



लोकनायक जयप्रकाश नारायण राष्ट्रीय अपराधशास्त्र एवं विधि विज्ञान संस्थान

LNJN NATIONAL INSTITUTE OF CRIMINOLOGY AND FORENSIC SCIENCE

गृह मंत्रालय, भारत सरकार / Ministry of Home Affairs, Government of India

प्रशिक्षण एवं शिक्षण प्रभाग / Training and Teaching Division

Dated 21 August, 2017

**Chairman cum Managing Director
All Public Sector Undertakings/Nationalized Banks**

Sub: 94th Course on "Risk Mitigation through Forensic Document Examination" for Public Sector Undertakings/Nationalized Banks from 06 to 10 November, 2017

Sir,

The LNJN National Institute of Criminology and Forensic Science invites nomination for the subject Course from your organization as per under noted details/conditions.

(a) The list of topics to be covered during the Course is enclosed. Undersigned is Course Coordinator of the course. Any query may be made on 08527672041.

(b) The Course is non-residential. The training course will be held at **LNJN National Institute of Criminology & Forensic Science, Sector-3, Rohini, Delhi-110085.** (Near Jaipur Golden Hospital)

(c) Only a team of 2-3 officers (combination of both Vigilance & Line Managers) will be accepted. Nominated officers can be replaced by another in the same category by the department without reference to us.

(d) A Course fee of Rs.10,000/- (non-refundable) per participant is to be paid through Demand draft or by Banker Cheque drawn in favour of PAO, CRPF-II payable at New Delhi. **ECS/NEFT/RTGS are not permitted.**

(e) All nominations accompanied by payment of course fee will be accepted if received by 25 September, 2017. Nominations received after 25 September, 2017 are subject to confirmation from the Institute. Such officers should not proceed without confirmation.

(f) No separate invoice will be issued and this letter may be treated as invoice

PTO



Sector-3, Rohini, Delhi -110085, India EPBAX Nos. +91-11-27514161, 27511580 FAX No. +91-11-27511571
Website : www.nicfs.nic.in

 @NICFS_India



email: training.nicfs@nic.in



(g) The Institute being Central Government Department, Course fee is not subject to TDS/GST deduction. Our TAN No. DELL02150B.

(h) The following information may kindly be sent in respect of each nominated officer: (a) Name /Designation, Correspondence Address (b) Contact details of nominee (viz Phone/Cell Number, E-mail ID).

(i) ***The list of accepted nominations, Instructions for trainees will be hosted on*** the Institute's website **www.nicfs.nic.in** **by 25 October, 2017.**

(j) The participants must report LNJN National Institute of Criminology and Forensic Science Sector-3, Rohini, Delhi-110085 (Tele. Nos. 27514161, 27521091 and FAX No., 011-27511571, Tele Fax No. 011-27525083) **on 06 Nov., 2017 at 9.30 A.M.**

Yours faithfully,



(J K Semwal)

Sr. Faculty (Documents)/

Course Coordinator

For Director

E-mail ID: training.nicfs@nic.in

Encl: as above

Copy to:

- 01 CVOs of all Public Sector Undertakings/Nationalized Banks
- 02 PS/PA to Director & DIGP(Admn.), NICFS
- 03 I T Cell, NICFS {SSA(Doc)} for uploading on website (removal date is 31 December, 2017)



(J K Semwal)

Sr. Faculty (Documents)/

Course Coordinator

For Director

COURSE ON RISK MITIGATION THROUGH FORENSIC DOCUMENT EXAMINATION

For Public Sector Undertaking/Nationalized Banks

The Indian economy has witnessed consistent growth during the last two decades ever since it embarked upon policy of economic liberalisation and globalisation. As a result, the transaction and assets of business entities especially public sector organisations have multiplied exponentially. Both the volume and value of transactions are unprecedented. Our several public sector undertakings/banks come to occupy a place in list of top global business entities.

2. As a result, the public sector has become much more vulnerable to frauds than in the past. There are instance of frauds in employment matters; promotion/departamental examinations; procurement of stores, tendering, export/imports and material management; asset misappropriation; financial statement frauds etc. Similarly frauds in Banks are prevalent in the areas of e-banking, insurance, loan, liabilities, deposits and other investment frauds. Most of the frauds involve use of fraudulent documents-both paper and electronic.

3. To reduce/prevent these frauds training of line Managers (from Operations, Personal, Procurement & Marketing departments) and Vigilance Officers in PSUs and Banks in preliminary examination of forensic documents is called for to empower them to prevent financial or other losses to the respective organisations. It will also prevent White Collar and Financial Crimes in the initial stages.

4. This institute has been offering courses on Forensic Document Examination for vigilance officers of PSUs and Banks. The participants during training courses suggested that they come into picture after fraud had happened and training to line personnel in this skill would help in preventing fraud at the initial stages. Hence, it is proposed that in future these courses will admit at least two officers of same organization viz. a Line Manager and a Vigilance Officer for preventive application of the training course.

Course Content

1. **Scope of document examination:** It is important to know type of problems relating to forensic document examination that can be referred to the Document Laboratories. The course will discuss handling, preservation and forwarding the documents to a lab. Methods of procurement of standard materials for the purpose of comparison would also be discussed.
2. **Employee frauds against PSUs/Banks:** Variety of incorrect information, fake documents, instruments etc are often submitted by the employees to their organization which create problems during the employment. An understanding of kind of documents that need to be scrutinized at different stages is essential to prevent crime.
3. **Procurement of Standards for comparison, process of comparison and principles of handwriting identification:** It is important to guide the participants about methods of procurement of suitable and sufficient standard material for comparison with disputed documents. Understanding principles of handwriting identification would also benefit the participants.

4. **Preliminary examination of Questioned Documents:** Various aspects relating to preliminary examination of questioned documents would make the participants document conscious and enable them to carry out systematic scrutiny of the documents.

5. **Identification of handwriting/signatures and detection of forgery:** Preliminary examination of a suspected / disputed document can help establish whether the handwriting/ signature belongs to an individual or otherwise and responsibilities can be fixed accordingly. The talk would cover various methods of detection of forgeries in disputed documents.

6. **Common frauds in PSUs and their prevention:** The most prevalent economic crimes in PSUs include asset misappropriation, financial statement frauds, bribery and corruption, tax frauds and matters relating to employment and procurement. A talk on prevention of these crimes would be beneficial.

7. **Examination of typescripts, printed matter, electronic printouts and computer printouts:** With the advancement in office automation, a large number of documents are being electronically produced. Some of these documents may be produced fraudulently as they appear very similar to their corresponding originals by using photocopiers, scanners and computer printers. A talk on the subject would be helpful in investigation.

8. **Detection and decipherment of alterations, obliterations, substitutions, erasures and secret writings:** Minor alterations by erasures, additions, over-writings in the text, particularly in figures are common in documents. These alterations, very often, have alarming consequences. Any change in percentage of marks for employment, date of birth, annual income for purpose of rebates, quotations/tenders, purchase documents, value of consignment in foreign currency etc. become relevant and crucial for investigation.

9. **Determination of Age of Documents:** On a number of occasions, the facts of the case do not match with the dates mentioned in the documents. In such cases, determination of absolute/relative age of documents become crucial. Dates on receipts, entries in the cash books, registers, deeds, wills etc. often become disputed which require investigation for factual information.

10. **Examination of Travel/Security documents:** The passports /visas, I-cards, travelers cheques, stamp papers etc. are some times found to be forged. Documents like sale deed, will, GPA, FDRs, DDs, Judicial, Non-Judicial stamp papers and other security documents are forged at times which need to be scrutinized thoroughly. This talk would be beneficial for enhancing their skill.

11. **Examination of Indian Bank Notes and detection of counterfeit:** Counterfeiting of Indian currency has increased in alarming proportion in recent past. A talk on detection of counterfeit currency would be useful to all the participants.

12. **Detection of manipulation in digital photographs:** It has been found that the digital photographs are easy to be edited and are therefore manipulated purposely for many reasons. The talk would enable the participants to understand difference between the original and manipulated photographs and related problems.

13. **Computer frauds and Cyber Crimes:** Computer forensics, cyber crimes including IT act 2000 and amendment 2008 would be discussed in detail. Concept of digital signatures would also be discussed. This knowledge would enable the participants to adopt pro-active measures.

14. **Plastic Card Frauds: detection, investigation and prevention:** The credit card, debit card, smart card and ATM card are being misused by the customers and the Banks/Outlets. These are also being cloned now - a - days and therefore related crimes are increasing proportionately. Discussion on techniques of detection, investigation and prevention of these frauds would be helpful to the bankers and individual participants.

15. **Financial Crime: detection, investigation and prevention:** Crimes relating to insurance, loan, liabilities and investment frauds are increasing manifold, especially in the banking sector. Talks on methods of detection and investigation of such type of crimes would be beneficial to the participants.

16. **Prosecution of White Collar Criminals and role of Forensic Document Examiner in trial courts:** Various sections under IPC on frauds, cheating, misappropriation, counterfeiting would be discussed along with CrPC the Indian Evidence Act. The role of forensic document examiner in trial courts, interpretation of technical reports, presentation of evidence and cross-examination by defense counsels would be discussed.

17. **Use of forged documents in employment matters, procurement, e-tendering including export/import and marketing in PSUs:** It would be equally important to discuss the frauds committed at the time of employment. Matters related to allowances and other benefits, procurement matters, contracts, e-tendering, export and import and matters related to company affairs would also be discussed.

18. **Demonstration in Document Laboratory and Hands-on-practice:** Demonstration of real-life/simulated cases would help the participants to better understand the methodology involved in detection and examination of forensic documents. Hands-on-practice by participants on detection of counterfeit currency and fake travel/security documents would develop their understanding and confidence.

Course Fee - - Rs. 10,000 (Rupees Ten Thousand only)

DD Drawn in Favour - - PAO, CRPF-II

Payable at New Delhi

Course Inauguration - - 06 Nov. 2017 at 9.30 AM

Inauguration Venue - - NICFS Campus, Rohini, Delhi

Between 06 to 10 Nov. 2017, Course will be held in Institute Campus.