

GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

No. 2017/Sec (Spl)/6/7 (pt)

New Delhi, dated 26.04.2019

The Principal Chief Security Commissioners/RPF  
All Zonal Railways, ICF, RDSO, KRCL, CORE, Construction

The Principal Chief Security Commissioners/RPSF,  
Dayabasti, Delhi

Director, JJR RPF Academy, Lucknow & Training Centre, Maula Ali

**Sub:** Delegation of powers to RPF under the NDPS Act.


As per Gazette Notification No S.O. 1582(E) dated 11<sup>th</sup> April 2019, Central Government has empowered the officers of the RPF of the rank of ASI and above, to exercise powers and perform the duties specified under section 42 of the NDPS Act within the areas of their respective jurisdiction and to exercise powers conferred upon them under section 67. A copy of the Notification is enclosed.

SOP/guidelines alongwith checklist to deal with Seizure, Sampling and Arrest under the Narcotics Drugs and Psychotropic Substances Act, 1985 approved by DG/RPF is enclosed for necessary action.

The SOP and checklist may be widely circulated so as to ensure that all RPF personnel and officers upto the level of ASI are aware of the powers, and procedure for dealing with search, seizure, detention and arrest.

Hindi version of the SOP/checklist will follow.

DA: As above

  
(M. N. Hoda)  
DIG/RS  
Railway Board



## **Guidelines to deal with Seizure, Sampling and Arrest under the Narcotics Drugs and Psychotropic Substances Act, 1985.**

### **Introduction**

The Government of India vide Gazette Notification no. 1403 dated 11.04.2019 has empowered the officers of RPF, of the rank of Assistant Sub-Inspector and above to exercise the powers under NDPS Act 1985 and perform the duties specified under section 42 within the areas of their respective jurisdiction and also authorised the said officers to exercise the powers conferred upon them under section 67. (Provisions contained in Sections 42, 43, 50, 52 and 67 of NDPS Act are enclosed as Annexure-A)

### **Section 42 of NDPS Act**

Section 42 authorises the empowered officers to search the premises, seizure of the drugs, detain any person, or arrest the persons who has committed the offence without warrant.

### **Section 43 of NDPS Act**

Authorises empowered officers under section 42 to conduct seizure and detain or arrest in public places.

### **Section 50 of the NDPS Act**

The person to be searched for suspected possession of drugs and other incriminating articles should be given the opportunity to be taken before a gazetted officer or a Judicial Magistrate and this fact has to be taken in writing with the signature of the accused. As such written notice under section 50 of the NDPS Act is required to be served to the person intercepted at a public place or the occupants of the premises. This fact is also to be incorporated in the panchnama. The format of notice U/S 50 of the NDPS Act 1985 is enclosed as Annexure- B.

### **Procedure of search**

(a) The search shall be conducted by the empowered officer between sunrise and sunset. However if it is conducted after sunset and before sunrise, the grounds as to why it was felt necessary to take such action and why it was not possible to obtain a warrant should be recorded and copy of the grounds so recorded must be

sent within 72 Hours to the immediate official superior. In the Case file it must be specifically mentioned on which date and under what dispatch number a copy of the grounds so recorded was sent to the official superior. However, search, seizure and arrest may be carried out any time if there is court warrant or if there is authorization from an empowered gazetted officer or if the gazetted officer himself is carrying out the same.

(b) Since resources in the form of manpower, money, equipment, etc., are to be allocated effectively and in the best possible manner, a preliminary verification of the information through different sources and by surveillance should be done before carrying out operation.

(c) Information received regarding transportation of Narcotics/ Drugs will be recorded in writing as per section 42(1) of the NDPS Act.

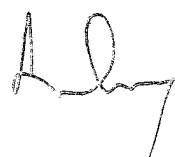
(d) The search operation should be carried out by an empowered officer. A team leader should be assigned for each team. The operation has to be well coordinated and planned, so that it can be conducted smoothly and efficiently in minimum possible time.

(e) Each participating officer should be briefed about the objective of the operation and he must know his responsibilities. The team must consist of a female officer if a house search is planned or if a female drug trafficker is to be searched or apprehended.

(f) Female suspect to be searched by a female section 50(4) of NDPS Act.

(g) Where an officer takes down any information in writing under sub-section (1) of section 42 or records grounds for his belief under the proviso thereto, he shall within seventy-two hours send a copy thereof to his immediate official superior.

(h) The search should be conducted in presence of at least two independent and responsible witnesses and in the presence of the suspected person/owner/occupier or his representative.



(5)

(i) As per the orders of the Hon'ble Supreme Court, search needs to be conducted in presence of a gazetted officer. Therefore, presence of an empowered gazetted officer shall be ensured.

(j) The officers of the search party should disclose their identity and purpose of the search to the suspected person/owner/occupier before search. For this, it is required that they should carry their departmental identity cards with photographs on it.

(k) Search team members shall offer their own personal search <sup>to</sup> ~~by~~ the suspected person/owner/occupier of the premises before beginning the search of the premises or conducting search of the suspected person.

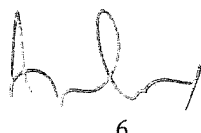
### **Field Testing and identification of substance**

Natural narcotic drugs like Ganja, Charas, Opium Poppy can be easily identified by their colour, texture and smell. But, most of the drugs abused today are refined and chemically processed substances and are mostly circulated as white, off-white or brown powder, crystals or flakes or colourless odourless liquids. It is very difficult to identify a substance as a drug unless it is tested with different reagents.

### **Drug Detection Kit:**

Availability of Drug Detection Kit (Field Drug Identification Test Kit) is mandatory with every field unit (RPF post level) of RPF. The empowered officers must know how to use the kit to ascertain the identity of the suspected substance.

A small quantity of substance suspected to be NDPS must be tested with the help of Field Drug Identification Test Kit and an indicative nature of the substance should be established from the colour range. This should also be corroborated by questioning the owner/occupier/possessor to ensure that the substance recovered is a NDPS. If more than one package containing the suspected substance is recovered, a small quantity of substance from each packet must be tested with the Field Test Kit.



(4)

## **Weighment of recovered substance suspected to be NDPS:-**

The quantum of sentence and fine varies with the offence. For many offences, the penalty depends on the quantity of drug involved - small quantity, more than small but less than commercial quantity or commercial quantity of drugs. Small and Commercial quantities are notified for each drug. Weighment of recovered substance suspected to be NDPS is mandatory.

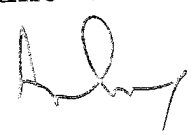
### **Sample and Sealing**

- A unique seal for each seizing officer will be prepared so that by examining the seal on the seized material, the identity of seizing officer can be ascertained.
- Electronic weighing machines of adequate accuracy shall be procured and kept in field units of RPF to ensure that correct weighment of the NDPS seized is recorded and representative samples of correct weighment are prepared.
- After reasonable suspicion and on the basis of test results in the field test carried out that the substance so recovered is a NDPS, samples must be drawn on the spot from the recovered substance for chemical analysis test by designated laboratory for determination of the exact nomenclature of the recovered substance.

### **Drawal of sample**

Samples shall be drawn on the spot of recovery from each package or lot (if bunching was made into lots of 40 in case of Ganja & Hashish and 10, in case of other drugs) of the suspected seized substances in duplicate in presence of search witnesses and the person from whom the drug is recovered. It ensured that the representative samples are of specified weights. **(100 gms in Poppy Straw, 24 gms each in case of opium, Ganja and Charas and 5 gms each in case of all others).**

- a) If the drugs/controlled substances seized are found in packages/ containers the same should be serially numbered for purposes of identification.



(5)

b) In case the drugs/controlled substances are found in loose form the same should be arranged to be packed in unit containers of uniform size and serial numbers should be assigned to each package / container. Beside the serial number, the gross and net weight, particular of the drug and the date of seizure should invariably be indicated on the packages.

c) In case sufficient space is not available for recording the above information on the package, a card board label, should be affixed with a seal of the seizing officer and on this card board label, the above details should be recorded.

d) Sample from the seized drugs/controlled substances must be drawn on the spot of recovery, in duplicate, in the presence of search witnesses and the person from whose possession the drug/controlled substances is recovered or the owner/occupier/representative of the owner of the premises and a mention to this effect must be made in the Panchnama and the case file.

e) The same quantity should be taken for the duplicate sample also. The seized drug in the packages/containers should be well mixed to make it homogenous and representative before the sample in duplicate is drawn.

### **Bunching of packages:**

Drawing two representative samples from seized packages is easy and manageable, but only when the number of packages is few. However, the notified officers frequently encounters situations where the number of packages recovered is very large. Drawing two representative samples from truckloads of seized drugs would be a lengthy exercise. In such cases, bunching of packages into lots is done.

### **How many samples to be drawn-**

(a) In the case of seizure of a single package/container one sample in duplicate is to be drawn.



(b) Normally it is advisable to draw one sample in duplicate from each package/ container in case of seizure of more than one package / container.

(c) However, when the packages / containers seized together are of identical size and weight, bearing identical markings and the contents of each package give identical results on colour test by drug/ precursor testing kit, conclusively indicating that packages are identical in all respect, the packages/ container may be carefully bunched in lots of 10 packages/ containers.

(d) In case of seizure of ganja and hashish, the packages/ containers may be bunched in lots of 40 such packages/ containers.

(e) For each such lot of packages/ containers, one sample in duplicate may be drawn.

(f) Where after making such lots, in the case of hashish and ganja, less than 20 packages/ containers remain, and in case of other drugs less than 5 packages/ containers remain, no bunching would be necessary and no samples need be drawn.

(g) If it is 5 or more in case of other drugs and substances and 20 or more in case of Ganja and Hashish, one more sample in duplicate may be drawn for such remainder package/ containers.

(h) While drawing one sample in duplicate from a particular lot, it must be ensured that representative drug in equal quantity is taken from each package/ container of that lot and mixed together to make a composite whole from which the samples are drawn for that lot.

**Numbering of packages/containers**



➤ Each package/ container should be securely sealed and an identification slip pasted/ attached on each one of them at such place and in such manner as will avoid easy obliteration of the marks and numbers on the slip.

➤ Where more than one sample is drawn, each sample should also be serially numbered and marked as S-1, S-2 & S-3 and so on, both original and duplicate sample. It should carry the serial number of the packages and marked as P-1, 2, 3, 4 and so on.

➤ All the samples must be drawn and sealed in presence of the accused, seizure (panchnama) witnesses and seizing officer and all of them shall be required to put their signatures on each sample.

➤ The official seal of the seizing officer should also be affixed.

➤ The specimen of seal used shall be embossed on a separate sheet of paper so as to produce in the court as an exhibit with other documents during the trial.

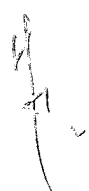
### **Packing and Sealing of Samples -**

1. Representative samples of substances if in solid or powder form should be kept in small plastic pouches and heat sealed as it is convenient and safe.

2. The plastic container should be kept in a paper envelope sealed properly with gum. This envelope should be sealed with the official seal over a paper slip containing the signatures of the witnesses, the owner/occupier/possessor in such a way that tampering is not possible without breaking the seals or damaging the envelope.

3. The seal inscriptions should be complete and legible. The number of seals affixed on the envelopes should be uniform in number.

4. Representative samples drawn in duplicate from a package or a lot should be marked clearly as original and duplicate.



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5. After the drawl of samples is complete, each package containing the seized substance should be securely sealed with the seal over a paper slip containing the signatures of the witnesses, the owner/occupier/possessor in such a way that the sealed packages cannot be tampered without breaking the seals or damaging the packages themselves.

### **Seizure/Panchanama**

1. After the search is over all the goods, documents, articles, things, and assets found relevant to the commission of offence and subsequent investigations, recovered during search, will be seized in presence of witnesses and signature of witnesses, owner/ owner's representative and arrested person, if any, should be obtained on seizure list along with their names, addresses etc. The fact of seizure documented in the Panchanama. Signature of the arrested person/owner/ witnesses/seizing officer to be obtained on the sealed packets.

2. If any personal search is taken, a separate search list is to be prepared.

3. A copy of the search list is to be handed over to the person, owner/occupier/ representative of the owner of the premises under proper acknowledgement.

### **Arrest of person**

Under Section 42, The empowered officer may detain and search and, if he thinks proper, arrest any person whom he has reason to believe to have committed any offence punishable under this Act.

Under Section 43, The empowered officer may detain and search any person whom he has reason to believe to have committed an offence punishable under this Act, and if such person has any narcotic drug or psychotropic substance or controlled substance in his possession and such possession appears to him to be unlawful, arrest him and any other person in his company.

Arrest Memo to be prepared in detail in respect of persons arrested



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informing the grounds of arrest. Arrest will be made in the presence of a witness and his signature will be obtained on the Arrest Memo. Information of arrest will be given to one relative or friend of the person arrested and the same endorsed on the arrest memo to this effect and a copy of the same to be handed over to the arrested person. If the arrested person is a foreign national, his arrest details should be shared with: (i) The Joint Secretary, CPV Division, MEA, Patiala House, New Delhi (ii) Ministry of Home Affairs, Foreigners Division, No.26 Man Singh Road, Jaisalmer House, New Delhi 26.

### **Disposal of persons arrested and articles seized**

Person arrested and article seized under section 42 of NDPS Act, 1985 shall be forwarded without unnecessary delay to-(a) The officer-in-charge of the nearest Police Station, or (b) The officer empowered under Section 53 of NDPS Act, 1985. The details of seizure shall be uploaded on the web portal SIMS by the In-charge of the concerned RPF post within 48 hours of completion of the formalities. In addition, the details of seizure and arrest has to be sent to DG NCB in format as given in Annexure D within 48 hours of completion of formalities.

**Section - 67. Power to call for information etc.** Section 67 gives the power to the officer mentioned under section 42 to examine any person or record the statement.

### **Annexures:**

- A: Provisions of the Bare Act- Sections 42, 43, 50, 52 and 67 of NDPS Act.
- B: Notice under section 50 of NDPS Act before commencement of search.
- C: Arrest Memo under NDPS Act
- D: Personal Search Memo
- E. Information to be furnished to DG NCB after seizure and arrest.
- F: Check list



**Annexure A**

**Section 42. Power of entry, search, seizure and arrest without warrant or authorisation;**

(1) Any such officer (being an officer superior in rank to a peon, sepoy or constable) of the departments of central excise, narcotics, customs, revenue intelligence or any other department of the Central Government including paramilitary forces or armed forces as is empowered in this behalf by general or special order by the Central Government, or any such officer (being an officer superior in rank to a peon, sepoy or constable) of the revenue, drugs control, excise, police or any other department of a State Government as is empowered in this behalf by general or special order of the State Government, if he has reason to believe from personal knowledge or information given by any person and taken down in writing that any narcotic drug, or psychotropic substance, or controlled substance in respect of which an offence punishable under this Act has been committed or any document or other article which may furnish evidence of the commission of such offence or any illegally acquired property or any document or other article which may furnish evidence of holding any illegally acquired property which is liable for seizure or freezing or forfeiture under Chapter VA of this Act is kept or concealed in any building, conveyance or enclosed place, may between sunrise and sunset,—

(a) enter into and search any such building, conveyance or place;

(b) in case of resistance, break open any door and remove any obstacle to such entry;

(c) seize such drug or substance and all materials used in the manufacture thereof and any other article and any animal or conveyance which he has reason to believe to be liable to confiscation under this Act and any document or other article which he has reason to believe may furnish evidence of the commission of any offence punishable under this Act or furnish evidence of holding any illegally acquired property which is liable for seizure or freezing or forfeiture under Chapter VA of this Act; and

(d) detain and search, and, if he thinks proper, arrest any person whom he has reason to believe to have committed any offence punishable under this Act:

Provided that if such officer has reason to believe that a search warrant or authorisation cannot be obtained without affording opportunity for the concealment of evidence or facility for the escape of an offender, he may enter and search such building, conveyance or enclosed place at any time between sunset and sunrise after recording the grounds of his belief.



- (11)
- (2) Where an officer takes down any information in writing under sub-section (1) or records ground for his belief under the proviso thereto, he shall within seventy-two hours send a copy thereof to his immediate official superior.

### **Section 43. Power of seizure and arrest in public place;**

Any officer of any of the departments mentioned in section 42 may—

(a) seize in any public place or in transit, any narcotic drug or psychotropic substance or controlled substance in respect of which he has reason to believe an offence punishable under this Act has been committed, and, along with such drug or substance, any animal or conveyance or article liable to confiscation under this Act, any document or other article which he has reason to believe may furnish evidence of the commission of an offence punishable under this Act or any document or other article which may furnish evidence of holding any illegally acquired property which is liable for seizure or freezing or forfeiture under Chapter VA of this Act;

(b) detain and search any person whom he has reason to believe to have committed an offence punishable under this Act, and if such person has any narcotic drug or psychotropic substance or controlled substance in his possession and such possession appears to him to be unlawful, arrest him and any other person in his company.

*Explanation.*—For the purposes of this section, the expression “public place” includes any public conveyance, hotel, shop, or other place intended for use by, or accessible to, the public’.

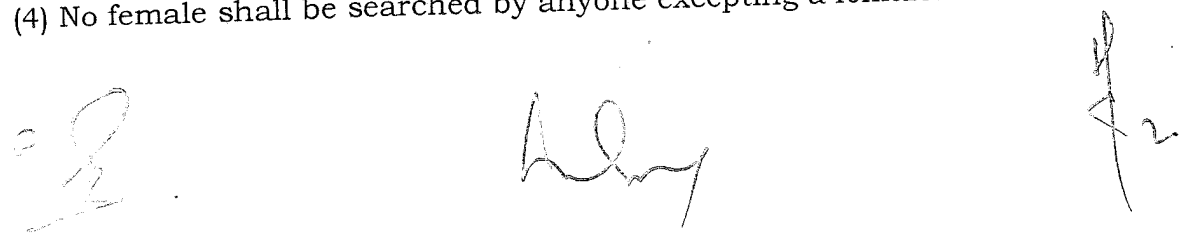
### **Section 50. Conditions under which search of persons shall be conducted;**

(1) When any officer duly authorised under section 42 is about to search any person under the provisions of section 41, section 42 or section 43, he shall, if such person so requires, take such person without unnecessary delay to the nearest Gazetted Officer of any of the departments mentioned in section 42 or to the nearest Magistrate.

(2) If such requisition is made, the officer may detain the person until he can bring him before the Gazetted Officer or the Magistrate referred to in sub-section (1).

(3) The Gazetted Officer or the Magistrate before whom any such person is brought shall, if he sees no reasonable ground for search, forthwith discharge the person but otherwise shall direct that search be made.

(4) No female shall be searched by anyone excepting a female.



(5) When an officer duly authorised under section 42 has reason to believe that it is not possible to take the person to be searched to the nearest Gazetted Officer or Magistrate without the possibility of the person to be searched parting with possession of any narcotic drug or psychotropic substance, or controlled substance or article or document, he may, instead of taking such person to the nearest Gazetted Officer or Magistrate, proceed to search the person as provided under section 100 of the Code of Criminal Procedure.

(6) After a search is conducted under sub-section (5), the officer shall record the reasons for such belief which necessitated such search and within seventy-two hours send a copy thereof to his immediate official superior.

**Section 52. Disposal of persons arrested and articles seized;**

(1) Any officer arresting a person under section 41, section 42, section 43 or section 44 shall, as soon as may be, inform him of the grounds for such arrest.

(2) Every person arrested and article seized under warrant issued under sub-section (1) of section 41 shall be forwarded without unnecessary delay to the Magistrate by whom the warrant was issued.

(3) Every person arrested and article seized under subsection (2) of section 41, section 42, section 43 or section 44 shall be forwarded without unnecessary delay to—

(a) the officer-in-charge of the nearest police station, or

(b) the officer empowered under section 53.

(4) The authority or officer to whom any person or article is forwarded under sub-section (2) or sub-section (3) shall, with all convenient despatch, take such measures as may be necessary for the disposal according to law of such person or article.

**Section 67. Power to call for information, etc.**

Any officer referred to in section 42 who is authorized in this behalf by the Central government or a State Government may, during the course of any enquiry in connection with the contravention of any provisions of this Act,

(a) call for information from any person for the purpose of satisfying himself whether there has been any contravention of the provisions of this Act or any rule or order made thereunder;

(b) require any person to produce or deliver any document or thing useful or relevant to the enquiry;

(c) examine any person acquainted with the facts and circumstances of the case.



ANNEXURE-B

NAME OF ORGANIZATION OFFICE/UNIT

(Mention complete address/contact number)

( Notice u/s 50 of the NDPS Act 1985 )

To

.....  
.....  
.....

Subject: Notice under section 50 of the NDPS Act, 1985.

Sir,

Whereas there is reason to believe that Narcotic Drugs/Psychotropic Substances/Controlled Substances and/or documents, articles and things, documents which may provide evidence of commission of an offence under the NDPS Act, 1985 are in your possession, therefore, your personal search is to be conducted by the undersigned. If you so require, such search will be conducted in presence of the nearest Gazetted Officer or Magistrate.

Date:..... (Signatures)

(Name and designation of the Officer)

Statement of .....(the person about  
to be searched)

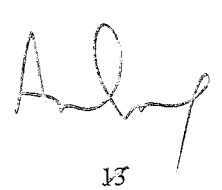
I have been informed and have understood the Notice of Personal Search under Sec. 50 of the NDPS Act. I require/do not require that my personal search may be conducted in presence of the nearest Gazetted Officer or Magistrate.

(Signatures)

Issued on..... Name of the person

Witnesses:

- 1.
- 2.



ANNEXURE-C

NAME OF ORGANIZATION OFFICE/UNIT

(Mention complete address/contact number)

(ARREST MEMO )

In view of the recovery and seizure of

.....from the possession of Shri  
..... on .....and also based on preliminary  
investigations including statement of Shri  
..... dated ..... u/s 67 of NDPS Act,  
1985, it transpires that Shri .....age about  
.....years S/o Shri.....R/o.....has  
committed an offence punishable u/s  
16/17/18/19/20/21/22/23/24/25/26/27/27A/28/29/30/31 (strike out if  
not applicable to the case) read with Sec 8 of NDPS Act 1985.

Accordingly Shri .....S/o ..... has been placed  
under arrest at about .....hrs on ..... He has been informed and  
explained the grounds of his arrest.

Date:..... (Signatures)

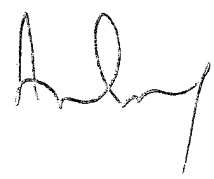
(Name and designation of the Officer)

I have been informed and explained the grounds of my arrest. The fact of my  
arrest has been witnessed by Shri  
.....S/o.....R/o.....who  
is my friend/ relative.

Received copy of the arrest Memo.

(Signatures of the person arrested)

Signatures of Witness (s):



ANNEXURE-D

NAME OF ORGANIZATION OFFICE/UNIT

(Mention complete address/contact number)

(PERSONAL SEARCH MEMO)

( Jama Talashi )

Subsequent to the arrest of Shri ..... S/o ..... R/o ....., his 'Jama Talashi' was conducted in the presence of two witnesses and the following items have been recovered from his possession:

- 1.
- 2.
- 3.
- 4.
- 5.

Date:..... (Signatures)

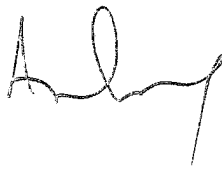
(Name and designation of the Officer)

Signatures of Witness (s):

- 1.
- 2.

Signature of the Arrestee.....

Name & Address.....



ANNEXURE-E

FORM-F

(SEIZURE REPORT OF NARCOTIC DRUGS, PSYCHOTROPIC SUBSTANCES,  
CONTROLLED SUBSTANCES)

(To be forwarded within 48 hours of the seizure to DG, NCB)

1. NAME OF SEIZING AGENCY:

2. DATE OF SEIZURE:

3. PLACE OF SEIZURE:

4. QUANTITY SEIZED:

KGs. GRAMS

MILIGRAMS

(i) OPIUM .....

(ii) MORPHINE .....

(iii) HEROIN .....

(iv) GANJA .....

(v) CHARAS (HASHISH).....

(vi) COCAINE .....

(vii) ECSTASY .....

(viii) METHAQUALONE/MANDRAX.....

(ix) CONTROLLED SUBSTANCES (\*) (PRECURSORS).....

(\*) ACETIC ANHYDRIDE/N-ACETYL ANTHRANILIC  
ACID/EPHEDRINE/PSEUDO EPHEDRINE & ANTHRANILIC ACID

(x) PSYCHOTROPIC SUBSTANCES.....

(xi) KETAMINE .....

(xii) PHARMACEUTICAL PREPARATIONS CONTAINING NARCOTIC DRUGS &  
PSYCHOTROPIC SUBSTANCES .....

(xiii) AMPHETAMINE TYPE STIMULANTS (ATS) .....

(xiv) LSD .....

(xv) ANY OTHER DRUG/CHEMICAL.....

(ii) ALIAS (IF ANY):

(iii) SEX (MALE/FEMALE):

(iv) PROFESSION-BUSINESS/STUDENT/LABOUR ETC.

(v) FATHER'S NAME:

(vi) AGE/DATE OF BIRTH:

(vii) ADULT OR MINOR (BELOW 18 YEARS)

(viii) NATIONALITY:

(ix) PASSPORT/IDENTITY CARD/PAN NO, ETC.:

(x) DATE & PLACE OF ISSUE:

(xi) ADDRESS (INDICATE THE POLICE STATION AND POST OFFICE WITHIN WHICH THE PERSON HAS RESIDENCE: PO, PS:

17. WHETHER TRAFFICKER/CARRIER/DRUG PEDDLER/DRUG ADDICT:

18. PREVIOUS INVOLVEMENT IN DRUG TRAFFICKING OR OTHER CRIMINAL CASES:

19. WHETHER MEMBER OR PART OF DRUG SYNDICATE/CARTEL/GANG (IF SO, PROVIDE DETAILS):

20. WHETHER DETAINED UNDER THE PITNDPS ACT EARLIER. (IF SO, FURNISH DETAILS)

21. PARTICULARS OF ACCOMPLICES NAMED BY THE OFFENDER/ARRESTED PERSONS (FILL SEPARATE SHEET FOR EACH ACCOMPLICE)

(i) NAME:

(ii) ALIAS (IF ANY):

(iii) SEX (MALE/FEMALE):

(iv) PROFESSION-BUSINESS/STUDENT/LABOUR ETC.

(v) FATHER'S NAME:

(vi) AGE/DATE OF BIRTH:

(vii) ADULT OR MINOR (BELOW 18 YEARS)

(viii) NATIONALITY:

(ix) PASSPORT/IDENTITY CARD/PAN NO, ETC.:

(x) DATE & PLACE OF ISSUE:

*[Handwritten signature]*

*[Handwritten signature]* 18

*[Handwritten signature]*

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(xi) ADDRESS (INDICATE THE POLICE STATION AND POST OFFICE WITHIN WHICH THE PERSON HAS RESIDENCE: PO, PS:

22. BRIEF FACTS OF THE CASE (NARRATE THE EVENTS STARTING FROM RECEIPT ON INTELLIGENCE (IF ANY) AND ANY FACTS

OF INTEREST FROM VERIFICATION ANGLE):

23. DETAILS OF PROPERTY SEIZED/FORFEITED:

24. NAME, DESIGNATION AND PART PLAYED BY THE OFFICERS IN THE SEIZURE CASE:

25. ANY EMERGENCE/FORMATION OF NETWORK/GANGS & INTERLINKAGE. (IF SO, PROVIDE DETAILS)

26. WHETHER JOPINT INTERROGATION DONE AND INPUT SHARED WITH CONCERNED ENFORCEMENT AGENCIES (IF SO, PROVIDE DETAILS)

27. SEND FOLLOW UP ACTION/INVESTIGATION REPORT IN RESPECT OF THE FOLLOWING WITHIN 30 DAYS:

(i) PURITY PERCENTAGE OF SEIZED DRUGS:

(ii) ADULTERANTS/DILUTANTS:

(iii) RESULT OF FINANCIAL INVESTIGATIONS:

(iv) LINKAGE OF NARCO-TERRORISM AND MONEY

LAUNDERING:

(v) ACTION AGAINST MEMBERS OF GANG/SYNDICATES:

(vi) DETAILS OF ACTION INITIATED BY INCOME TAX/ENFORCEMENT DIRECTORATES OF REVENUE INTELLIGENCE AND CUSTOMS:

(vii) INTERFACE WITH OTHER AGENCIES IN INDIA/ABROAD:

Dated:.....

(Signatures)

(Name and designation of the Officer)

This report should be forwarded to the DG, NCB, West Block-I, Wing No. V, R.K.Puram, New-Delhi-110066, FAX No. 011-26185240 within 48 hours of the seizure. A copy of this report should be endorsed to DG RPF. The details of seizure shall also be uploaded in the web portal SIMS within 48 hours of completion of formalities.

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## Annexure F

**CHECK LIST in order to ensure that nothing material has been overlooked by the empowered officers during the course of Seizure, Sampling and Arrest, a checklist shall be kept ready and tick marked appropriately for the same.**

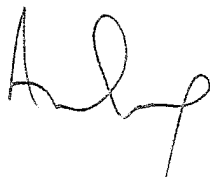
1. Was the information regarding possession of NDP substance reduced in writing? ☐
2. Was the search conducted between sunrise and sunset? ☐
3. If search conducted after sunset and before sunrise, was the reason for not obtaining authorization recorded? ☐
4. Was the reason mentioned in (3) sent in writing to his official superior within 72 hours? ☐
5. Were the personal belief and the ground for conducting search in the absence of authorization recorded in writing? {Sec 42 (1)} ☐
6. Was a copy of the said document as at 1 or 2, as applicable, sent to his official superior within 72 hours? {Sec 42 (2)} ☐
7. Was it mentioned clearly in the case file as to when and under what dispatch number the copy of the information so recorded was sent to the immediate official superior? ☐
8. Was the copy of search authorization shown and signatures of two independent witnesses and the owner/occupier available in the premises at the time of search obtained/procured thereon? ☐
9. Did the search team offer their own personal search by the owner/occupier of the premises before beginning the search of the premises? ☐
10. Was a written notice under section 50 of the NDPS Act served on the occupants of the premises or on the person who is intercepted at a public place and was the response to such a notice recorded in writing thereon? ☐
11. Was the person, whose searched so requires, taken to the nearest Gazetted Officer / Magistrate? ☐
12. Was a lady officer present in the search team to ensure that a female is searched by a female? {Sec 50 (4)} ☐
13. Was the reason to believe that the person about to be searched will part with the possession of drugs and other incriminating articles as such cannot be taken to such officer, recorded in writing? {Sec 50 (5)} ☐
14. Was the copy of the document, as at 8, sent to his immediate superior within 72 hours? {Sec 50 (6)} ☐
15. Were all the recovered substances tested on the spot with drug detection kits etc. to verify the presence of narcotics etc. and were the necessary documents prepared in this regard? ☐

16. Were all the recovered documents, articles, or things scrutinized/examined to determine their relevance to the commission of offence under the Act? ☐
17. Were all the recovered and relevant items liable to seizure and confiscation entered carefully in an inventory and documented in the seizure memo? ☐
18. Were all the goods, documents, articles, things and assets found relevant to the commission of offence and subsequent investigations, recovered during search, seized and the fact of seizure documented in the memo? ☐
19. Were two representative samples drawn from each package or lot of the suspect seized substances on the spot? ☐
20. Was it ensured that the representative samples are of specified weights? ☐
21. Were all the packages including the representative samples properly packed, marked and sealed? ☐
22. Was the seizure memo/site plan of place of recovery prepared/drawn carefully on the spot and correctly indicating the sequence of events including start and end time of the search proceedings? ☐
23. Was it ensured that the seizure memo of all the recovered/seized documents/ articles/ things bear signatures of the person whose premises was searched or from whom the recovery was made, two independent witnesses, the empowered officer and the lady officer present on the spot for the search of a lady? ☐
24. Was a notice to examine the owner/occupant and recovery witnesses under Sec. 67 of the Act issued and his/their statements recorded by the empowered officer? ☐
25. Was a written arrest memo informing the grounds of arrest prepared in respect of the person arrested? ☐
26. Was the arrest made in the presence of a witness and his signatures obtained on the arrest memo? ☐
27. Was the fact of arrest intimated to one of the relative or friend of the person who was arrested and the same endorsed on the arrest memo? ☐
28. Were the guidelines prescribed by the Hon'ble Supreme Court of India in case titled Govt. of West Bengal Vs. D.K Basu followed? ☐
29. Was the Personal Search Memo (fard jamatalashi) prepared? ☐
30. Was a report of seizure and arrest sent to the immediate superior within 48 hours of seizure/arrest? (Sec 57) ☐
31. Was the arrested person handed over to the officer in charge of the nearest Police Station or officer empowered u/s 53 of NDPS Act without unnecessarily delay? ☐

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32. Was the seized material along with representative samples and documents prepared handed over to the officer in charge of the nearest Police Station or officer empowered u/s 53 of NDPS Act without unnecessarily delay? ☐

33. Was the information of search, seizure and arrest (if any) sent to DG NCB and DG RPF and uploaded in web portal? ☐



5. PACKING/MARKING, IF ANY:

6. SECTION OF THE NDPS/OTHER ACTS (DRUGS & COSMETIC ACT, CUSTOMS ACT, PMLA, STATE EXCISE ACT, ETC.) UNDER WHICH OFFENCE IS COMMITTED:

7. ADDRESS OF THE PREMISES WHERE SEIZURE EFFECTED:

8. WHETHER SEIZED FROM A FACTORY/ILLICIT LABORATORY:

(IF SO, DETAILS THEREOF)

9. PRICE OF SEIZED DRUGS:

(a) AT THE PLACE OF ORIGIN/SOURCE:

(b) WHOLE SALE:

(c) RETAIL (STREET LEVEL)

10. IF SEIZED AT AIRPORT/RAILWAY STATION/BUS STAND ETC:

(i) FLIGHT/TRAIN/BUS ROUTE

(ii) ARRIVAL/DEPARTURE

(iii) ORIGIN/DESTINATION.

11. MODE OF TRANSPORT-AIR/ROAD/COURIER:

(i) REGISTRATION NO. OF THE VEHICLE:

(ii) MAKE: MODEL:

(iii) NAME & ADDRESS OF THE OWNER:

12. SUSPECTED SOURCE OF THE SEIZED DRUG/CONTROLLED SUBSTANCES:

(COUNTRY/PLACE AND NAME/PERSON NAME):

13. SUSPECTED DESTINATION OF THE SEIZED DRUG/CONTROLLED SUBSTANCES (COUNTRY/PLACE NAME/PERSON NAME):

14. MODUS OPERANDI/CONCEALMENT (SPECIFY THE DETAILS OF MODUS OPERANDI NOTICED)

15. NEW METHOD OF DIVERSION OF PRECURSORS AND ILLICIT MANUFACTURE:

16. PARTICULARS OF THE OFFENDERS/PERSON ARRESTED (FILL UP SEPARATE SHEET IF PERSONS ARRESTED ARE MORE THAN ONE):

(i) NAME:

