

No. L- 20030/1/2010-IC  
Government of India  
Ministry of Health & Family Welfare  
I. C. Section

Nirman Bhawan, New Delhi  
Dated the 1<sup>st</sup> Jan., 2010

To

1. Health Secretaries of all States/UTs.
2. Medical Superintendent, Safdarjung Hospital, New Delhi.
3. The Medical Superintendent, Dr. R.M.L. Hospital, New Delhi.
4. The Director, L.H.C & Smt. S.K. Hospital, New Delhi
5. The Dean, Maulana Azad Medical College, New Delhi.
6. The Director, JIPMER, Dhanvantri Nagar, Puducherry.

**Sub :- Deputation of a Custodian of the Forensic DNA Databank for a period of three years to Trinidad and Tobago under ITEC programme.**

Sir/Madam,

I am directed to say that Ministry of External Affairs has sought a list of suitable doctors who can be considered for deputation of a Custodian of the Forensic DNA Databank for a period of three years to Trinidad and Tobago under Indian Technical & Economic Cooperation (ITEC) programme of this Ministry. The terms and conditions of appointment to the post are enclosed.

2. Applications of eligible and willing doctors, complete in all respects, along with vigilance clearance from the competent authority may be sent for consideration through proper channel, latest by 20<sup>th</sup> January, 2010.

Yours faithfully,

  
(N. Sathyan)

Under Secretary to the Govt. of India  
Telefax : 2306 3068

Encl. as above

Copy for necessary action to :

1. Dte.G.H.S, Nirman Bhawan, New Delhi
2. Deputy Secretary (CHS), Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi.
- ✓ 3. NIC, Nirman Bhawan, New Delhi for posting on Ministry's website.

Copy for information to :

1. Shri Chander Bhan, Under Secretary (TC-II), Ministry of External Affairs, New Delhi.



(N. Sathyan)

Under Secretary to the Govt. of India  
Telefax : 2306 3068

Sl No. 1 (CFR)



गणतंत्र REPUBLIC

भारत सरकार  
विदेश मंत्रालय, नई दिल्ली  
GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS

No. No.B.2311/12/2009

New Delhi the.....200  
December 17, 2009

Subject: Deputation of a Custodian of the Forensic DNA Databank for a period of three years to Trinidad and Tobago under ITEC programme of this Ministry.

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The High Commission of India, Port of Spain has been approached by the Government of Trinidad and Tobago for deputation of a Custodian of the Forensic DNA Databank for a period of three years under Indian Technical & Economic Cooperation (ITEC) Programme of this Ministry. Duly completed ITEC form giving details of job requirements is enclosed.

2. It is requested that a list of suitable officer who can be considered for deputation may please be sent to this Ministry at your earliest.

3. The period of deputation will be of three years from the date of assumption of charge of the new assignment by the Expert. The Doctor will be paid his Basic Pay plus the Foreign Allowance depending upon his rank fixed by the Ministry of External Affairs. Accommodation, local transport and Medical facilities will be provided by the receiving Government as per the rank of the Expert.

(Chander Bhan)  
Under Secretary (TC II)

Shri K.K. Jhella  
US (ME III)  
Room No. 503 A Wing,  
Ministry of Health & Family Welfare,  
Nirman Bhawan,  
New Delhi.

*Not for (ME I & II). This relates to international cooperation. IC distribution may see for m-a.*  
Kamlesh Khanna  
29/12/09

*M. Pank up  
Sp  
30.12.09  
Sh. Lalit*

*US (IC)  
80/12/11*

Office of the US (ME-III)  
Dy. No. 1039  
Date 29/12/09

*2333/WS(12)109  
30/12/09*

*1885/EC/09  
31/12/09*

# PARTICULARS OF ITEC EXPERT

[For use of TC Division only]

This portion will be detached from the main ITEC Expert form and kept in the TC Division for record

{To be filled in by the officer responsible for the ITEC work in the High Commission/Embassy of India}

1. Name of the Host country: Republic of Trinidad and Tobago
2. Name of Employer and field/area in which the Indian Expert's services are to be requisitioned:  
  
Ministry of National Security  
Custodian of the Forensic DNA Databank
3. Name/designation and official address including telephone number of the Head of office where Expert will work:  
  
Ministry of National Security  
31-33 Abercromby Street  
Port of Spain  
Tel: 1-868-623-2441-5
4. Actual place of deployment, address and telephone number: To be determined
5. Duration of the deputation period: Three years
6. Remarks/observations of the HOM/HOP: *Strongly recommended in view of our friendly and historical ties and the focus on security on the part of the Govt of Trinidad & Tobago*

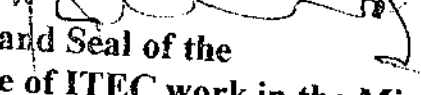
*Malay Mishra*

Malay Mishra  
High Commissioner of India  
to Trinidad & Tobago  
Port of Spain

**Indian Missions must satisfy themselves, before forwarding the forms that:**

- I. Three copies of the form are sent to concerned officer in MEA (TC Division);
- II. The form does not lack any information and is accompanied by details and documentation of the project. Since Ministry has to assign priority and take final decision on the proposal based on these details, it is essential to provide data on statistical/ technological plans, staff requirements, expansion programme and printed documentation for consideration of the Ministry;
- III. The host Government should be apprised of the obligatory terms of deputation and its commitment to afford requisite facilities to the Expert are reflected in Part III of the form;
- IV. Every request is forwarded in separate form as each proposal is to be processed in individual personal file;
- V. The host Government gives complete details of Expert's duties and qualifications required, since selection of suitable Expert will be based on the details in Column 1, 2 & 3 of Part II only;
- VI. Incomplete forms will be returned to the Mission since it is not possible to initiate selection procedure without complete details.

Date: 15-9-2009  
Station: PORT OF SPAIN

  
Signature and Seal of the  
Officer in charge of ITEC work in the Mission

Name: MAHAVIR P. BHARDWAJ  
SECOND SECRETARY  
{Office: 1-868-625-6220  
Telephone Numbers { {Residence: 1868-662-0744

# PARTICULARS OF ITEC EXPERT

ITEC EXPERT FORM

TC DIVISION  
MINISTRY OF EXTERNAL AFFAIRS  
GOVERNMENT OF INDIA

Proposal for deputation of an expert from India under the Indian  
Technical and Economic cooperation (*ITEC*) programme

Name of the host country: Trinidad and Tobago

Designation of the proposed Expert: Custodian of the Forensic DNA Databank

Exact period of deputation: Three years

## PART-I

{Please attach separate sheet(s) if space is not enough in these columns.}

1. Description of the project. (Please attach detailed documentation containing statistics, place in cultural/economic/political milieu, present status and future plans) Attached as Appendix I
2. Aims and objectives to be achieved through the proposed deputation of the Expert.  
The establishment of a Forensic DNA Databank for the Republic of Trinidad and Tobago in keeping with the provisions of the DNA Act 2007
3. Description of under-study, counterpart staff who will be attached with the Expert on the said project.  
The Expert will be required to submit recommendations for the necessary support staff
4. Actual place of deployment, address and telephone number.  
To be determined

PART - II

Specifications for the Post

[Please attach separate sheet(s), if space is not enough in these columns]

1. Duties of the Expert (Job description):

See Appendix 2

2. Experience and Educational/Technical Qualifications required:

See Appendix 2

3. Description of Specialisation/type of material, equipment and machinery etc. with which Expert is expected to be familiar.

The Expert is required to have a good working knowledge of specialized software and other system requirements for the secure storage and comparison of DNA profiles.

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PART - III

Undertaking to be given by the Host Government

The Host Government hereby undertakes:

1. To provide furnished accommodation suitable for the Expert and members of his family;
2. To pay subsistence allowance to the Expert while on internal tour away from Headquarters;
3. To incur expenditure on internal travel or provide transport to the Expert on official tour/duty;
4. To grant leave to the Expert as admissible;
5. To extend free hospital and medical treatment to the Expert and members of his family;
6. To exempt the Expert and members of his family from payment of customs duty on their personal effects when imported on first arrival within reasonable period;
7. To exempt the Expert from paying income-tax;
8. To indemnify the Expert in respect of damages suffered/awarded against him for actions performed in the course of official duty; and
9. If extension of deputation period by any time exceeding three months were sought by the host Government, the cost of terminal passage transportation of baggage, Children Holiday Passage (restricted to two children) and return Home Leave Fares of expert and entitled members of his family would be borne by the host Government.

MINISTRY OF NATIONAL  
SECURITY

Name of Nominating Authority: PERMANENT SECRETARY  
Designation: PERMANENT SECRETARY  
Address: 31-33 ABERCROMBY STREET  
PORT OF SPAIN  
Date: JUNE 30, 2009  
Place: PORT OF SPAIN

Signature *Desora Bascom B.*  
(With seal) **PERMANENT SECRETARY**  
Ministry of National Security

Name and Designation *DESORA BASCOM B.*  
(in block letters)



DESCRIPTION OF THE PROJECT

The Project entails the setting up of a Forensic DNA Databank for the Government of the Republic of Trinidad and Tobago. The Deoxyribonucleic Acid (DNA) Act 2007, the national DNA legislation for the Republic of Trinidad and Tobago was assented to on September 28, 2007. The Act requires that testers (i.e. DNA Analysts) submit DNA profiles to the Forensic DNA Databank within seven (7) working days of preparing a forensic report. It also provides for a Custodian of the Forensic DNA Databank with responsibility for the receipt and storage of all DNA profiles, as well as carrying out of searches against the Forensic DNA Databank. A copy of the Act is attached for your information.

To date, a total of approximately one thousand (1,000) DNA profiles of suspects, crime scenes and volunteers have been generated by forensic DNA laboratories from samples submitted by local Law Enforcement. However, in the absence of a Custodian and a Forensic DNA Databank, searches cannot be carried out between the profiles generated from different cases. Additionally, the Forensic DNA Databank would facilitate the storage of DNA profiles from the criminal population and also speculative searches using these profiles.

The absence of a Forensic DNA Databank is severely affecting the investigative efforts of the national Law Enforcement agencies. Between the period 2004 to 2008 there has been a one hundred and ten percent increase in homicide cases in Trinidad and Tobago. In keeping with its vision to obtain developed nation status by the year 2020 and ensure that Trinidad and Tobago will be a safe and secure place to live, visit, do business and raise families, the Government is committed to the use of all available modern technology to detect, solve and reduce crime.

The expert will be required to establish the Forensic DNA Databank. Consequently, he/she is initially expected to liaise with key stake holders and provide information as to the necessary equipment, personnel and protocols for the establishment of the Databank. Thereafter he/she will be required to manage the setting up and maintain the Forensic DNA Databank with the support staff provided.

**MINISTRY OF NATIONAL SECURITY**  
**JOB SPECIFICATION**

- Job Title** : **CUSTODIAN OF THE FORENSIC DNA DATABANK**
- Ministry** : Ministry of National Security
- Purpose** : To maintain the Forensic DNA Databank, ensure the security and confidentiality of DNA data therein and carry out searches in keeping with the provisions of the DNA Act 2007
- Reports to** : Minister of National Security
- Supervises** : Support Staff
- Liases with** : Testers as defined under the DNA Act 2007  
Representatives of the Central Authority of Trinidad and Tobago  
Officers of the First Division of the Trinidad and Tobago Police Service  
Other persons as required in the DNA Act 2007 and any amendments thereto
- Duties and Responsibilities** :
1. Receives DNA profiles from Forensic DNA Laboratories
  2. Stores DNA profiles from Forensic DNA Laboratories in relevant database and thereby establishes the Forensic DNA Databank
  3. Carries out searches against the Forensic DNA Databank
  4. Reports on the result/s of the searches to the appropriate authority
  5. Maintains and updates the Forensic DNA Databank
  6. Ensures the security and confidentiality of the DNA Databank
  7. Prepares and submits reports in keeping with the provisions of the DNA Act 2007
  8. Manages a group of staff.

*Job Specification – Custodian of the Forensic DNA Databank*

**Education, Qualifications  
& Experience**

: A Post- Graduate degree in a Forensic Science with a specialization in DNA, Genetics or Molecular Biology.  
Seven (7) years work experience in a PCR-S<sup>+</sup> DNA Environment with a minimum of three years in a Forensic DNA Laboratory  
Working knowledge of IT Database Management Systems  
Proficiency in the use of Microsoft Suite  
Working knowledge of Quality Management


**Required Skills and Abilities**

: Strong analytical skills  
Excellent written and verbal communication skills  
Good interpersonal skills  
Ability to manage and supervise staff

PART - IV

CERTIFICATE TO BE GIVEN BY THE MISSION

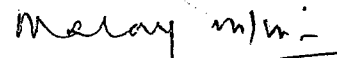
1. That the ITEC Expert form has been personally scrutinized by the officer-in-charge of ITEC work in consultation with HOM.
2. That the Form is complete [in triplicate] in respect of answers to all questions and is accompanied by adequate documentation and details of the project for which the Expert is required.
3. That the deputation of the Expert is required for the exact period of 3 years. The period of deputation has been discussed with the host Government who consider it adequate and no further extension would be necessary.
4. That a note has been attached containing details of exact location of the place of Expert's deployment, its distance from the capital city, climate conditions, requirement of dress and clothing, medium of instructions and level of educational facilities available for Expert's children, hospital and medical facilities available, details of type of food items available locally and to be brought from India currently, its exchange rate, mode of payment to the Expert, and remittance facility to India.
5. That the host Government has been apprised of the terms and conditions, and have agreed to provide the requisite facilities to the Expert as per Part III of the form.
6. That the host Government will provide stenographic/typing assistance to the Expert, where required.
7. That a note on assessment on host Government's requirement of Expert's political, commercial, trade and technological and bilateral benefits that will result from Expert's deputation is attached. (This note should be countersigned by HOM).
8. That the proposed deputation does/does not form part of Joint Commission meeting held on \_\_\_\_\_ / agreement signed on \_\_\_\_\_.

  
Signature and seal of the  
Officer-in-charge of ITEC  
Work in the Mission:

MAHAUTR P. BHARDWAJ  
SECOND SECRETARY

Telephone number - Office: 1868-6256220  
Residence: 1868-662-0744

Remarks/Recommendations of HOM/HOP.

  
Signature (Seal - HOM/HOP)

Malay Mishra  
High Commissioner of India  
to Trinidad & Tobago  
Port of Spain