

**Most Immediate**

No.23011/95/2011-PMA  
Government of India  
Ministry of Home Affairs  
(Grih Mantralaya)

New Delhi, dated, the 30<sup>th</sup> May, 2011.

To

1. Home Secretaries of all States/UTs
2. DsG – BSF/CRPF/ITBP/CISF/NSG/RPF/SSB/NCB/NIA/Assam Rifles/BPR&D
3. Directors-IB/CBI/SVP National Police Academy, Hyderabad  
SPG/NEPA/NICFs/CFSL/DCPW/NCRB
4. Ministry of Civil Aviation, B-Block, Rajiv Gandhi Bhavan,  
Safdarjung Air Port, New Delhi
5. Director(Security), Parliament Security, Parliament House(Annexe),  
New Delhi

**Sub:- Course-ATA 8539, Identification and Seizure of digital evidence  
from 29 Aug to Sept 6, 2011.**

Sir,

US Embassy, New Delhi has offered this Ministry 16 (sixteen) slots in a course on Identification and Seizure of digital evidence being held in India from 29 Aug to Sept 6, 2011 . Venue of the training will be intimated in due course.

**1. Course Description and Objectives :**

The identification and Seizure of Digital Evidence Course teaches up to 16 junior investigators and patrol officers methods for securing a terrorist crime scene where digital evidence may exist as well as identifying and then seizing digital evidence in accordance with generally accepted methods and practices.

The course includes hands-on practical scenarios that allow each of the 16 participants to learn the components of a computer system as well as the steps needed to remove and replace various components of a computer system. Another course objective is to teach proper collection techniques to enable participants to properly approach, document, sketch, photograph and search a terrorist crime scene. Lastly, participants will be introduced to the process of digital imaging.

Upon the conclusion of this course participants will have :

- i) Received an overview of computer hardware .
- ii) Received an overview of the windows operating system.
- iii) Observed and performed cyber crime scene procedures.
- iv) Performed hands-on cyber incident response procedures.
- v) Investigated three hands-on scenarios applying concepts learned throughout the course.

Training hours are 8:00 a.m to 5:00 p.m Monday through Friday. However, these hours may be adjusted depending on local customs . Course attire is business dress for the course opening and graduation. Business casual dress is appropriate at all other times unless otherwise specified due to the nature of the course.

## **2. Participant Criteria :**

This course is designed for up to 16 police first responders and junior investigators who are assigned to a unit that would typically respond to a terrorist crime scene or search warrant involving the seizure of a computer. The participants must have basic computer skills. The maximum number of participants is 16.

Department policy prohibits personnel assigned to an intelligence agency or military unit from participating in any ATA training/activity. However, personnel assigned to an intelligence unit within a law enforcement organization, and who support the law enforcement function of that organization are acceptable.

Personnel assigned to a military unit that performs a law enforcement function are also acceptable.

DS/ATA policy requires course participants to attend the entire course. The training value diminishes if a participant is required to perform his/her daily operational duties while attending this course . Participants who miss any module, for whatever reason, may not be allowed to return to finish the course.

ATA programs adhere to the” train-the-trainer” methodology and trainers and / or instructors may be nominated as participants . Officers selected for this course should remain in their positions for a minimum of two years.

## **3. Course Language:**

This course will be taught in English. All materials will be in English.

4. It is requested that nomination of two eligible and willing officer in the rank of **Assistant Sub Inspector to Inspector** as per their details (enclosed annexure-1) may please be forwarded to this Ministry **latest by 3rd June 2011** through their respective Home Department/proper channel.

5. The nominated officer must be clear from vigilance angle.

6. No direct application will be entertained. The course is subject to clearance by Ministry of External Affairs and may be cancelled without assigning any reason.

Yours faithfully,

(Mrs. Renu Sarin)  
Under Secretary to the Govt. of India  
Tel-011-23093120  
Fax-011-23093750  
e-mail([uspam@nic.in](mailto:uspam@nic.in))

Copy to:-

- 1 DsGP of all States/UTs
- 2 SO(IT), MHA – With request to upload the above communication in MHA website.

(Mrs. Renu Sarin)  
Under Secretary to the Govt. of India

BIO DATA/PROFORMA

1. **Name of the Officer** :  
(Complete name(in Capital letter),  
No Abbreviation)  
(Family, Given Name, Middle Name)
2. **Gender of Visitor** :
3. **Place of Birth(City, Country)** :
4. **Country Citizenship** :
5. **Designation/Rank with Address** :
6. **Date of Birth** :
7. **Date of joining in Police Service** :  
(IPS-Cadre & Year/Non IPS)
8. **Educational Qualification** :
9. **Official Passport No.** :
10. **Official Passport valid/expired** :
11. **Address (Permanent)** :
12. **Address (Present)** :
13. **Telephone Number:**  
(a) **Office:**-----  
(b) **Residence**-----  
(c) **Mobile No.**-----  
(d) **Fax No.**-----  
(e) **E-mail address**-----
14. **Details of foreign training earlier** :  
**Attended**
15. **Present posting** :
16. **Present Profile** :

(Signature)

