address] [City, State, ZIP Code]
[Email Address]
[Phone Number]

To

The Director
Zoological Survey of India
M Block, New Alipore
Kolkata 700053
West Bengal

Subject: Forwarding of Case and Confiscated Materials for species identification and for the Expert Opinion -regd. [include the relevant reference and case ID etc.]

Sir/Madam,

We are sending confiscated material [pls. state what type of material being sent e.g. skin/meat/claws/canine/bone/skull/skeleton/scales/ unclassified & unknown products/ feathers etc.] of wildlife origin to your esteemed organization for species identification and release of an advisory (identification report) admissible to the court of law. This confiscated material has been obtained during our joint efforts to combat wildlife crime and is crucial for legal and conservation purposes.

Below, please find the details regarding the sample and its associated documentation:

Information Required	Description
Name of Investigating officer (IO) of the case	- Pls provide IO name, designation, and contact details
Description of Sample/ confiscated material being sent for identification	- Sample Type: [e.g., feathers, bones, skins, scales, plants, etc.] - Quantity: [e.g., number of samples or weight/volume, pls mention whatever is applicable] - Numbering and labelling: [Pls clearly label/ number the exhibit- e.g. exhibit-A; exhibit -B etc.& give their detailed description in colour, shape & quantity in a separate table]- Packaging: [e.g., securely packaged in sealed containers or bags, pls mention how and in what way it is packed and sealed]
Supporting Documentation	-Location and Date of Seizure/Collection: [Details of seizure/collection location and date]- Case Reference Number: [If applicable] -Chain of Custody: [Include relevant documentation establishing custody and handling of the samples, pls. enclose copy of FIR and also the forwarding letter of the court of law, etc.]

Mode of Sample Delivery	- Delivery Method: [e.g., Postal service, In-person delivery. If in person delivery, pls also provide his/her name/signature in the forwarding letter and also ensure the person should carry a valid office employment ID for verification]
Additional Instructions/Notes	[Include any additional instructions or notes relevant to the case, delivery, analysis, & identification]

Thank you.

Date:

Sincerely
[relevant authority signature, name & address]

Suggestion(s):

1. Please provide all the supporting documents, evidence collected from crime scene/accused and which are relevant to the case. Any documentation detailing the circumstances of the seizure, location, date, and additional information crucial to the case.
2. Please ensure that the case documentation and confiscated materials are securely packaged and sealed to maintain their integrity during transportation. Avoid contamination, damage, or loss of evidence, as it may impact the reliability of the analysis and testimony provided by the Zoological Survey of India.
3. Please note that the timeline for species identification is dependent on the type and condition of the confiscated materials received. While we aim to provide a typical identification within three to four weeks, it may take longer based on the availability of reference materials and the complexity of the case.

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