

## Details of Services provided by NCRB to citizens

Sl. No	Service/Performance standards	Service/Performance Standards	Processes
<b>1</b>	Processing of Talash data received from Police Stations	3 – 5 working days	<ul style="list-style-type: none"> <li>• Data receipt</li> <li>• Coding</li> <li>• Data Entry</li> <li>• Photo upload</li> <li>• Processing</li> <li>• Intimation to concerned P.S.</li> <li>• Monitoring of age-wise of statistics of Male &amp; Female persons etc.</li> </ul>
<b>2</b>	Processing of Fire-arms data received from Police Stations	3 – 5 working days	<ul style="list-style-type: none"> <li>• Data receipt</li> <li>• Coding</li> <li>• Data Entry</li> <li>• Processing</li> <li>• Intimation to concerned P.S</li> </ul>
<b>3</b>	Updation of Motor Vehicle Data	1 – 5 working days	<ul style="list-style-type: none"> <li>• Data received as email attachment – updated in database</li> <li>• Data received as hard copy               <ol style="list-style-type: none"> <li>i. Coding</li> <li>ii. Data Entry</li> <li>iii. Checking</li> <li>iv. Processing</li> </ol> </li> </ul>
<b>4</b>	Vehicle enquiry through post	3 working days	<ul style="list-style-type: none"> <li>• Request from public received by post               <ol style="list-style-type: none"> <li>a) Scrutiny of document</li> <li>b) Coding</li> <li>c) Data Entry</li> <li>d) Checking</li> <li>e) Preparing details of postal order/ draft</li> <li>f) Depositing of collection with cashier</li> <li>g) Drafting reply to individual</li> <li>h) Sending reply to individual through R&amp;I</li> </ol> </li> </ul>
<b>5</b>	Vehicle enquiry at motor vehicle counter	On the same day	<ol style="list-style-type: none"> <li>a) Request is received from public at counter</li> <li>b) Checking of particulars and supporting documents</li> <li>c) Collection of fee of Rs.10/-</li> <li>d) Processing of details and report generation</li> </ol>
<b>6</b>	Counterfeit Currency Information Management System	1 – 2 working days	<ul style="list-style-type: none"> <li>• Data received from 35 SCRBx and 19 RBIs is entered into system</li> </ul>

7	Collection of Finger Print Slips from all States and UTs and creation of Finger Print Database	15 days	<ul style="list-style-type: none"> <li>• State wise Sorting</li> <li>• Registration</li> <li>• Reference Noting</li> <li>• Acceptance</li> <li>• Dispatch Check, Labelling and writing</li> <li>• Sending to FACTS for further actions for input</li> <li>• Matching &amp; verification</li> <li>• Creation of Criminal Attribute Data Base (CADB)</li> <li>• Filing in Records/ updation</li> </ul>
8	Search of Finger Prints of arrested/ Un identified Dead bodies and Interpol queries using national Database in AFIS	15 working days	<ul style="list-style-type: none"> <li>• State wise Sorting</li> <li>• Registration</li> <li>• Acceptance</li> <li>• Search form writing,</li> <li>• Labeling and entry in AFIS register</li> <li>• Sending to FACTS for further actions for input</li> <li>• Verification</li> <li>• Preparation of results</li> <li>• Filing in Records</li> </ul>
9	Examination of document cases.	1 case per week whether by one individual or a team.	<ul style="list-style-type: none"> <li>• Receipt</li> <li>• Getting approval</li> <li>• Examination of document</li> <li>• Photography</li> <li>• checking</li> <li>• Sending report to the source.</li> </ul>
10	Scene of Crime prints	- do -	<ul style="list-style-type: none"> <li>• Receipt</li> <li>• Acceptance</li> <li>• Input in AFIS and verification</li> <li>• Preparation of reports</li> <li>• Sending report to the receiving authority.</li> </ul>
11	All India Conference of Director of Finger Print Bureau	Once a year	<ul style="list-style-type: none"> <li>• Ascertain the venue of conference</li> <li>• Acceptance of nominations</li> <li>• Agenda points compilation</li> <li>• Attending the conference</li> <li>• Preparation of minutes of meeting</li> <li>• Putting it before competent authority</li> <li>• Sending to States/UTs</li> </ul>
12	All India Board Examination for Finger Print Experts (AIBE)	Once in a year (8 – 10 days)	<ul style="list-style-type: none"> <li>• Notification</li> <li>• Correspondence with States reg. nominations</li> <li>• Acceptance of nomination of candidates</li> <li>• Preparation of Question papers</li> <li>• Examination of theory, practical and viva-voce</li> <li>• Evaluation of papers</li> <li>• Declaration of Result</li> </ul>

<b>13</b>	Publication of Finger Prints in India	Annually by 30 <sup>th</sup> June	<ul style="list-style-type: none"> <li>• Collection of information and data</li> <li>• Compilation of data</li> <li>• Translation in Hindi also</li> <li>• publication works</li> <li>• Sending it to States &amp; different agencies</li> </ul>
<b>14</b>	Training of State/UT Police personnel and Foreign police officers	Throughout year	<ul style="list-style-type: none"> <li>• Calling of nomination</li> <li>• Acceptance of nomination</li> <li>• Imparting training</li> </ul>
<b>15</b>	Interpol Cases from CBI	15 working days	<ul style="list-style-type: none"> <li>• Receipt</li> <li>• Acceptance</li> <li>• Processing in AFIS</li> <li>• Results intimated to Interpol wing of CBI</li> </ul>
<b>16</b>	Finger Print Test in All India Police Duty Meet (AIPDM)	Annually (1 week)	<ul style="list-style-type: none"> <li>• Constitution of CFPB team</li> <li>• Conduct of the test</li> <li>• Declaration of result.</li> </ul>
<b>17</b>	Crime In India –Report Publication	Annually by 30 <sup>th</sup> June	<ol style="list-style-type: none"> <li>1. Receipt of data from States/UTs SCRBx and Cities</li> <li>2. Checking and validation of data</li> <li>3. Clarifications sought , if required</li> <li>4. Creating national database</li> <li>5. Publishing the Crime in India Publication in prescribed format.</li> </ol>
<b>18</b>	Accidental Deaths & Suicides in India –Report Publication	Annually by 30 <sup>th</sup> June	<ol style="list-style-type: none"> <li>1. Receipt of data from States/UTs SCRBx and Cities</li> <li>2. Checking and validation of data</li> <li>3. Clarifications sought , if required</li> <li>4. Creating national database</li> <li>5. Publishing the Accidental Deaths &amp; Suicides in India Publication in prescribed format.</li> </ol>
<b>19</b>	Prison Statistics in India – Report Publication	Annually by 30 <sup>th</sup> September	<ol style="list-style-type: none"> <li>1. Receipt of data from States/UTs Prison Head Quarter</li> <li>2. Checking and validation of data</li> <li>3. Clarifications sought , if required</li> <li>4. Creating national database</li> <li>5. Publishing the Prison Statistics in India Publication in prescribed format.</li> </ol>