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From:
Ambuj Nath
Registrar General,
High Court of Jharkhand,
Ranchi.

Letter No. 369 /Accts.
Dated 04.02.2020

To

All The Principal District & Sessions Judge of the State of Jharkhand including
Judicial Commissioner, Ranchi

Subject: Regarding forwarding a copy of Office Memorandum bearing No. J.-12017/1/2019-Judicial issued by the Ministry of Law & Justice, Department of Legal Affairs, Govt. of India as well as a copy of the revised guidelines bearing No. F.No. 25016/52/2019-LC issued by the Ministry of home Affairs, IS-II Division/Legal Cell-I, Govt. of India.

Sir,

With reference to the subject mentioned above, a copy of Office Memorandum bearing No. J.-12017/1/2019-Judicial issued by the Ministry of Law & Justice, Department of Legal Affairs, Govt. of India regarding the process of executing the service of summons abroad in respect of Civil and Commercial Matters, issued by the various Court in the Country, as well as a copy of revised guidelines bearing No.-F. No. 25016/52/2019-LC issued by the Ministry of Home Affairs, IS-II Division/Legal Cell-I, Govt. of India w.r.t. investigation abroad and issuance of Letters Rogatory (LRs)/Mutual Legal Assistance (MLA) Request and Service of Summons/Notices/Judicial documents in respect of Criminal Matters is being forwarded to you for the needful at your end.

Yours faithfully



4.2.20

Registrar General

Encl: As above

F. No. 25016/52/2019-LC
Government of India
Ministry of Home Affairs
IS-II Division/Legal Cell-I

2nd Floor, Dhyanchand National Stadium
Near India Gate, New Delhi
Date 04/12/2019

S.O. (M.E)
16/01/2020
R.S.

To

1. Secretary, MoF/ MEA/MoL&J/ DoP&T New Delhi.
2. All Chief Secretaries of States/ UTs.
3. All DGPs of States/ Commissioner of UTs.
4. Director CBI/ IB/ ED/ DRI/ NIA/CBDT & NCB.
5. Registrar, Supreme Court, New Delhi.
6. All Registrars of High Court of States/ UTs.

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संयुक्त सचिव

Sub: Comprehensive Guidelines for investigation abroad and issue of Letters Rogatory (LRs)/ Mutual Legal Assistance (MLA) Request and Service of Summons/Notices/Judicial documents in respect of Criminal Matters.

Sir,

The Ministry of Home Affairs (MHA) had issued comprehensive guidelines regarding investigation abroad and issue of Letters Rogatory (LRs) in 2007 and regarding service of summons/notices/ judicial documents on the persons residing abroad, in 2009. With a view to streamlining the process of MLAT in criminal matters, the guidelines have been revised in respect of LR, MLA request and service of summons/notices/ judicial documents, etc. The revised guidelines incorporate various legal and technical developments in the recent years and aim to make the documentation in this regard more precise and focused as well as compliant with international requirements.

2. A copy of the guidelines is enclosed with a request to circulate these among officers concerned for following the procedure laid-down in the guidelines.

Encl: As above.

Yours faithfully,


04/12/19
(M. K. Chahar)

Under Secretary to the Govt. of India
Tel:-23070164

Copy to:-

- MHA:** Joint Secretary, C& IC Division, MHA, North Block, New Delhi.
MEA: Joint Secretary, CPV Division, MEA, JLN Bhawan New Delhi.
NIA: IG (Policy) (HQ), Opposite CGO Complex, New Delhi.
CBI: Joint Director (Interpol), CGO Complex, New Delhi.
MoL&J: Joint Secretary, Department of Legal Affairs, Shastri Bhawan, New Delhi.
ED: Joint Director (Policy), 6th Floor, Lok Nayak Bhavan, Khan Market, New Delhi

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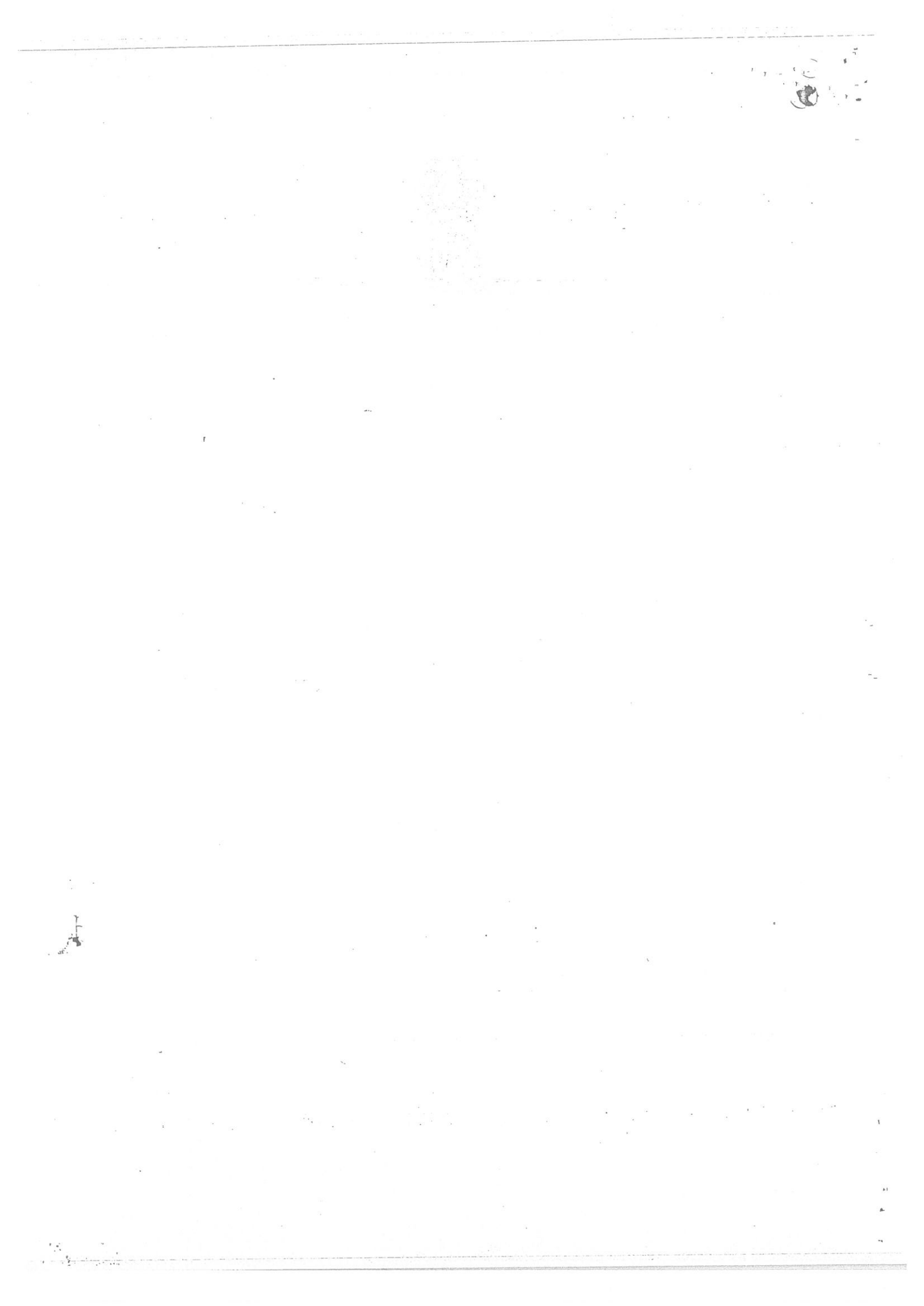


Table of Contents

Part I. Overview	
A. Mutual Legal Assistance in Criminal Matters	4
B. Letters Rogatory	5
C. Mutual Legal Assistance (MLA) Request.....	5
D. Difference between Mutual Legal Assistance Request and Letters Rogatory	6
E. Service of Summons, Notices and Judicial Processes	6
F. Central Authority of India	6
G. Informal Requests	7
H. Types of Request	7
I. Grounds for Refusal or Postponement of Request for Assistance	8
Part II. Procedure for Sending and Executing Request for Mutual Legal Assistance	
A. Procedure for Sending Request for Assistance (Outgoing Requests)	9
B. Procedure to be followed after Central Authority of India forwards the Request to Foreign Country	12
C. Procedure for Executing Request in India (Incoming Request)	13
D. Monitoring Process.....	15
Part III. Form, Content and Language of Request	
A. Form of Request	16
B. Content of Request.....	16
C. Language of Request.....	16
Part IV. Service of Summons, Notices and Judicial Processes	
A. Request for Service of Summons/Notices/ Judicial Processes on Persons Residing Abroad	29
B. Important Points to be noted for making a Request for Service of Summons/Notices/Judicial Processes....	31
C. Service of Summon in Foreign Country for Recording of Statement or Collection of Evidence through Audio-Visual Means	31
D. Procedure for Recording of Statement through Audio-Visual Means	32
E. Execution of Request for Service of Summons/Notices/Judicial Processes Issued by the Foreign Courts/Authorities	34
Part V. Miscellaneous Provisions relating to Reciprocal Arrangements	
A. Request of Recording of Statement and Taking Evidence from the Person Residing Abroad	40
i) Recording of the statement by the Competent Authority of the Requested Country	40
ii) Obtaining statement through Commission Issued by India Court	40
iii) Making available persons in India for recording of statement	41
iv) Obtaining statement through Audio-Visual Means	41
B. Visit of Investigating Officers Abroad for Assisting in Execution of Request and Joint Investigation	41
C. Protection and Preservation of Data	43
D. Identification of Bank Information.....	44
E. Interception of Postal Items	44
Part VI. Informal Requests	46
Part VII. Extradition Requests	48
Glossary	51

List of Abbreviations

AD (IPCC), CBI	Assistant Director, International Police Cooperation Cell, Central Bureau of Investigation
AD (NCB), CBI	Assistant Director, National Central Bureau, Central Bureau of Investigation
CPV Division, MEA	Consular, Passport & Visa Division, Ministry of External Affairs
CrPC	Code of Criminal Procedure, 1973
DOP	Director of Prosecution
ED	Enforcement Directorate
FEOA	Fugitive Economic Offenders Act, 2018
INTERPOL	International Criminal Police Organization
IS-II Division, MHA	Internal Security-II Division, Ministry of Home Affairs
ILO	Interpol Liaison Officer
JD (TFC), CBI	Joint Director (Technical, Forensic & Co-ordination), Central Bureau of Investigation
LR	Letters Rogatory
MLA Request	Mutual Legal Assistance Request
MLAT	Mutual Legal Assistance Treaty
NIA	National Investigation Agency
PMLA	Prevention of Money Laundering Act, 2002
UT	Union Territory

Part I: Overview

A. Mutual Legal Assistance in Criminal Matters

1.1 Mutual Legal Assistance is a mechanism whereby countries cooperate with one another in order to provide and obtain formal assistance in prevention, suppression, investigation and prosecution of crime to ensure that the criminals do not escape or sabotage the due process of law for want of evidence available in different countries.

1.2 India provides mutual legal assistance in criminal matters through Bilateral Treaties/Agreements, Multilateral Treaties/Agreements or International Conventions or on the basis of assurance of reciprocity.

1.3 The Mutual Legal Assistance Treaties (MLATs) in criminal matters are the bilateral treaties, entered between the countries for providing international cooperation and assistance. India has entered into Mutual Legal Assistance Treaties/Agreements with 42 countries (November 2019).

Figure 1-1: List of countries having MLAT/Bilateral Agreements with India

Arab Republic of Egypt (2009)	Kingdom of Morocco (2018)	Republic of Kazakhstan (2000)	Russian Federation (2000)
Bosnia & Herzegovina (2010)	Kingdom of Spain (2007)	Republic of Korea (2005)	State of Israel (2015)
Canada (1998)	Kingdom of Thailand (2007)	Republic of Maldives (2019)	State of Kuwait (2007)
Commonwealth of Australia (2010)	Kyrgyz Republic (2014)	Republic of Mauritius (2006)	Sultanate of Oman (2015)
Confederation of Switzerland (1989)	Malaysia (2012)	Republic of Singapore (2005)	Ukraine (2003)
Democratic Socialist Republic of Sri Lanka (2010)	Mongolia (2004)	Republic of South Africa (2005)	Union of Myanmar (2010)
French Republic (2005)	People's Republic of Bangladesh (2011)	Republic of Tajikistan (2003)	United Arab Emirates (2000)
Hong Kong Special Administrative Region of the People's Republic of China (2009)	Republic of Azerbaijan (2013)	Republic of Turkey (1993)	United Kingdom of Great Britain and Northern Ireland (1995)
Islamic Republic of Iran (2010)	Republic of Belarus (2006)	Republic of Uzbekistan (2001)	United Mexican States (2009)
Kingdom of Bahrain (2005)	Republic of Bulgaria (2008)	Republic of Vietnam (2008)	United States of America (2005)
Kingdom of Cambodia (2018)	Republic of Indonesia (2014)		

*The MLAT has been signed but yet to come in force.

Figure 1.2: List of International Conventions signed by India having provisions related to Mutual Legal Assistance	
1)	United Nations Convention Against Transnational Organized Crime, 2000 (list of member countries: https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtidsg_no=XVIII-12&chapter=18&clang=en)
2)	United Nations Convention Against Corruption, 2003 (list of member countries: https://treaties.un.org/Pages/ViewDetails.aspx?src=IND&mtidsg_no=XVIII-14&chapter=18&lang=en)
3)	United Nations Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substance, 1988 (Vienna Convention) (list of member countries: https://treaties.un.org/Pages/ViewDetails.aspx?src=TREATY&mtidsg_no=VI-19&chapter=6&clang=en)
4)	Hague Convention (list of member countries: https://www.hccih.net/en/states/hccih-members)
5)	SAARC Convention (list of SAARC countries: http://saarc-sec.org/about-saarc/)
6)	Commonwealth Scheme (Harare Scheme) (list of commonwealth countries: http://thecommonwealth.org/member-countries)

B. Letters Rogatory (LR)

1.4 The term 'Letters Rogatory' is derived from the Latin term *rogātōrius*. Letters Rogatory are the letters of request sent by the Court of one country to the Court of another country for obtaining assistance in investigation or prosecution of a criminal matter.

1.5 In India, Section 166A and Section 105K of Code of Criminal Procedure, 1973 (CrPC), Section 57 and Section 61 of Prevention of Money Laundering Act, 2002 (PMLA), Section 12 of Fugitive Economic Offenders Act, 2018 (FEOA), etc., lays down the procedure of sending 'letter of request' through Competent Court on the request of Investigating Officer.

1.6 The procedure for execution of a request received from the foreign Court or Competent Authority has been enshrined in Section 166B and 105K of CrPC, Section 58 of PMLA, etc. In General, the assistance sought under Letters Rogatories is for service of documents and taking of evidence. Letters Rogatory may be made to any country on the basis of Bilateral Treaty/Agreement, Multilateral Treaty/Agreement or International Convention or on the basis of *assurance of reciprocity*.

C. Mutual Legal Assistance (MLA) Request

1.7 Mutual Legal Assistance Request in the Indian context is a formal request made by the Central Authority of India i.e., Ministry of Home Affairs to the Central Authority of another country on the request of Investigating Officer or Agency under any Bilateral Treaty/Agreement, Multilateral Treaty/Agreement or International Convention.

D. Difference between Mutual Legal Assistance (MLA) Request and Letters Rogatory(LR)

Figure 1-3: Difference between MLA Request and Letters Rogatory

	Mutual Legal Assistance Request (MLA) Request	Letters Rogatory (LR)
<i>Nature</i>	MLA request is made by the Central Authority of India to the Central Authority of another country on the request of the Investigating Officer of Investigating Agency.	LR is issued by the Indian Court on the request of the Investigating Officer of Investigating Agency under section 166A and Chapter VIIA of CrPc.
<i>Scope</i>	MLA Request can only be made to the countries with which India has Bilateral Treaty/Agreement, Multilateral Treaty/Agreement or International convention.	LRs can be issued to the countries with whom India has Bilateral Treaty/Agreement, Multilateral Treaty/Agreement or International Convention under the arrangements. Further, LR can also be issued to any other country with whom India does not have any existing Bilateral Treaty/Agreement, Multilateral Treaty/Agreement or International convention) on the basis of assurance of Reciprocity.

E. Service of Summons, Notices and Judicial Processes

1.8 In India, Section 105 and Chapter VIIA of CrPC, Section 59 and Section 61 of PMLA, Section 10 of FEOA, etc., provides for service of summons, notices and judicial processes. The summons, notices and judicial processes are sent by the Court of competent jurisdiction to IS-II Division, MHA and are further sent by MHA to the foreign country concerned either directly or through Indian Mission/Embassy/Diplomatic Channels for service on the person through the Competent Authorities in the foreign country.

F. Central Authority of India

1.9 The **MINISTRY OF HOME AFFAIRS** is the Central Authority of India for dealing with requests of mutual legal assistance in criminal matters. The Central Authority transmits and receives all requests for assistance either directly or through diplomatic channels.

All the requests to the Central Authority of India should be addressed to:

Under Secretary (Legal) Internal Security-II Division- 2nd Floor, Ministry of Home Affairs, Major Dhyan Chand National Stadium, New Delhi-110001 India	Tele Fax: 011-23075338 Telephone: 011-23070164 Email: us-legal@mha.gov.in
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1.10 The Central Authority of India i.e., Ministry of Home Affairs performs the following functions with respect to providing and obtaining mutual legal assistance in criminal matters:

- i) It ensures that the widest measure of legal assistance is provided by India
- ii) It formulates and takes the policy decision on mutual legal assistance in criminal matters.
- iii) It reviews all requests received by it from the Investigating Agencies/State

Governments/UTs/Judicial Authorities and takes appropriate actions. If necessary, it corresponds with the agency or Court sending the request regarding the inadequacy or the need to supplement a request and provide information on how they can be improved.

- iv) For delivering the request to foreign country and follow up of the requests, the IS-II Division, MHA functions through AD (IPCC), CBI.
- v) It receives requests from foreign countries.
- vi) It promptly gets the requests executed through the appropriate Authority, in accordance with the Indian laws and in the manner specified by the foreign country, if it is not contrary to Indian law.
- vii) It answers queries related to Indian law and provides information to the countries wishing to make requests to India
- viii) It coordinates arrangements for the representation of foreign countries in India for any proceedings arising out of a request for assistance.
- ix) It periodically participates in the bilateral consultations with the Central Authority of the Contracting States to take measure for the prevention and suppression of crime and early execution of requests.
- x) It arranges training for Indian law enforcement agencies in coordination with CPV Division MEA, AD (IPCC) CBI, NIA and State Police Authorities. It takes assistance of AD (IPCC), CBI for arranging the training programmes at CBI academy or at State Police academies.
- xi) It arranges training programmes in coordination with foreign experts on the subject of mutual legal assistance in criminal matters and extradition.

1.11 IS-II Division, MHA for maintaining record and data for MLA Request/LRs and follow-up of such cases takes the assistance of AD (IPCC), CBI. The contact details of AD (IPCC), CBI are as follows:

<p>The Assistant Director, IPCC, 06th Floor, CBI HQ, 5-B, CGO Complex, Lodhi Road, Jawaharlal Nehru Stadium Marg, New Delhi- 110003</p>	<p>Tele Fax - 011-24364070 Telephone - 011-24392170 Email - adco@cbi.gov.in</p>
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G. Informal Requests

1.12 For getting informal information or leads, the assistance can be sought through INTERPOL Channels. The Investigating Agency is required to take up the matter with Assistant Director, NCB, Central Bureau of Investigation, 5-B, CGO Complex, Lodhi Road, Jawaharlal Nehru Stadium Marg, New Delhi-110003.

H. Types of Request

1.13 Common forms of assistance provided to or sought by India are as follows:

- i) identifying and locating persons and objects;
- ii) taking evidence and obtaining statements;
- iii) assisting in the availability of person in custody or others to give evidence or assist in investigations or appear as a witness;
- iv) effecting service of judicial documents;
- v) executing searches and seizures;
- vi) providing information, documents, records and other evidentiary items;
- vii) taking measures to identify, locate, attach, freeze, restrain, confiscate or forfeit the proceeds and

- instrumentalities of crime;
- viii) taking measures to reconstitute the embezzled public funds;
- ix) delivery of property including lending exhibits;
- x) protecting and preserving computer data;
- xi) any other form of assistance not prohibited by the law of the Contracting States.

I. Grounds for Refusal or Postponement of Request for Assistance

1.14 The request for assistance is generally refused if:

- i) the execution of the request would impair sovereignty, security, public order and essential public interest of India or foreign country.
- ii) the request for assistance has been made for the purpose of investigating and prosecuting a person on account of that person's sex, race, religion, nationality, origin or political opinions or that person's position may be prejudiced for any of those reasons.
- iii) the request is made for conduct or offence which is an offence under military law but not an offence under ordinary criminal law in India or foreign country.
- iv) the request relates to an offence in respect of which the accused person has been finally acquitted or pardoned.
- v) *de minimis* request is made i.e. the request is trivial or disproportionate in nature.
- vi) the request seeking restraint, forfeiture or confiscation of proceeds and instrumentalities of crime or seizure of property is in respect of conduct/activity which cannot be made the basis for such restraint, forfeiture, confiscation or seizure in the Contracting States.

1.15 The execution of request may be postponed if it would interfere with an ongoing criminal investigation, prosecution or proceeding in the Contracting States. Such request may be executed subject to conditions determined necessary after consultations with the Central Authority of the Requesting Country.

1.16 The execution of request shall not be refused solely on the ground of bank secrecy or because the request for assistance does not include all the information if it can otherwise be executed in accordance with the laws of Contracting State.

Part II: Procedure for Sending and Executing Request for Mutual Legal Assistance

A. Procedure for Sending Request for Assistance (Outgoing Requests)

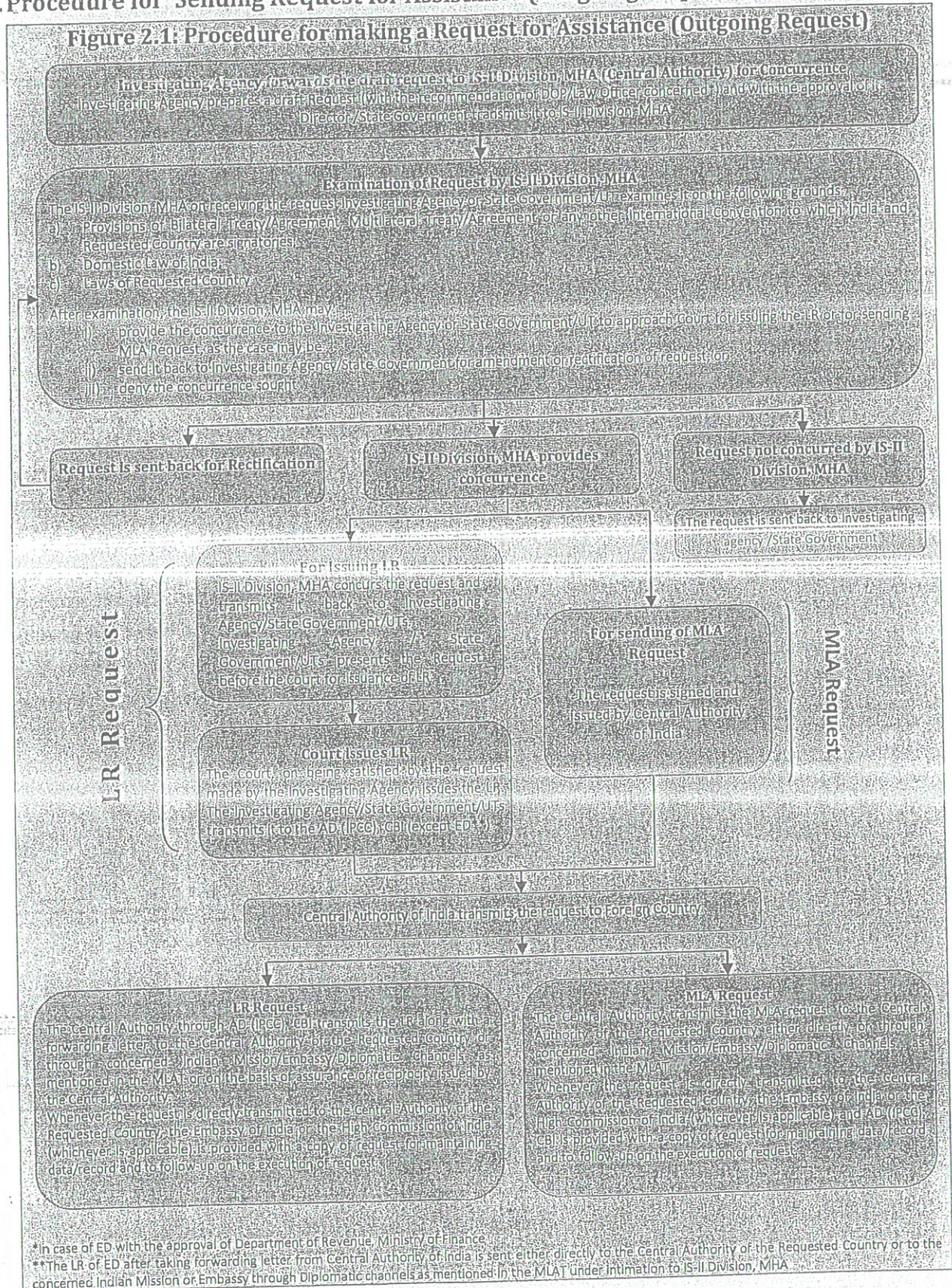


Figure 2-2: Step-by-Step Procedure for making Letters Rogatory Request (Sec 166A CrPC¹, 105K CrPC², Chapter VIIA CrPC, Sec 57³ and Sec 61⁴ PMLA, Sec 12 FEOA⁵, etc)

Step 1	Drafting of Request by Investigating Officer or Agency and transmitting it to IS-II Division, MHA
	<p>⇒ The Investigating Officer compiles the facts related to the case and brings out assistance needed from the foreign country. The draft of the request is sent with the legal opinion/recommendation of Director of Prosecution (DOP)⁶ and approval of Director/ Director General/Head of Central Investigating Agency or the Ministry concerned or the State Government as the case may be.</p> <p>⇒ After receiving the approval from the Director / State Government, the Draft request (one copy) is transmitted to the Central Authority of India. Such draft request is routed through the Home Department of State in case of State Police or is sent to the Central Authority of India by the Central Agencies with the approval of their respective Ministries/Head of Departments.</p> <p>⇒ The IS-II Division, MHA (Central Authority of India) examines the draft request and may:</p> <ol style="list-style-type: none"> i) provide the concurrence to the Investigating Agency or State Government/UT to approach Court for issuing the LR, or ii) send it back to the Investigating Agency or State Government/UT for amendment or rectification of request, or iii) deny the concurrence sought. <p>It is to be noted that all the requests for issue of LR by Investigation Officer/ Agency are to be sent to the IS-II Division, MHA (Central Authority of India) for concurrence before being presented to the Court for issuance.</p> <p>The Central Authority may consult the contact person of the Investigating Agency whenever required in relation with the request.</p>

¹ CrPC- Section 166A. Letter of request to competent authority for investigation in a country or place outside India.— (1) Notwithstanding anything contained in this Code, if, in the course of an investigation into an offence, an application is made by the investigating officer or any officer superior in rank to the investigating officer that evidence may be available in a country or place outside India, any Criminal Court may issue a letter of request to a Court or an authority in that country or place competent to deal with such request to examine orally any person supposed to be acquainted with the facts and circumstances of the case and to record his statement made in the course of such examination and also to require such person or any other person to produce any document or thing which may be in his possession pertaining to the case and to forward all the evidence so taken or collected or the authenticated copies thereof or the thing so collected to the Court issuing such letter.

(2) The letter of request shall be transmitted in such manner as the Central Government may specify in this behalf.

(3) Every statement recorded or document or thing received under sub-section (1) shall be deemed to be the evidence collected during the course of investigation under this Chapter.

² CrPC- 105K. Procedure in respect of letter of request.—Every letter of request, summons or warrant, received by the Central Government from, and every letter of request, summons or warrant, to be transmitted to a contracting State under this Chapter shall be transmitted to a contracting State or, as the case may be, sent to the concerned Court in India in such form and in such manner as the Central Government may, by notification, specify in this behalf.

³ PMLA- Section 57. Letter of request to a contracting State in certain cases.—(1) Notwithstanding anything contained in this Act or the Code of Criminal Procedure, 1973 (2 of 1974) if, in the course of an investigation into an offence or other proceedings under this Act, an application is made to a Special Court by the Investigating Officer or any officer superior in rank to the Investigating Officer that any evidence is required in connection with investigation into an offence or proceedings under this Act and he is of the opinion that such evidence may be available in any place in a contracting State, and the Special Court, on being satisfied that such evidence is required in connection with the investigation into an offence or proceedings under this Act, may issue a letter of request to a court or an authority in the contracting State competent to deal with such request to-

(i) examine facts and circumstances of the case,
(ii) take such steps as the Special Court may specify in such letter of request, and
(iii) forward all the evidence so taken or collected to the Special Court issuing such letter of request.

(2) The letter of request shall be transmitted in such manner as the Central Government may specify in this behalf.

(3) Every statement recorded or document or thing received under subsection (1) shall be deemed to be the evidence collected during the course of investigation.

⁴ PMLA-61. Procedure in respect of letter of request.—Every letter of request, summons or warrant, received by the Central Government from, and every letter of request, summons or warrant, to be transmitted to a contracting State under this Chapter shall be transmitted to a contracting State or, as the case may be, sent to the concerned Court in India and in such form and in such manner as the Central Government may, by notification, specify in this behalf.

⁵ FEOA-Section 12. Declaration of fugitive economic offender.—(5) Where the Special Court has made an order for confiscation of any property under sub-section (2), and such property is in a contracting State, the Special Court may issue a letter of request to a Court or authority in the contracting State for execution of such order.

(6) Every letter of request to be transmitted to a contracting State under sub-section (5) shall be transmitted in such form and manner as the Central Government may, by notification, specify in this behalf...

⁶ In case of ED the approval of Department of Revenue, Ministry of Finance is also required

The following documents are required to be sent to IS-II Division, MHA

- a) Draft request.
- b) Copy of FIR.
- c) English translation of FIR if filed in vernacular language.
- d) Opinion/recommendation of DOP or the Law Officer, commenting on the need for making such request.
- e) Application by Investigating Agency to the Court for issuing LR.
- f) Applicable Laws of Requested country.
- g) Any other necessary document related to evidence sought from the foreign country.
- h) Contact details of the officer of the law enforcement agency concerned.

Step 2: Presenting the concurred request before the Court

After obtaining the concurrence of the IS-II Division, MHA for presenting the request before the Court, the Investigating Officer files an Application in the Court of competent jurisdiction for issuing of LR addressed to the Competent Authorities of the Requested Country.

The following documents are required to be presented before the Court for issue of LR

- a) Request concurred by the IS-II Division, MHA (Central Authority) along with all the connected documents.
- b) Application by Investigating Agency to the Court for issuing of LR.
- c) Extract of the sections of Indian law mentioned in the request including the law on limitation (for example, Section 468⁷ CrPC or provisions of any special law applicable).

Note: Certain documents may be relevant for the investigation but are not related to the request and are not required to be attached for presenting the request before the Court. These documents are

- Case diary.
- Copy of FIR.
- English translation of FIR.
- Opinion of DOP/Law Officer, etc.

Step 3: Court to issue LR under relevant law i.e. CrPC, PMIA, FEOA, etc.

The Competent Court may decide to issue a LR addressed to the Competent Authority in the Requested Country as prayed for or otherwise. If the Court is satisfied with the request, it will issue LR under its seal and authority.

Step 4: Transmission of LR

Once the LR is issued, the Investigating Agency or State Government/UT will transmit three copies of the request to the AD (IPCC), CBI and one copy to IS-II Division, MHA. AD (IPCC), CBI will take the forwarding letter from IS-II Division, MHA and then send it directly to the Central Authority of the country concerned or through Indian Mission/Embassy/Diplomatic Channels as the case may be under intimation to the Central Authority of India.

The LR of ED after taking forwarding letter from Central Authority of India is sent either directly to the Central Authority of the Requested Country or to the concerned Indian Mission or Embassy through Diplomatic channels as mentioned in the MLAT under intimation to IS-II Division, MHA.

⁷ CrPC Section 468. Bar to taking cognizance after lapse of the period of limitation.—(1) Except as otherwise provided elsewhere in this Code, no Court shall take cognizance of an offence of the category specified in sub-section (2), after the expiry of the period of limitation.

(2) The period of limitation shall be— (a) six months, if the offence is punishable with fine only; (b) one year, if the offence is punishable with imprisonment for a term not exceeding one year; (c) three years, if the offence is punishable with imprisonment for a term exceeding one year but not exceeding three years.

(3) For the purposes of this section, the period of limitation, in relation to offences which may be tried together, shall be determined with reference to the offence which is punishable with the more severe punishment or, as the case may be, the most severe punishment.

Where the request is directly sent by AD (IPCC), CBI to the Central Authority of the foreign country, a copy of LR, along with communication. In this regard, it is to be sent to Indian Embassy/Mission abroad.
The following documents are required to be sent for transmission of request LR issued by the Court under Section 166A of CrPc
<ul style="list-style-type: none"> a) Forwarding letter by Central Authority of India b) LR issued by the court c) Extract of the sections of Indian law with highlighted sentence or penalty for the offence d) List of witnesses to be examined (if any) e) List of questions to be asked from the witness (if any) f) List of documents to be collected (if any) (Description of documents/articles to be collected & procedure for the same to be provided) g) Certified copy of the order for attachment or forfeiture of property (if any)

Figure 2.3: Step-by-step Procedure for making MLA Request

Step 1	<p>Forwarding the information to the Central Authority of India</p> <p>The Investigating Agency or State Government/UL forwards a self-contained proposal with the recommendation of DOP/Law Officer and approval by Director/State Government to IS-II Division, MHA. (The documents to be attached with the MLA Request are same as that required to be sent with the LR Request)</p>
Step 2	<p>Issue of Request by Central Authority</p> <p>The IS-II Division, MHA examines and compares the draft along with the relevant documents and prepares an MLA Request. The MLA request is signed by the officer designated at IS-II Division, MHA and is transmitted along with a forwarding letter to the Central Authority of the Requested Country.</p> <p>Whenever the request is directly transmitted to the Central Authority of the Requested Country, the Embassy of India or the High Commission of India (whichever is applicable) and AD (IPCC), CBI is to be provided with a copy of request for maintaining data/record and to follow-up on the execution of request.</p>

B. Procedure to be followed after Central Authority of India forwards the Request to Foreign Country

2.1 The procedure to be followed after IS-II Division, MHA forwards the request to a foreign country is as follows:

- i) After transmission of the request to the foreign country, the IS-II Division, MHA (Central Authority of India) either directly or through AD (IPCC), CBI takes the follow-up action for execution of the Request by making correspondence with the Indian Mission abroad or Central Authority of the foreign country.
- ii) The Central Authority of the foreign country/Mission may directly communicate with the Central Authority of India or through AD (IPCC), CBI or the contact person of Investigating Agency in case it seeks clarification, additional material, etc., concerning to the request made.
- iii) If the communication is made to IS-II Division, MHA, then on receiving such communication, the IS-II Division, MHA would obtain the required clarifications, additional materials, etc., from the

Investigating Officer concerned and transmit the same to the foreign country either directly or through diplomatic channels and a copy of such communication is marked to AD (IPCC), CBI for maintaining record and follow-up.

or

If the request is received by AD (IPCC), CBI, then AD (IPCC), CBI would obtain the required clarifications, additional materials, etc., from the Investigating Officer concerned and transmit the same to the foreign country either directly or through diplomatic channels and a copy of such communication is marked to IS-II Division, MHA for maintain record and follow-up.

or

On receiving such communication by Investigating Agency, the contact person of Investigating Agency would obtain the required clarifications, additional materials, etc., from the Investigating Officer concerned and transmit the same to the foreign country, directly, in urgent cases and in all other circumstances the communication is made through IS-II Division, MHA.

- iv) After executing the request, the foreign country may forward the Execution Report to IS-II Division, MHA or AD (IPCC), CBI or Indian Mission/Embassy along with the evidence and supporting material. The same is then forwarded to Investigating Agency or State Government/UT.
- v) On receipt of execution report, the Investigating Agency or State Government/UT promptly informs the IS-II Division, MHA (Central Authority) about the execution of request and shortcomings if any.
- vi) In case, after receiving of the Execution Report, new facts have come to light and it is felt by the Investigating Agency to seek further information from the concerned country, a supplementary request may be sent. The procedure for making a supplementary request is the same as that of sending any other request.

C. Procedure for Executing Request in India (Incoming Request)

2.2 Section 166B⁸, Section 105K⁹ and Chapter VII A of CrPC, Section 58¹⁰ and Section 61¹¹ of PMLA, etc., gives the outline of execution of an incoming request in India. All the requests to India for the mutual legal assistance in criminal matters are made to the Central Authority of India. The requests received through diplomatic channels by Ministry of External Affairs i.e. Territorial Division, CPV Division, etc., are also forwarded to IS-II Division, MHA (Central Authority). After receiving the request, the Central Authority of India examines whether the request is complete and fit to be executed in India. While deciding about the execution of request, the Central Authority of India can take the assistance of MEA and other relevant enforcement agencies in India including JD (TFC), CBI.

⁸ CrPC-Section 166B. Letter of request from a country or place outside India to a Court or an authority for Investigation in India—(1) Upon receipt of a letter of request from a Court or an authority in a country or place outside India competent to issue such letter in that country or place for the examination of any person or production of any document or thing in relation to an offence under investigation in that country or place, the Central Government may, if it thinks fit—

(i) forward the same to the Chief Metropolitan Magistrate or Chief Judicial Magistrate or such Metropolitan Magistrate or Judicial Magistrate as he may appoint in this behalf, who shall thereupon summon the person before him and record his statement or cause the document or thing to be produced, or

(ii) send the letter to any police officer for investigation, who shall thereupon investigate into the offence in the same manner, as if the offence had been committed within India.

(2) All the evidence taken or collected under sub-section (1), or authenticated copies thereof or the thing so collected, shall be forwarded by the Magistrate or police officer, as the case may be, to the Central Government for transmission to the Court or the authority issuing the letter of request, in such manner as the Central Government may deem fit.

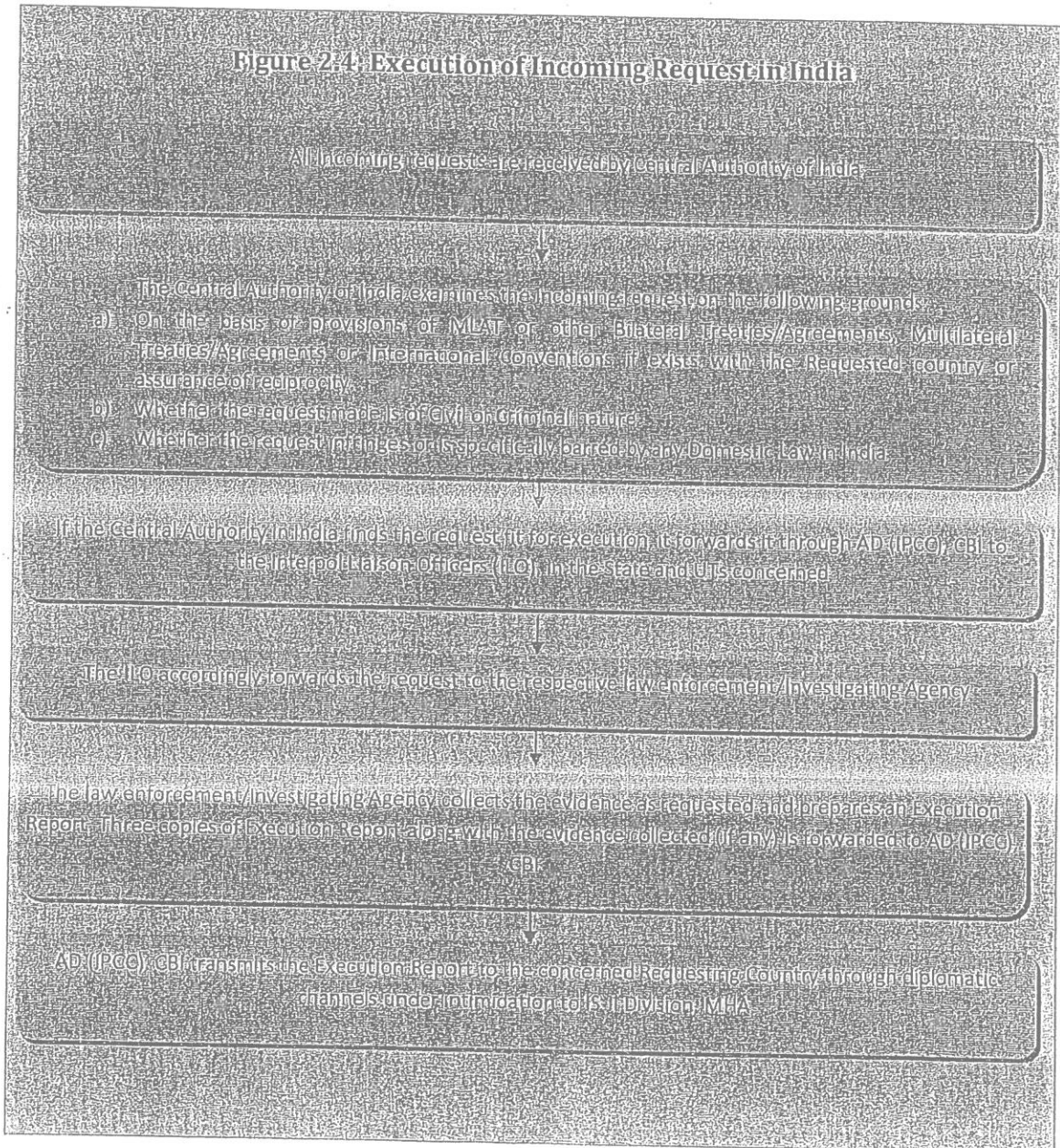
⁹ Ibid., Page 10

¹⁰ PMLA-Section 58, Assistance to a contracting State in certain cases.—Where a letter of request is received by the Central Government from a court or authority in a contracting State requesting for investigation into an offence or proceedings under this Act and forwarding to such court or authority any evidence connected therewith, the Central Government may forward such letter of request to the Special Court or to any authority under the Act as it thinks fit for execution of such request in accordance with the provisions of this Act or as the case may be, any other law for the time being in force.

¹¹ Ibid., Page 10

2.3 In case the request is found to be fit for execution, the Central Authority sends it for execution through AD (IPCC), CBI to the Interpol Liaison Officers (ILO), of State/UTs or the law enforcement agency concerned. Whenever the Central Authority of India decides that the request should be refused or postponed for the execution, it promptly intimates the same to the Requesting Country.

2.4 All the incoming requests are executed in terms of the provisions of extant Bilateral Treaties/Agreements, Multilateral Treaties/Agreements or International Convention and in accordance with Indian Laws.



D. Monitoring Process

2.5 AD (IPCC), CBI shall provide the complete details of the execution of request to IS-II Division, MHA in the format provided below in the last week of every month or earlier, as required by IS-II Division, MHA.

Figure 2.5: Format in which information has to be provided to IS-II Division, MHA

Name of Country (Give the title of case - for example M/S Green Infrastructure Ltd)	
MHA File No.	(Please mention MHA's File No.)
Interpol/ED File Number	(Please mention File No.)
Investigating Agency	(Please mention name of Investigating Agency and Branch/State Police)
Case No.	(Please mention case No.)
MLA Request/LR Issued by	(Please give designation of Court)
MLA Request/LR Sent on	(Please give date of sending LR to Indian Mission abroad)
Penal sections	(Give applicable sections of Law under which the offence is registered)
Allegation	
Assistance sought	
Present Status	

2.6 On quarterly basis, IS-II Division, MHA along with officers of AD (IPCC), CBI, ED and NIA review the compilation of data and progress of execution of requests.

2.7 Biannual meeting of ILO's concerned for analyzing the progress of execution and issues faced in making the requests.

Part III: Form, Content and Language of Request

A. Form of Request

3.1 A request for assistance shall be made in writing. However, in urgent circumstances, a request may be made orally or by email or facsimile or any other agreed forms of electronic media or through INTERPOL but shall be confirmed in writing by the Investigating Agency or State Government/UT concerned with all relevant documents within 5 days after making such request to IS-II Division, MHA.

B. Content of Request

3.2 The request for assistance shall include the following information:

- a) name of the requesting office and the name of the Competent Authority or Agency conducting the investigation, prosecution or proceedings to which the request relates or name of the Competent Authority seeking or providing the assistance in respect of prevention or suppression of crimes;
- b) nature of the investigation, prosecution or proceedings;
- c) summary of the facts;
- d) copy of the applicable laws;
- e) contact details of a person capable of responding to enquiries concerning request;
- f) purpose of request and the nature of assistance sought;
- g) establishing a link between criminal matter and assistance sought;
- h) information available for the person under investigation or property under investigation;
- i) criminal history of alleged accused, if any;
- j) degree of confidentiality required and the reasons thereof;
- k) any time limit within which the request should be executed;
- l) such other information as is necessary for the proper execution of the request;
- m) mandatory assurances;
- n) country-specific assurances (where required) and
- o) cost related to the execution of the request, where applicable.

3.3 If necessary, and wherever possible, requests for assistance shall include:

- a) Identity, nationality and location of a person or persons who is/are the subject of investigation, prosecution or proceedings;
- b) Details of any particular procedure or requirement that needs to be followed in Requested Country and the reasons thereof.

C. Language of Request

3.4 The request for assistance and all the supporting documents shall be provided in English and *wherever necessary*, the request and the supporting documents should be translated in the language required by the Requested Country. The translated copies (if any) should be duly certified by the translator and authenticated by the concerned Investigating Agency.

Figure 3-1: Points to be considered by Investigating Officer / Agency before drafting a Request for Assistance

<p><input type="checkbox"/> Necessity and grounds of request</p>	<p>The Investigating Officer or Agency should ensure whether they have sufficient grounds to make a request to a foreign country.</p>
<p><input type="checkbox"/> Timeline</p>	<p>The Investigating Officer or Agency should bring out a timeline of a request/ timeline during which the request needs to be executed.</p>
<p><input type="checkbox"/> Potential ground of Refusal</p>	<p>It should be ensured that the request does not fall under the grounds of refusal mentioned in the MLAT or Agreement or as compiled in Part I of these Guidelines.</p>
<p><input type="checkbox"/> Legal Basis of Request</p>	<p>The provisions of the Bilateral Treaty/Agreements, Multilateral Treaty/Agreements or International Convention as well as requirement of the law of Requested Country such as principle of dual criminality, assurance of reciprocity, etc., may be studied with view to determine that such a request would fall within the parameters of legal requirements of the Requested Country. Where no such Bilateral Treaty/Agreements, Multilateral Treaty/Agreements or International Convention exists, request may be made on the basis of assurance of reciprocity. The assurance of Reciprocity is to be provided by the Central Authority of India to the Requested Country.</p>
<p><input type="checkbox"/> Format of the document and any evidentiary requirement in Requested Country</p>	<p>Before making a request it should be checked whether there is a specific format prescribed by the Requested Country for entertaining/execution of request or if there is any mandatory requirement in the form of assurances, etc., in the Requested Country.</p>
<p><input type="checkbox"/> Language of the Request</p>	<p>The request and supporting documents should be made or accompanied by a certified translation with a language specified in the MLAT or the official language of the Requested Country (non-treaty countries).</p>
<p><input type="checkbox"/> Confidentiality Requirement</p>	<p>It should be evaluated if there is any need for confidentiality requirement for execution of request.</p>
<p><input type="checkbox"/> Limitation</p>	<p>The investigation/prosecution is not barred by the period of limitation.</p>

**Figure 3.2: Check List of Documents to be attached with Draft Request (MLA Request/LR)
(to be sent to Central Authority for concurrence)**

All the documents are to be sent to: Under Secretary (Legal Cell), Internal Security II Division, Ministry of Home Affairs, 2nd Floor, Major Dhyan Chand National Stadium, New Delhi-110001

- 1. Draft application containing brief facts of the case (Refer to figure 3.4 and 3.5)
- 2. Original copy of the legal opinion of the Director of Prosecution or Senior Law Officer
- 3. Copy of application from Investigating Agency requesting the Court to issue LR
- 4. Copy of FIR and translated version of FIR (if filed in any vernacular language)
- 5. Extracts of relevant sections of Indian Law
- 6. Applicable laws of Requested Country
- 7. Contact details of the officer of the law enforcement agency concerned
- 8. Any other necessary document related to evidence sought

**Figure 3.3: Check List of Documents to be sent to AD (IPCC), CBI after Letters Rogatory has
been issued by Court**

All the documents are to be sent to: The Assistant Director, IPCC, 6th Floor, CBI HQ, 5-B, CGO Complex, Lodhi Road, Jawahar Lal Nehru Stadium Marg, New Delhi-110003

- Covering letter by Investigating Agency or Court
- LR issued by Court under relevant provisions of law i.e. CrPC, PMLA, EEOA, etc.
- Extract of sections of Indian law mentioned in the request including the law on limitation
- English translation of all the documents attached and translation in the language required by the requested country (wherever required)

Case wise list of documents to be attached with the request

- List of witnesses to be examined (if any)
- List of questions to be asked from the witness (if any)
- List of documents to be collected (if any) (Description of documents/articles to be collected & procedure for the same is to be provided)
- Certified copy of the order for attachment or forfeiture of property (if any)

Figure 3.4: Executive Summary of the information to be included in the Request

1)	Purpose for making the request	
2)	Nature of request	
3)	Name of the Requested Country	
4)	Basis of request	<input type="checkbox"/> MIPAT <input type="checkbox"/> UNTOC <input type="checkbox"/> INCAC <input type="checkbox"/> Hague Convention <input type="checkbox"/> Harare Scheme <input type="checkbox"/> Vienna Convention, 1988 (NDPS) <input type="checkbox"/> Any other Bilateral Treaties/Agreements, Multilateral Treaties/Agreement (Specify) <input type="checkbox"/> Any other International Convention/Resolution (Specify) <input type="checkbox"/> Assurance of Reciprocity
5)	Issuing Authority	Name Address Details of the contact person at Issuing Authority
6)	Investigating Authority	Name Address Details of the contact person who can give clarification on the case
7)	Case details	FIR No./ Case Number Section under which FIR/Case Number has been registered
8)	Brief summary of the case	Brief fact of the case Link between alleged offence(s) and assistance requested Applicable laws and maximum penalties for the offence in India Limitation Period Current Status of the case
9)	Any other relevant information for proper execution of request	
10)	Any specific manner/procedure to be followed for execution of request	
11)	Cost of executing the request	
12)	Timeline for executing the request	
13)	Limitation of use	
14)	Confidentiality requirement with reasons (if any)	
Date		(to be signed and stamped by the Issuing Authority)

Figure 3.5: Format and contents of Letters Rogatory and Mutual Legal Assistance Request

For Letters Rogatory: To: The Competent Authority of the _____ (Requested Country)
(Court of Jurisdiction)
I, _____ (Name of the presiding officer of the court), has been authorized to make this request for mutual legal assistance. In criminal matters, respectfully request the assistance of the Government (name of the Requested Country) in the criminal matter _____.

For Mutual Legal Assistance Request: To: The Central Authority of the _____ (Requested Country)
Certificate on behalf of the _____ (Requesting party)
I, _____ Under secretary to the Government of India, IS-11 Division, Ministry of Home Affairs am authorized to make this request for mutual legal assistance in criminal matters on behalf of government of India and certify that the Government of _____ (Requested Country) in relation to criminal proceeding involving _____ (describe nature of criminal proceedings)

Request: _____ (to be filled by Investigating Agency/Court)

(This request is made by the Government of the Republic of India for assistance in accordance with the provisions (describe the relevant provisions) of Treaty between Republic of India and (name of the Requested country) or United Nations Convention Against Corruption or United Nations Convention Against Transnational Organized Crime or SAARC Convention or Harare scheme (or any other Treaty/Agreement which is relevant) or

This request is made by the Government of the Republic of India for assistance in accordance with the Assurance of Reciprocity in similar matters. Original Assurance of Reciprocity Issued by Ministry of Home Affairs, Govt. of the Republic of India, who is Central Authority of India is attached herewith.)

Nature of Request: _____ (to be filled by Investigating Agency/Court)

(This request relates to (describe the subject of criminal matter). The Authority/agency conducting the investigation/prosecution of the criminal matter is (describe authority/agency concerned with the criminal matter).

Indicate whether judicial proceedings have been, or are to be, instituted or concluded, as the case may be, and provide details of such proceedings (example the level of the Court).

Criminal Offences / Applicable Legislation / Penalties: _____ (to be filled by Investigating Agency/Court)

(Set out the offences alleged to have been contravened in relation to the criminal proceedings as well as the maximum penalties for these offences and attach copies of applicable legislative provisions. State identity of suspect/accused person, if known. If the matter pertains to the enforcement of foreign confiscation order etc., then state also the legal provisions pursuant to which the foreign confiscation order was/is intended to be made, as the case may be.)

Period of Limitations: _____ (to be filled by Investigating Agency/Court)

(Here it may also be mentioned that the offence is not time barred or punishment has not lapsed, citing the relevant provision of the period of limitation of Indian Law.)

Statement of Facts: _____ (to be filled by Investigating Agency/Court)

(This column is to be filled upon case to case basis.)

- a) Describe the material facts of the criminal matter including, in particular, those necessary to establish circumstances in the Requesting country i.e. India connected to the evidence or assistance sought and the relevance of the evidence in India in the criminal matter.
- b) Clearly state the connection of material sought. Eg. If bank records are sought, the connection of bank accounts in requested country with the investigation being conducted in India may be specifically mentioned. If the bank accounts have been utilized in the commission of crime, that may also be invariably mentioned.

c) Indicate whether and how any person(s) has carried on or benefited from the offence(s) committed in the Requesting State. State how the thing sought to be produced by this Request (whether by itself or with another thing) will be of substantial value to the criminal matter.

d) State also whether a foreign confiscation order has been or may be made in such proceeding and whether any person(s) affected or will be affected by such an order, has been notified of the proceedings in accordance with the Domestic Law. Provide details of seizure, confiscation, restitution of the property to the Requested Party against which restraint/enforcement is sought and how such property is bona fide linked to the offence.

Purpose of the Request: (to be filled by Investigating Agency/Court)

(State purpose which is intended to be achieved by the assistance sought, e.g. investigation, prosecution, prevention, suppression of crime, freezing, seizure, confiscation and return of the proceeds of crime in a criminal matter and secure admissible evidence to be used in the trial)

Assistance Requested: The Competent Authority of Government of _____ (name of the Requested country) is requested to take such steps as are necessary for

(to be filled by Investigating Agency/Court)

(use only relevant portion which is related to the case)

The Competent Authority of Government of (name of the Requested country) is requested to take such steps as are necessary for

a) Examination of a witness in the Requested Party

E.g. Mr. X of ABC Co. Ltd. (address) is to be orally examined on the following matters:

o Specify clearly the relevant issues/areas relating to the subject matter of the criminal proceedings/investigation on which evidence of the witness is sought and/or provide a list of the relevant questions. Specify clearly the manner of examination and applicable legal safeguards as well (witness rights as per India Law)

o Include all available personal details of the witness (including name, nationality, location, passport information and gender etc)

o State the status of the witness (suspect/accused, or simply a witness)

o Include a clear explanation of how the information sought from the witness is relevant to the case

b) production of documents, records or items before a court (and obtaining of oral evidence of the witness producing such material for the purpose of identifying and providing the material produced)

E.g. Director of ABC Co. Ltd. (address) is required to produce (describe the form of evidence e.g. "certified copies") the following documents, records or items for the period (state relevant time frame)

a) Specify documents, records or items and dates thereof

o The above witness to be orally examined on the following matters for the purpose of identifying and proving the documents, records or items produced)

o State relevant particulars e.g. to provide confirmation as to his position in a company/office and that he is responsible for keeping/maintaining/holding the documents, records or items in relation to the subject matter of the investigation; that he is authorized by the relevant law of the Requested Party to make this statement; to confirm that he has access to the documents, records or items kept in relation to the subject matter of the investigation in the normal course of his duties; to confirm the authenticity of the copies of the documents, records or items supplied; to confirm that the documents, records or items were created in the ordinary course of business.

c) search of person or premises for documents, records or items (read section 105 of Cr. PC)

E.g. The premises of ABC Co. Ltd. (address) to be searched under a search warrant for the seizure of the following from the company

o provide details of the documents, records or items sought to be searched for and seized;

o supportary request for original or documents, records or items seized with reasons;

o support the belief that relevant documents would be available in the premises of the ABC Co. Ltd.

o search being a coercive procedure, the information/evidence supplied shall invariably show the nexus of the premises/computer/electronic device with the crime/criminal to establish reasonable suspicion/probable cause;

o State how the items seized will be relevant to the case.

d) production of documents, records or items through production orders

E.g. Manager of ABC Bank Ltd. (address) to be required to produce copies of the following documents, records or items under a production order:

o (describe particulars of material required to be produced and where located)

o (state grounds for believing that the material sought is likely to be of substantial value to the criminal matter)

- o (support any request for the production of originals or documents with reasons)
- o (if original cannot be produced, request for authenticated copies of the same)
- o For bank document, indication of the name and address of the bank, account number, account holder name, time period for the production of the bank statements, types of banking documents requested (account opening documents, statements, wires, loan agreements, among others), relation of the bank account with the crimes committed along with the certificate provided in the respective statute.

e) Arrangement of travel of person/persons in custody for an expert from (name of Requested Party) to assist in a criminal matter.

Read Section 105B of Cr. PC

E.g. Arrangements to be made for Mr. X (Address) to travel to (name of Requesting Party) to give assistance in a criminal matter by rendering the following assistance:

- o Specify the assistance sought
- o provide the undertakings required by the law of (name of Requested Party)
- o provide details of the allowances to which the person will be entitled, and of the arrangements for security and accommodation for the person while the person is in (name of Requesting Party) pursuant to the request.

f) Enforcement of a forfeiture order/ request to assist in the restraining or dealing in property. (Read section 105 C of Cr. PC)

- o Include an official certified copy of the relevant order(s)
- o Include an official certified copy of the conviction of the person
- o Include the provisions of the relevant proceeds of crime laws (including information about restraint and forfeiture regimes)
- o provide confirmation that the conviction and the order are final and are not subject to appeal
- o Include information about the location and particulars of the assets to be restrained, forfeited or used to satisfy a pecuniary order
- o Include as much information as possible to link the criminal conduct of the person to the assets located in Requesting country (including evidence of transfers or other financial information)
- o Include any information if there is any third party interest in any of the properties in the Requested country.

g) Assistance in locating / identifying and locating a person who is suspected to be involved in/ to have benefited from the commission of a serious offence.

E.g. Arrangements to be made to locate/ identify and locate Mr. X who is believed to be in (name of Requested Party) with the last known address at (address)

or State particulars on person concerned.

h) assistance in tracing property suspected to be connected to a serious offence

E.g. Arrangements to be made to trace (description of property) believed to be in (name of Requested Party)

o state particulars of property concerned.

i) Arrangement of examination of a person as witness in other commission to assist in a criminal matter

o read Section 285 of Cr. PC

o Specify clearly the relevant issues/ areas relating to the subject matter of the criminal proceedings/ investigation on which evidence of the witness is sought and/ or provide a list of the relevant questions. Specify clearly the manner of examination and applicable legal safeguards as well

o Attach original order of the court issuing the commission

j) Electronic Evidence

If electronic evidences being sought, the connection to relevant email/ twitter/ Facebook account with crime and criminal may be mentioned. How the said account has been used in the commission of crime may also be highlighted. It may also be mentioned that preservation request has already been sent to concern ISPs.

Mandatory Assurance And Undertakings

It is confirmed that this request

- (a) Neither relates to the investigation, prosecution or punishment of a person for a criminal offence that is, or is by reason of the circumstances in which it is alleged to have been committed or was committed, an offence of a political character nor it is made for the purposes of investigating, prosecuting, punishing or otherwise causing prejudice to a person on account of that person's race, religion, sex, ethnic origin, nationality or political opinions;
- (b) Does not relate to the investigation, prosecution or punishment of a person for an offence in a case where the person has been convicted, acquitted or pardoned by a Competent Court or other Authority of the Republic of India or has undergone the punishment provided by the laws of the Republic of India, in respect of that offence or of another offence constituted by the same act or omission as that offence;
- (c) As per Indian Law, it is not necessary to give any notice to the accused either before issuing the IR or before examining him as a witness/accused;
- (d) Cost: Generally, the cost of execution of letter of Request shall be borne by requesting State as per the provisions of the Mutual Legal Assistance Treaty. However, if there are significant costs involved like travel of witnesses/cost of obtaining Expert Opinion etc., mention the readiness to meet the expenditure to be incurred;
- (e) Should the Judicial Authority of the Requested Country require the return of any information / evidence / thing obtained in pursuant to this request at the conclusion of the criminal proceeding, the same shall be returned to the Judicial Authority of the Requested Country;
- (f) The person(s) whose attendance is requested shall not
 - i. be detained, prosecuted, punished and subjected to any other restriction of personal liberty in the territory of Republic of India for any acts, omissions or convictions which preceded the person(s) departure from the Requested Country other than that to which the request relates;
 - ii. be subjected to any civil suit in respect of any act or omission of the person that is alleged to have occurred, or that had occurred before the person's departure from the Requested Country;
 - iii. be required to give evidence in any proceeding or to assist in any investigation(s) other than the proceeding or investigation(s) to which the request relates, without the person's consent;
- (g) In the matter of investigation of an offence for which the maximum punishment prescribed under the law is death, an assurance for non-execution of such penalty by commutation or remission of such penalty may be given on a case to case basis.

(Paragraph (f) shall cease to apply if a person, being free to leave the country, has not left within 30 days or for any period agreed upon or after receiving official notification that the person's attendance is no longer required, has remained voluntarily in the territory of the country or, having left, has voluntarily returned.)

Limitation of Use:

(to be filled by Investigating Agency/Court)

Unless otherwise agreed, the Investigation agency of India, which is conducting investigation in the present case, shall not, without the consent of the Requested Country, use or transfer information or evidence provided by the Requested country for investigations or proceedings other than those stated in the request. However, in cases where the charge is altered, the material provided may be used insofar as the offence, as charged, is an offence in respect of which mutual assistance could be provided under the present Treaty.

Execution of Request:

(to be filled by Investigating Agency/Court)

Procedure to be followed

- (State details of manner and form in which evidence is to be taken and transmitted to Requesting Party, if relevant)
- (State any special requirements as to certification / authentication of documents)
- (State if attendance by representative of appropriate Authority of Requesting Party is required at examination of witnesses / execution of request and if so, the title or the office held by the proposed representative)

E.g. Permission is requested for an officer of (name of appropriate Authority in Requesting Party) to travel to (name of

Requested Party) to remain present during the examination of Witness and to assist the authorities of Requested Country (if required) during the execution of this request.)

Period of Execution: _____ (to be filled by Investigating Agency/Court)

If required, state that it is requested that the request be executed urgently. With it (state period giving reasons for specify likely trial or hearing dates or any other dates/reasons relevant to the execution of the request.)

Confidentiality: _____ (to be filled by Investigating Agency/Court)

If here explicitly mention the confidentiality requirement during handling of the request by Requested Country/Agency.

If the details of this investigation are considered sensitive, therefore, please treat this request, its contents, the fact that this request has been made and the results of its execution as confidential and do not disclose or share it with any subject except all those who are dealing with this request for the purpose of its execution, without the consent of the Requesting Authority.

liaison: _____ (to be filled by Investigating Agency/Court)

Provide the details of the officers who are handling this request for liaison with Requested Country. State name of officer(s), Address, Telephone Number, Facsimile Number, Electronic mail address.

Please accept the assurance of our highest consideration.

(Signature along with seal)

Name of the Presiding Officer of the case: _____

Office: _____

Date: _____

Figure 3.6 List of countries having MLAT with India

S.No	Countries and year of MLAT or Agreement	Central Authority Address and Email ID	Language requirement as per MLAT	Specifications requirements for making a request
1	Australia (Commonwealth of Australia) MLAT-2011	Assistant Secretary, International Crime Cooperation Central Authority International Crime Cooperation Division Attorney General's Department 3-5 National Circle BARTON ACT 2600 AUSTRALIA Telephone: +61 2 6111 3244 Facsimile: +61 2 6111 3457 Email: mutualassistance@ag.gov.au	Requests shall be submitted in the English language	No specific requirement
2	Azerbaijan (Republic of Azerbaijan) MLAT-2013	Ministry of Justice AZ 1073 BAKU, INSHAADILLARAVEYI Tel: (994 12) 430-09-77 Fax: (994 12) 430-09-81 Email: minjus@azdata.net Web site: www.justice.gov.az	Contracting States shall use their national language attaching the translation in the national language of the other Contracting State or in the English language	No specific requirement
3	Bahrain (Kingdom of Bahrain) Agreement-2005	Ministry of Justice 82 Rd Nox 702, Manama, Bahrain	Requests and supporting documents shall be accompanied by a translation into one of the official languages of the Requested State or into English	No specific requirement
4	Bangladesh (People's Republic of Bangladesh) Agreement-2011	Ministry of Home Affairs	Requests and supporting documents shall be accompanied by a translation into English	No specific requirement
5	Belarus (Republic of Belarus) MLAT-2006	General Prosecutor's Office of the Republic of Belarus and the Supreme Court of the Republic of Belarus	Contracting Parties shall use their national language attaching the translation in the national language of the other Contracting Party or in English	No specific requirement
6	Bosnia & Herzegovina (Bosnia and Herzegovina) MLAT-2010	Ministry of Justice of Bosnia and Herzegovina 1111g Bih Street 71 000 Sarajevo Tel: +387 33 223 501 223 502 Fax: +387 33 223 504	Requests with supporting documents shall be submitted in the English language (if required accompanied by a translation in the language of the Requested State)	No specific requirement
7	Bulgaria (Republic of Bulgaria) MLAT-2008	Ministry of Justice Address: 1 Slavonska str. 1040 Sofia Bulgaria Email: priemna@justice.government.bg Phone: +359 (2) 9237 555	Requests for legal assistance and supporting documents shall be accompanied by a certified translation in English or in the language of the Requested State	No specific requirement
8	Cambodia (Kingdom of Cambodia) MLAT-2018	Ministry of Interior N°275, Norodom, Phnom Penh Phone: 855-23-721-190 Phone: 855-23-721-905	Requests shall be submitted in the English language	No specific requirement
9	Canada MLAT-1998	International Assistance Group Litigation Branch, Criminal Law Division Department of Justice Canada 284 Wellington Street, 2nd Floor, Ottawa, ON K1A 0J8 Telephone: +1 3 957 4892 After hours: +1 613 951-7891 Facsimile: +1 3 957 8417 E-mail: cdcentralauthority@justice.gc.ca	Requests and supporting documents shall be accompanied by a translation into one of the official languages of the Requested State	No specific requirement
10	Egypt (Arab Republic of Egypt) Agreement-2009	Ministry of Justice Lazouhly Square Abdeen, Cairo, Governorate, Egypt	Requests and supporting documents shall be accompanied by a translation to English or in the language of the Requested State	No specific requirement
11	France (French Republic) Agreement-2005	Ministry of Justice Ministère de la Justice et des Libertés Direction des Affaires Criminelles et des Grâces Bureau de l'entraide pénale internationale 13, place Vendôme-75042 Cedex 01 Telephone: +33 1 44 86 14 22 Facsimile: +33 1 44 86 14 11	Requests and supporting documents shall be accompanied by a translation into one of the official languages of the Requested Party (French Translation)	No specific requirement

12	Hong Kong (Hong Kong Special Administrative Region of the People's Republic of China) Agreement 2009	Secretary for Justice The Mutual Legal Assistance Unit Department of Justice 47/E High Block Queensway Government Offices 66 Queen's Way Hong Kong Telephone: (852) 28674323 Facsimile: (852) 25237959	Requests shall be in, or translated into, an official language of the Requested Party. All documents submitted in support of a request shall be accompanied (also required by the Requested Party by a translation into an official language of the Requested Party.	Mandatory assurances ¹² are required.
13	Iran (Islamic Republic of Iran) Agreement 2010	Central Authority of the Judiciary	Requests and supporting documents shall be accompanied by a translation in English or in the language of the Requested State.	No specific requirement.
14	Indonesia (Republic of Indonesia) M/LAT 2011	Ministry of Law and Human Rights R.E. Minister for Law and Human Rights Directorate General of Legal Administrative Affairs Jl. HR Rasuna Said Kav. 67 Jakarta 12940 Indonesia Telephone: +62 21 9202399 Facsimile: +62 21 9261082	English and the Indonesian translation (Bahasa Indonesia).	No specific requirement.
15	Israel (State of Israel) M/LAT 2015	Ministry of Justice 24 G. Yaffo Street, Jerusalem (Shikret Ha'air building) Israel Tel: +972-2-6595601 Fax: +972-2-6595611	Requests shall be submitted in the English language.	No specific requirement.
16	Kazakhstan (Republic of Kazakhstan) M/LAT 2000	Office of the Attorney General	Requests and supporting documents shall be accompanied by a translation into one of the languages of the requested Party (translation in Kazakh or Russian).	No specific requirement.
17	Kyrgyzstan (Kyrgyz Republic) M/LAT 2014	General Prosecutor's Office 010000, the Republic of Kazakhstan, Nur-Sultan city, Mangilikel Avenue, 14 Chancery: +7 (7172) 71-28-68	the contracting Parties shall use their national language, attaching the translation in the national language of the other Contracting Party or in the English or Russian languages.	No specific requirement.
18	Kuwait (State of Kuwait) Agreement 2007	Ministry for Justice (Criminal Execution Office & Foreign Communications)	Requests and supporting documents shall be accompanied by a translation into one of the official languages of the Requested Party or into English.	No specific requirement.
19	Malaysia (Malaysia) M/LAT 2012	Attorney General of Malaysia (Co-International Cooperation Unit) Attorney General's Chambers No. 5 Persiaran Perdana Precinct 4 62100 Putrajaya, MALAYSIA Telephone: (+603) 8872 2000 Facsimile: (+603) 8890 2218	Requests and supporting documents thereto and other communications related to the request shall be submitted in the English language.	No specific requirement.
20	Maldives (Republic of Maldives) M/LAT 2019	Prosecutor General's Office Maleedhee Magu, Male 20040, Maldives Phone: +960 300 0655	Request has to be sent in English.	No specific requirement.
21	Mauritius (Republic of Mauritius) Agreement 2006	Attorney General's Office Ground Floor 2nd, 4th, 5th and 6th floor Renaudien Seenevasseen Building Port Louis, MAURITIUS Phone: (230) 203 4740 Fax: (230) 212 6742 Email: mago@govmu.org	Requests shall be submitted in the English language.	No specific requirement.
22	Mexico (United Mexican States) M/LAT 2009	Office of the Attorney General Dirección General de Extradiciones y Asistencia Jurídica Procuraduría General de la República Avenida Paseo de la Reforma No. 211-213, Segundo Piso, Colonia Cuauhtémoc, Delegación Cuauhtémoc	Requests and supporting documents shall be in the language of the Requested Party or in English.	No specific requirement.

¹² MANDATORY ASSURANCES

- (a) does not relate to the prosecution or punishment of a person for a criminal offence that is, or is by reason of the circumstances in which it is alleged to have been committed or was committed, an offence of a political character;
- (b) is not made for the purposes of prosecuting, punishing or otherwise causing prejudice to a person on account of that person's race, religion, nationality or political opinions;
- (c) does not relate to the prosecution of a person for an offence in a case where the person has been convicted, acquitted or pardoned by a competent court or other authority of (name of requesting place), in respect of that offence or of another offence constituted by the same act or omission as that offence; and
- (d) does not have as its primary purpose the assessment or collection of tax.

		Mexico, Distrito Federal, C.P. 06500, Telephone: +52 55 53 46 01 13, Facsimile: +52 55 53 46 09 02, E-mail: t.resendiz@parr.com.mx		
23	Mongolia Mongolia MLAT-2004	General Prosecutor's Office	Contracting Parties shall use their national language attaching the translation in the national language of the other Contracting Party or in the English language	No specific requirement
24	Morocco Kingdom of Morocco MLAT-2018	Ministry of Justice Ministry of Justice, Mamounieh Square, P.O. Box 1015 Rabat, Morocco Phone: +212 5372 1377	Arabic translation	No specific requirement
25	Myanmar Union of Myanmar MLAT-2010	Ministry of Home Affairs Office Building No.8, Administrative Zone Naypyitaw, UNION OF MYANMAR Telephone No.: +95-11-42195 Facsimile No.: +95-11-42-015	Requests shall be submitted in the English language	No specific requirement
26	Russia Russian Federation MLAT-2000	Prosecutor General's Office of the Russian Federation Main Department of International Legal Cooperation 15a, Bolshaya Dmitrovka (GSP-8) Moscow 125993, Russia Telephone: +7 495 692 32 06 Facsimile: +7 495 692 29 79; +7 495 692 16 60; E-mail: transepr@mail.ru	Contracting Parties shall use their national language attaching the translation in the national language of the other Contracting party or in the English language (Russian translation)	No specific requirement
27	Singapore Republic of Singapore Agreement-2005	Director General International Affairs Division, the Attorney General's Chambers 1 Upper Pickering Street Singapore 058248 (REPUBLIC OF SINGAPORE)	All requests and supporting documents submitted by the Requesting State shall be in English	Foreign law immunity certificate ¹³ and Mandatory assurances are required
28	South Africa Republic of South Africa MLAT-2005	Director General of the Department of Justice & Constitutional Development Private Bag 81, PRETORIA 0001 +27 3154111	Requests shall be submitted in the English language	No specific requirement
29	South Korea Republic of Korea MLAT-2005	International Criminal Affairs Division Criminal Affairs Bureau Ministry of Justice Republic of Korea Gwacheon, Si Gwanmoon-Ro 88 Government Complex Building #5, Postal Code 427-720 Telephone: +82 2 2110 3555 Facsimile: +82 2 3480 3113	Requests with supporting documents and other communications made shall be made in the English language accompanied by a translation into the Korean language	No specific requirement
30	Spain Kingdom of Spain Agreement-2007	Ministry of Justice Ministerio de Justicia Subdirección General de Cooperación Jurídica Internacional c/ San Bernardo, 62 28071 Madrid, Spain Telephone: +34 91 390 22 98/44 13 Facsimile: +34 91 390 44 37	Requests and supporting documents shall be accompanied by a translation into the official language of the Requested Party or English	No specific requirement
31	Sri Lanka Democratic Socialist Republic of Sri Lanka MLAT-2010	Ministry of Justice and Law Reforms Secretary Ministry of Justice and Prison Reforms Superior Courts Complex Adhikarana Mawatha Colombo 12, Sri Lanka Fax: +94 112 445 447 E-mail: asecretary@moj.gov.lk	Requests shall be submitted in the English language	No specific requirement
32	Switzerland Confederation of Switzerland Exchange		French, German or Italian translation is required	No specific requirement

¹³ [Letter head]

FOREIGN LAW IMMUNITY CERTIFICATE:

I, [name & designation], on behalf of the Government of India certify that under the law of India, persons generally or a specified person could, either generally or in specified proceedings and either generally or in specified circumstances, be required to [answer such questions as are sought to be asked / produce the equivalent of the document/things/information/evidence] sought by this Request.

[Signature and/or seal]

[Name, Designation, Office, Date]

	Diplomatic Notes 1999			
33	Sultanate of Oman Agreement 2015	Royal Oman Police	Requests and supporting documentation shall be accompanied by a translation into one of the official languages used in the Requested State.	No specific requirement
34	Tajikistan Republic of Tajikistan MLAT 2003	Prosecutor's Office of the Republic of Tajikistan 734025 Dushanbe city, Jehron 36 Street (+992 37) 2215327 Email: dushanbe@prokuratura.tj	Contracting Parties shall use their national language, attaching the translation in the national language of the other Contracting Party or in the English language.	No specific requirement
35	Thailand Kingdom of Thailand MLAT 2004	International Affairs Department Office of the Attorney General, Rajaburi Dir. Kriddh Building, Government Complex Chaeng Watthana Road, Jakkajit Bangkok 10210, Thailand Telephone: +662 1421660 Facsimile: +662 1439797 Email: Inter@a.go.poth	Requests shall be submitted in English language.	No specific requirement
36	Turkey Republic of Turkey Agreement 1993	Ministry of Justice General Directorate of International Law and Foreign Relations Mustafa Kemal Mahallesi 21511 Cadde No:34/A 06520 Sogutozu, Ankara, Turkey Telephone: +903122187821 Facsimile: +90312219625 E-mail: uhdigm@adalet.gov.tr	Request and documents to be provided in the English language.	No specific requirement
37	Ukraine MLAT 2003	General Prosecutor's Office of Ukraine (concerning requests by pre-trial investigation authorities) and the Ministry of Justice of Ukraine (concerning requests by courts)	Requests and supporting documents shall be accompanied by a translation into English.	No specific requirement
38	United Arab Emirates Agreement 2000	Ministry of Interior 1st Street, W 56, Abu Dhabi United Arab Emirates	Requests and supporting documents shall be accompanied by a translation into one of the official languages of the Requested Party (Arabic, along with English translation).	Legal provisions relating to lapse and limitation of law suit
39	United Kingdom United Kingdom of Great Britain and Northern Ireland Agreement 1995	UK Home Office 5th Floor Fry Building 25 Marsham Street London SW1P 4DF Telephone: +44 20 7035 4040 Facsimile: +44 20 7035 6985	Request and supporting documents shall be drawn in the language of Requesting Party and shall be accompanied by a translation into that of the Requested Party.	No specific requirement
40	United States of America MLAT 2005	Office of International Affairs Criminal Division United States Department of Justice 1301 New York Avenue, N.W. Washington, D.C. 20005 Telephone: +1 202 514 0000 Facsimile: +1 202 514 0080	The request shall be in English.	No specific requirement
41	Uzbekistan Republic of Uzbekistan MLAT 2001	Prosecutor's Office of the Republic of Uzbekistan 66 Yahyo Gulyamov Street Tashkent 142000, Uzbekistan Phone: +998712321007	The contracting Parties shall use their national language attaching the translation in the national language of the other contracting Party or in the English language.	No specific requirement
42	Vietnam Republic of Vietnam MLAT 2003	International Cooperation and Mutual Legal Assistance in Criminal Matters Department Mutual Legal Assistance in Criminal Matters Division, Supreme People's Procuratorcy, 44 Ly Thuong Kiet street Hoan Kiem district, VIETNAM Telephone: +84 4 38 255 058 ext. 103 or 105; Facsimile: +84 4 39 361 637 Email: http://mla@vks.gov.v	A request, any supporting documentation and any communications shall be in the language of the Requesting Party and be accompanied by a translation into the language of the Requested Party or in the English language.	No specific requirement

*The MLAT has been signed but yet to come in force.

Part IV: Service of Summons, Notices and Judicial Processes

A. Request for Service of Summons/Notices/ Judicial Processes on Persons Residing Abroad

4.1 In India, Section 105¹⁴ and Chapter VII A of CrPC, Section 57¹⁵ and Section 61¹⁶ of PMLA, Section 10 FEOA¹⁷, etc., provides for the reciprocal arrangements made by the Central Government of India with the foreign countries with regard to the service of summons, notices or any other judicial documents/processes.

4.2 The request for service of summons/notices/ judicial processes should be addressed to "Under Secretary (Legal Cell), Internal Security-II Division, Ministry of Home Affairs, 2nd Floor, Major Dhyan Chand National Stadium, New Delhi-110001" and forwarded through post/dasti along with a covering letter from the Registrar/Court official or Investigating Agency.

4.3 The request for service of summons/notices/ judicial processes on persons residing abroad should include:

- Complete name and address of the individual/organization on whom the documents are to be served;
- Status of the person (witness/accused) against whom the summons or notice has been issued;
- Next date of hearing of the case or other deadlines to be followed;
- Material facts of the case including purpose of the request, the nature of the assistance sought;
- The link between alleged offence(s) and assistance requested (in case of service of summons/notices/

¹⁴ CrPC- Sec 105. Reciprocal arrangements regarding processes.—(1) Where a Court in the territories to which this Code extends (hereafter in this section referred to as the said territories) desires that—

- (a) a summons to an accused person, or
- (b) a warrant for the arrest of an accused person, or
- (c) a summons to any person requiring him to attend and produce a document or other thing, or to produce it, or
- (d) a search-warrant,

issued by it shall be served or executed at any place,—

(i) within the local jurisdiction of a Court in any State or area in India outside the said territories, it may send such summons or warrant in duplicate by post or otherwise, to the presiding officer of that Court to be served or executed; and where any summons referred to in clause (a) or clause (c) has been so served, the provisions of section 68 shall apply in relation to such summons as if the presiding officer of the Court to whom it is sent were a Magistrate in the said territories;

(ii) in any country or place outside India in respect of which arrangements have been made by the Central Government with the Government of such country or place for service or execution of summons or warrant in relation to criminal matters (hereafter in this section referred to as the contracting State), it may send such summons or warrant in duplicate in such form, directed to such Court, Judge or Magistrate, and send to such authority for transmission, as the Central Government may, by notification, specify in this behalf.

(2) Where a Court in the said territories has received for service or execution—

- (a) a summons to an accused person, or
- (b) a warrant for the arrest of an accused person, or
- (c) a summons to any person requiring him to attend and produce a document or other thing, or to produce it, or
- (d) a search-warrant,

issued by— (i) a Court in any State or area in India outside the said territories;

(ii) a Court, Judge or Magistrate in a contracting State, it shall cause the same to be served or executed] as if it were a summons or warrant received by it from another Court in the said territories for service or execution within its local jurisdiction; and where—

(i) a warrant of arrest has been executed, the person arrested shall, so far as possible, be dealt with in accordance with the procedure prescribed by sections 80 and 81,

(ii) a search-warrant has been executed, the things found in the search shall, so far as possible, be dealt with in accordance with the procedure prescribed by section 101;

Provided that in a case where a summons or search-warrant received from a contracting State has been executed, the documents or things produced or things found in the search shall be forwarded to the Court issuing the summons or search-warrant through such authority as the Central Government may, by notification, specify in this behalf.

¹⁵ Ibid., Page 10

¹⁶ Ibid., Page 10

¹⁷ FEOA-Section 10. Notice.—(4) A notice under sub-section (1) shall be forwarded to such authority, as the Central Government may notify, for effecting service in a contracting State.

(5) The authority referred to in sub-section (4) shall make efforts to serve the notice within a period of two weeks in such manner as may be prescribed.

judicial processes is to be made on suspects);

- Specific instructions, if any, as to how the document has to be served in a foreign country;
- Confirmation from the Court/Agency that:
 - ✓ the case is criminal in nature
 - ✓ Court will bear any expenditure if charged by foreign government/agency for service of summons/notices/ judicial processes.
- Complete address of the issuing Authority to which the judicial papers/service reports may be returned;
- Details of any allowances and expenses to which the summoned person is entitled.

4.4 In case, the option of recording of evidence through audio-visual means is provided by the Court, the following information shall also be included in the request:

- Copy of Order providing the option of recording of evidence through audio-visual means;
- Tentative date and time range (considering the time difference between the countries) for recording of statements;
- Link for conducting video conferencing;
- Details of the technical requirements for establishing the link;
- Contact details of the person (coordinator at the Court) who could be contacted for technical assistance and testing of the links during recording of evidence through audio-visual means (Name, designation, phone number, email, etc.)

Figure 4.1: Procedure of service of summon/notice/judicial process on the person residing abroad



B. Important Points to be noted for making a Request for Service of Summons/Notices/Judicial Processes

- 1) It is to be noted that foreign Courts or authorities require at least a period of 10 weeks for transmission of request and service of summons/notices/judicial processes upon the person concerned. The next date of hearing/appearance for the case may be decided accordingly.
- 2) In the case of countries referred to in Figure 4.4 and other non-English speaking countries, the summons/notices/judicial documents should be accompanied with the certified/authenticated translation (in duplicate) in the official language of the country where such document is proposed to be served.
- 3) The documents are served by the Requested Country as per their domestic laws and procedure.
- 4) For the purpose of Figure 4.6 the issuing Authority shall be the Authority issuing summon/notice/judicial processes.
- 5) The execution of non-bailable warrants of arrest amounts to extradition. Hence, they do not come under the ambit of service of judicial documents. However, only the service and not the execution of Non-Bailable warrants can be done by IS-II Division, MHA.
- 6) The IS-II Division, MHA shall make endeavours to transmit summons/notices/judicial processes in cases relating to serious crimes against women and children to the Requested Country preferably within a period of ten working days. It is however clarified that the MHA cannot quantify the time period taken by the Requested Country to serve such summons/notices/judicial processes on the witness.

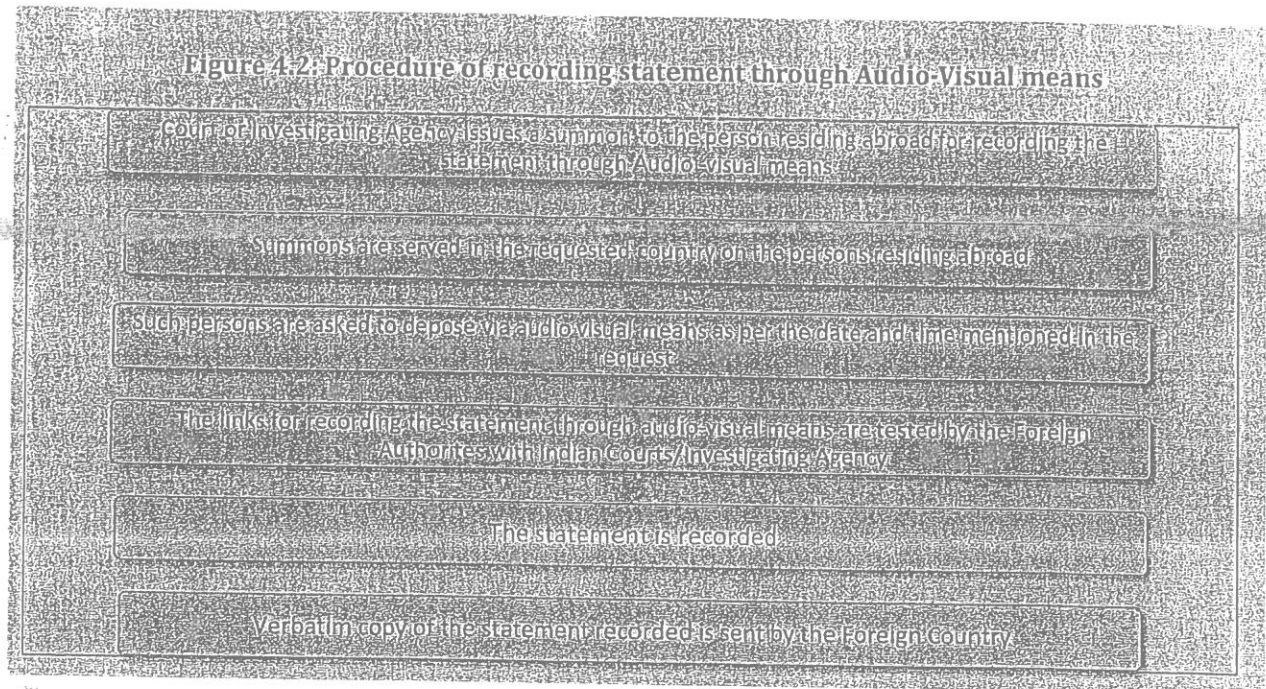
C. Service of Summons in Foreign Country for Recording of Statement or Collection of Evidence through Audio-Visual Means

4.5 For taking statements or evidence through audio-visual means in a foreign country, a summon has to be issued by the Indian Court or Investigation Agency and forwarded along with the request to Central Authority of India for further transmission to the foreign country. After the summon is duly served upon the person residing abroad through the Competent Authority in the foreign country, such a person has to appear on the date, time and place agreed upon by Court, Central Authority of India and Central Authority of the Requested Country.

4.6 The request for recording of statement through audio-visual means should also include details of the people who should be present in the room while recording the statement. The details of the links provided in the request are tested by the Indian Courts as well as the foreign Authorities.

4.7 After recording the testimony of the person through audio-visual means, the foreign country sends back the verbatim copy of the statement recorded to India.

D. Procedure for Recording of Statement through Audio-Visual Means



4.8 Recording of statement through audio-visual means shall be conducted as per the provisions of the Information Technology Act, 2000, the Indian Evidence Act, 1872 and Code of Criminal Procedure, 1973. A Court may either *suo moto* or on application by the Investigating Officer/Agency direct any person residing abroad to appear before it or give evidence or make submissions through the use of audio-visual means.

4.9 The coordinators are to be appointed for recording of statement by audio-visual means by the Central Authority/Court in India as well as the Competent Authority in Requested Country. For the Requested Country the coordinator may be the Central Authority of Requested Country or if the law of Requested Country permits the official of Consulate/Embassy of India

4.10 Recording the statement through audio-visual means shall ordinarily take place at the mutually agreed time between the Court in India and the Requested Country keeping in view the time difference, if any, between India and Requested Country.

4.11 The identity of the person to be examined shall be confirmed by the Court with the assistance of the co-coordinator at the time of recording of the evidence. For examination of prosecution witness or Court witness, the prosecution and where person to be examined is a defence witness, the defence counsel will confirm to the Court his location, willingness to be examined by audio-visual means, place and facility of such recording of statement through audio-visual means. In case the person to be examined is an accused, prosecution will confirm his location.

4.12 Establishment and disconnection of links between the Court in India and the point at Requested Country would be regulated by orders of the Court in India. The Court shall satisfy itself that the person to be examined at the Requested Country can be seen and heard clearly and similarly that the person to be examined at the Requested Country can clearly see and hear the Court. The Court shall at all times have the ability to control the camera view in the Requested Country so that there is an unobstructed view of all the persons present in the room. The Court shall have a clear image of each deponent to the extent possible so that the demeanor of such person may be observed.

4.13 The Court may, at the request of a person to be examined, or on its own motion, taking into account the best interests of the person to be examined, direct appropriate measures to protect his privacy keeping in

mind his age, gender and physical condition.

4.14 Where a party or a lawyer requests that in the course of recording of statement through audio-visual means some privileged communication may have to take place, Court will pass appropriate directions in that regard.

4.15 In case any party or his/her authorized person is desirous of being physically present at the Requested Country at the time of recording of the evidence, it shall be open for such party to make arrangements at its own costs including for appearance/representation at the Requested Country subject to orders to the contrary by the Court.

4.16 Third parties may be allowed to be present during recording of statement through audio-visual mode subject to orders to the contrary, if any, by the Court. Where, for any reason, a person unconnected with the case is present at the requested country, then that person shall be identified by the coordinator of the Requested Country at the start of the proceedings and the purpose for his being present explained to the Court.

4.17 The issues related to the cost incurred on recording of statement by audio-visual means shall be governed by MLAT and in case of non-treaty countries with mutual consent of the Central Authorities.

Technological and coordination Requirements of recording of statement through Audio-Visual means

4.18 The respective co-ordinators shall conduct a test between both the countries well in advance, to resolve any technical problem so that the proceedings are conducted without interruption.

4.19 The equipment including hardware and software required for recording of statements by audio-visual means are:

- (a) A computer resource, desktop or laptop with internet connectivity and printer;
- (b) Device ensuring uninterrupted power supply;
- (c) Video Camera;
- (d) Microphones and speakers;
- (e) Display unit;
- (f) Document visualizer;
- (g) Comfortable sitting arrangements ensuring privacy;
- (h) Adequate lighting;
- (i) Insulations as far as possible/proper acoustics;
- (j) Digital signatures from licensed certifying authorities for the co-ordinators at the Court point and the remote point.

4.20 The coordinator on both sides shall provide:

- i) a translator in case the person to be examined is not conversant with the language of the Court;
- ii) an expert in sign language in case the person to be examined is speech and/or hearing impaired;
- iii) an assistance, for reading of documents in case the person to be examined is visually challenged;
- iv) an interpreter or special educator, as the case may be, in case the person to be examined is temporarily or permanently mentally or physically disabled.

4.21 It should be ensured by the coordinators that:

- i) person to be examined or heard is available and ready at the room earmarked for the recording of statement through audio-visual means at mutually agreed time.
- ii) no other recording device is permitted in the room except the one installed for recording of statement.

through audio-visual means;

- iii) entry into the video conference room is regulated;
 - iv) coordinator at the Court should ensure that the co-coordinator at the Requested Country has certified copies or soft copies of all or any part of the Court record in a sealed cover directed by the Court sufficiently in advance of the, scheduled recording of statement.
- 4.22 If in the course of examination of a person at a Requested Country, it is necessary to put a document to him, the Court may permit the document to be put in the following manner:
- i) if the document is at the Court in India, by transmitting a copy of it to the Requested Country electronically including through a document visualizer and the copy so transmitted being then put to the person;
 - ii) if the document is at the Requested Country, by putting it to the person and transmitting a copy of it to the Court electronically including through a document visualizer. The hard copy would also be sent subsequently to the Court by courier/mail.
- 4.23 The matters with respect to which no express provision has been made in these guidelines shall be decided by the Court in consultation with the Requested Country.

E. Execution of Request for Service of Summons/Notices/Judicial Processes Issued by the Foreign Courts/Authorities

4.24 The request for service of summons/notices/judicial processes from a Contracting State or foreign country are received by IS-II Division, Ministry of Home Affairs (Central Authority of India) through diplomatic channels/MEA or directly from the Central Authority of Contracting State or foreign country.

4.25 After receipt of the request, the Central Authority of India shall examine the documents and having found them fit for service should-

(i) forward the same to the Chief Metropolitan Magistrate or Chief Judicial Magistrate or such Metropolitan Magistrate or Judicial Magistrate as he may appoint in this behalf, who shall thereupon summon the person before him and record his statement or cause the document or thing to be produced, or

(ii) send the document to any police officer for investigation, who shall thereupon investigate into the offence in the same manner, as if the offence had been committed within India.

4.26 The IS-II Division, MHA shall ensure that summons/notices/judicial processes received from the Contracting States or foreign country are compliant to the provisions of the Bilateral Treaty/Agreements, Multilateral Treaty/Agreements or International Convention under which they have been sent for service and the translated copy of such documents are enclosed in the language specified in Treaty. For the non-treaty countries, the Central Authority should ensure that the documents are translated into English (refer to Figure 4.5 of these Guidelines).

4.27 The concerned Authorities after service of these documents upon the person shall prepare a report of service of such documents and forward the report along with proof of service in original as per the domestic law and procedure of India or in the manner mentioned in the Request. The proof of service along with connecting documents shall be forwarded to IS-II Division, MHA. The Central Authority of India shall further forward the proof of service along with the connecting documents to the Requesting Country through diplomatic channels or through the same channel through which the request for service was

received.

4.28 The Competent Authorities assigned the task of service shall endeavor to serve the documents promptly and expeditiously, preferably within two weeks.

4.29 If the service of the documents cannot be effected upon, the reasons thereof shall be communicated within 7 days to the IS-II Division, Ministry of Home Affairs through the ILO concerned.

Figure 4.3: Check List of the Documents to be sent to Central Authority for Service of Summons/Notices/Judicial Processes

All the documents are to be sent to "Under Secretary (Legal Cell), Internal Security II Division, Ministry of Home Affairs, 2nd Floor, Major Dhyan Chand National Stadium, New Delhi-110001"

- Covering Letter by Registrar/Court Official or Investigating Agency addressed to the above mentioned Authority
- Duly filled, signed and stamped Application containing brief facts of the case for the request for service of summons/notices/judicial processes (Refer to figure 4.6)
- Original summon (in duplicate)/notice/judicial process signed and stamped by Court (Refer to Figure 4.7 and 4.8)
- Translated copy of Application and summon/notice/judicial document if required by the Requested Country
- Certified copy of Order of Court providing for recording of statement through audio-visual means (in case the option of recording of evidence through audio-visual means is provided by the Court)
- Copy/extract of applicable sections under which accused/defendant is being proceeded against.

Figure 4.4: Requirements of Countries having MLAT/Bilateral Agreements with India for Execution of Request for Service of Summons/Notices/Judicial Processes

S.No	Countries	Requirements for making a request
1	Australia	Australian Authorities levy charges for service of documents. Indian Court/Authority has to give an undertaking stating that whatever charges are levied by the Australian Authorities will be paid by the Court or Agency concerned.
2	Azerbaijan	No specific requirement. Request has to be made in English.
3	Bahrain	No specific requirement. Request has to be made in English.
4	Bangladesh	No specific requirement. Request has to be made in English.
5	Belarus	No specific requirement. Request has to be made in English.
6	Bosnia & Herzegovina	No specific requirement. Request has to be made in English.
7	Bulgaria	No specific requirement. Request has to be made in English.

8	Cambodia	No specific requirement. Request has to be made in English.
9	Canada	No specific requirement. Request has to be made in English or French as per the requirement.
10	Egypt	No specific requirement. Request has to be made in English.
11	France	French translation of judicial document and supporting documents is required.
12	Hong Kong	Request has to be made in English or Chinese. Mandatory assurances are required to be furnished (Refer to figure 3.6 of these guidelines).
13	Iran	No specific requirement. Request has to be made in English.
14	Indonesia	Request has to be made in English with Indonesian (Bahasa Indonesia) translation.
15	Israel	No specific requirement. Request has to be made in English.
16	Kazakhstan	Kazakh or Russian translation of judicial and supporting documents is required for making a request.
17	Kyrgyzstan	No specific requirement. Request has to be made in English.
18	Kuwait	No specific requirement. Request has to be made in English.
19	Malaysia	No specific requirement. Request has to be made in English.
20	Maldives	No specific requirement. Request has to be made in English.
21	Mauritius	No specific requirement. Request has to be made in English.
22	Mexico	No specific requirement. Request has to be made in English.
23	Mongolia	No specific requirement. Request has to be made in English.
24	Morocco	Arabic translation of judicial document and supporting documents is required.
25	Myanmar	No specific requirement. Request has to be made in English.
26	Russia	Request has to be made in English.
27	Singapore	Foreign Law Immunity certificate and Mandatory assurances are required (Refer to figure 3.6 of these guidelines). Request has to be made in English.
28	South Africa	No specific requirement. Request has to be made in English.
29	South Korea	Korean translation of judicial and supporting documents is required.
30	Spain	No specific requirement. Request has to be made in English.
31	Sri Lanka	No specific requirement. Request has to be made in English.
32	Switzerland	French or German or Italian translation of judicial and supporting documents is required.
33	Sultanate of Oman	No specific requirement. Request has to be made in English.
34	Tajikistan	No specific requirement. Request has to be made in English.
35	Thailand	No specific requirement. Request has to be made in English.
36	Turkey	No specific requirement. Request has to be made in English.
37	Ukraine	No specific requirement. Request has to be made in English.
38	United Arab Emirates	Arabic translation of judicial document and supporting documents is required.

39	United Kingdom	No specific requirement. Request has to be made in English.
40	United States of America	No specific requirement. Request has to be made in English.
41	Uzbekistan	No specific requirement. Request has to be made in English.
42	Vietnam	No specific requirement. Request has to be made in English.

*The MLAT has been signed but yet to come in force

Note: For the countries which are not covered by any Bilateral Treaty/Agreement, Multilateral Treaty/Agreement or International Convention, the summons/notices/judicial processes would be served on the basis of Assurance of Reciprocity (issued by MHA).

Based on the experience and communication held with such countries it is observed that they required the documents to be translated in their respective national languages.

Figure 4.5: Requirements of Non-MLAT Countries for Execution of Request for Service of Summons/Notices/Judicial Processes as per practice

S.No	Countries	Requirements for making a request
1	Afghanistan	Dari or Pashto translation of request and supporting documents is required.
2	Brazil	Portuguese translation of request and supporting documents is required.
3	China	Chinese translation of request and supporting documents is required.
4	Germany	German translation of request and supporting documents is required.
5	Ireland	If personal service of judicial documents is required, a copy of relevant laws stating that that why personal service is required has to be provided.
6	Italy	Italian translation of request and supporting documents is required.
7	Japan	Japanese translation of request and supporting documents is required.
8	Nepal	Nepali translation of request and supporting documents is required.
9	Netherlands	Dutch translation of request and supporting documents is required.
10	Poland	Polish translation of request and supporting documents is required.
11	Portugal	Portuguese translation of request and supporting documents is required.
12	Saudi Arabia	Arabic translation of request and supporting documents is required.
13	Sweden	Swedish translation of request and supporting documents is required.

Figure 4.6: Format of the Request for Service of Summons/Notices/Judicial Processes

1)	Purpose for making request	Service of summons/notice/judicial documents	
2)	Nature of request		
3)	Name of Requested (country)		
4)	Basis of request	<input type="checkbox"/> MEAT	<input type="checkbox"/> UNIOG
		<input type="checkbox"/> S/ARC Convention	<input type="checkbox"/> UNCAC
		<input type="checkbox"/> Hague Convention	<input type="checkbox"/> Hague Scheme
		<input type="checkbox"/> Vienna Convention, 1988 (NDPS)	
		<input type="checkbox"/> Any other Bilateral Treaties/Agreements, Multilateral Treaties/Agreements (Specify)	
		<input type="checkbox"/> Any other International Convention/Resolution (Specify)	
		<input type="checkbox"/> Assurance of Reciprocity	
5)	Complete Name and Address of the person to be served	Name: Address: Telephone / Mobile Number: Email:	
6)	Issuing Authority	Name: Address: Details of the person at Issuing Authority: Designation: Phone / Mobile Number: Email: Pin Code:	
7)	Contact details of person/officer who could be contacted for clarifications about the document	Name: Designation: Phone No: Fax: Email ID:	
8)	Case details	FIR No / Case Number: Section under which FIR / Case Number has been registered:	
9)	Brief summary of the case	Brief fact of the case:	
		Applicable laws and maximum penalties for the offence in India	
10)	Status of the person to be served abroad (Witness/accused)		
11)	Details of allowances and expenses payable to the person if any		
12)	Confirmation to pay any expenditure if charged by foreign government/agency for service of documents		
13)	Any specific manner in which a service has to be made		
14)	Date by which the document is expected to be served abroad		
15)	Next date of hearing		
16)	Confidentiality requirement with reasons (if any)		
Option for recording evidence through audio - visual mean			
17)	Mode of recording evidence	Audio/videoconferencing/any other mode	

18)	Link for conducting video conferencing	
19)	Details of the technical requirements to establishing the link	
20)	Detail of the person who would provide technical assistance to Requester	Name
		Designation
		Phone number
		Email
Date:		(to be signed and stamped by the Issuing Authority)

Figure 4-7: Format for summons to witness as provided in CrPC

FORM No. 33
SUMMONS TO WITNESS

To _____ of _____

WHEREAS complaint has been made before me that _____ (name of the accused) of _____ (address) has (or is suspected to have) committed the offence of _____ (state the offence concisely with time and place) and it appears to me that you are likely to give material evidence or to produce any document or other thing for the prosecution.

You are hereby summoned to appear before this Court on the _____ day of _____ in extra ordinary _____ in the forenoon, to produce such document or thing or to testify what you know concerning the matter of the said complaint, and not to depart thence without leave of the Court, and you are hereby warned that, if you shall without just excuse neglect or refuse to appear on the said date, a warrant will be issued to compel your attendance.

Dated this _____ day of _____ 20____

(Seal of the Court) _____ (Signature)

Figure 4-8: Format for summons to accused as provided in CrPC

FORM No. 11
SUMMONS TO AN ACCUSED PERSON

To (name of accused) or (address) _____

WHEREAS your attendance is necessary to answer to a charge of _____ (state shortly the offence charged), you are hereby required to appear in person (or by pleader, as the case may be) before the (Magistrate) of _____ on the _____ day hereof, all not _____

Dated, this _____ day of _____ 20____

(Seal of the Court) _____ (Signature)

Part V: Miscellaneous Provisions relating to Reciprocal Arrangements

A. Request for Recording of Statement and Taking Evidence from the Person Residing Abroad

5.1 The statement of the persons residing abroad can be recorded in the following ways:

- i) Recording of the statement by the Competent Authority of the Requested Country
- ii) Obtaining statement through Commission Issued by India Court
- iii) Making available persons in India for recording of statement (including person in custody)
- iv) Obtaining statement through Audio-Visual Means in foreign country

i) Recording of the statement by the Competent Authority of the Requested Country

5.1.1 Section 166A and Section 105K of CrPC, Section 57 and Section 61 of PMLA, Section 12 of FEOA, etc., provides that the request for assistance for obtaining evidence in foreign country can be initiated by an Investigating Officer who has a reasonable ground to believe that evidence may be available in such foreign country. On such a request of the Investigating Officer, the Criminal Court in India may issue a letter of request for taking of testimony of any person including a person in custody and produce documents, records, articles or objects in the foreign country. It may be noted that a person required to give evidence as a witness in the territory of foreign country may decline to give evidence if the domestic law of the foreign country so permits.

ii) Obtaining statement through Commission Issued by Indian Court

5.1.2 For recording of the statement of the person residing abroad, a Court in India may issue a commission under Section 285 of CrPC¹⁸, subject to the domestic laws of the foreign country.

Figure 5.1: Format for Issue of Commission

IN THE COURT OF

Commission to examine witness outside India (Sec 285 (3) of the Code of Criminal Procedure, 1973)

To _____

Through the _____ (Name of Ministry), Government of India, New Delhi.

Whereas it appears to me that the evidence of _____ is necessary for the ends of justice in case No. _____ in the Court of _____ and that such witness residing within the local limits of your jurisdiction and his attendance cannot be procured without an amount of unreasonable delay, expense or inconvenience, I have the honour to request and do hereby request that for the reasons aforesaid and for the assistance of the said Court you will be pleased to summon the said witness to attend at such time and place as you shall appoint and that you will cause such witness to be examined upon the interrogatories which accompany this commission (for viva voce).

Any party to the proceeding may appear before you by pleader, or, if not in custody, in person, and may examine, cross-examine or re-examine (as the case may be) the said witness.

And I further have the honour to request that you will be pleased to cause the answers of the said witness to be reduced into writing and all books, letters, papers and documents produced upon such examination to be duly marked for identification and that you will be further pleased to authenticate such examination by your official seal (if any) and by your

¹⁸ Section 285. Commission to whom to be issued.—(1) If the witness is within the territories to which this Code extends, the commission shall be directed to the Chief Metropolitan Magistrate or the Chief Judicial Magistrate, as the case may be, within whose local jurisdiction the witness is to be found.

(2) If the witness is in India, but in a State or an area to which this Code does not extend, the commission shall be directed to such Court or officer as the Central Government may, by notification, specify in this behalf.

(3) If the witness is in a country or place outside India and arrangements have been made by the Central Government with the Government of such country or place for taking the evidence of witnesses in relation to criminal matters, the commission shall be issued in such form, directed to such Court or officer, and sent to such authority for transmission as the Central Government may, by notification, prescribe in this behalf.

signature and to return the same together with this commission to the undersigned through _____ (Name of
Ministry) Government of India, New Delhi.
Given under my hand and the seal of the Court on this _____ day of _____, 20____
Judge
Judicial Magistrate
Metropolitan Magistrate

iii) Making available persons in India for recording of statement

5.1.3 For making available persons (including person in custody) in India for recording of statement the provisions of Bilateral Treaty/Agreements, Multilateral Treaty/Agreements or International Convention shall be followed.

iv) Obtaining statement through Audio-Visual Means

5.1.4 Section 161 CrPC provides that the examination of witness may also be done by audio-visual electronic means. Further, the Hon'ble Supreme Court has held in "*State of Maharashtra vs Praful Desai*"¹⁹ that the recording of evidence by way of video conferencing might be done in cases where the attendance of the witness cannot be ensured without delay, expense and inconvenience.

5.1.5 Where a Court or other Authority or agency or an officer having jurisdiction, in the course of investigation or prosecution, finds it necessary that evidence may be recorded by audio-visual means to avoid amount of delay and expenses, it may forward an application to the IS-II Division, MHA (Central Authority of India) for the said purposes. Audio-visual means may be used for:

- i) facilitating examination of a witness or an expert in foreign country;
- ii) Identification of persons or object, or
- iii) any other purposes related to investigation and prosecution of a criminal matter.

5.1.6 For recording of statement through audio-visual means, Part IV of the Guidelines may be referred.

B. Visit of Investigating Officers Abroad for Assisting in Execution of Request and Joint Investigation

1) Visit of Investigating Officers Abroad for Assisting in Execution of Request

5.2 Sometimes, it may become necessary to send Police Officer(s) from India to a foreign country for assisting foreign country in execution of LRs or MLA Request or for collecting information or leads during the course of investigation of a case keeping in view the importance of the case and the complicated nature of offences under investigation. As any Investigating Officer of India does not enjoy Police powers/investigative powers in a foreign country, such visit by an Investigating Officer without the express consent of any country may be considered interference in the sovereignty of that country unless some required formalities are observed.

5.3 When it is considered necessary to send a team of Officers abroad, the Investigating Agency or State Government/UT may send a proposal to IS-II Division, MHA (Central Authority of India) for obtaining the approval for the proposed visit, whenever necessary.

5.4 Subject to the law of foreign country such police officers may participate in taking of the

¹⁹ (2003 4 SCC 601)

evidence and may also pose questions to the person examined. He may also make a verbatim transcript of the proceeding.

5.5 The visit will not commence before the required permission is received. The visiting Investigating Officers must get in touch with the Indian Mission on their arrival. In case, the country does not have a mission, the accredited mission for India may be kept informed with regard to the visit of the Investigating Officers.

5.6 The following information needs to be sent to the IS-II Division, MHA (Central Authority of India) for taking up the matter with the country to which such team is proposed to be sent:

- A brief note detailing the reasons for sending the team, nature of enquiries required to be made in the Requested Country. This is to enable the authorities to assess whether the request is justified.
- All available particulars about identity or particulars of the person to be contacted or documents to be scrutinized, etc. This would help the Requested Country to make all necessary preparations.
- Information about the penal offence to which mission relates.
- Whether Article 3 of the ICPO (Interpol) Constitution or some other legal provision restricting international cooperation is attracted.
- Exact date and duration of the mission and information about the police officers such as their name, ranks, contact details, etc.,
- Any other information which may be relevant in processing such a request.

2) Visit of Investigating Officers of Foreign Country for Assisting in Execution of Request in India

5.7 The request for the visit of the Investigating Officer of the Contracting State intending to visit India in relation to execution of LR/ MLA Request or for capacity building in mutual legal assistance shall be made to the IS-II Division, MHA (Central Authority of India) for remaining present or assisting in the execution of request. The tentative travel itinerary of the persons visiting should also be provided to Central Authority of India well in advance.

5.8 If the IS-II Division, MHA (Central Authority of India) agrees for allowing the presence of officers of a foreign country, the dates of the visit should be finalized with mutual consent after ensuring the availability of witnesses.

5.9 It should be ensured that any foreign Police Personnel/ Legal Attaches at the embassy/High Commission of foreign countries or foreign officials who are present in the embassy or visiting India for investigative purposes are not permitted to establish any direct contact with the police personnel at the State Level unless specifically authorized by IS-II Division, MHA (Central Authority of India). Any attempt by such foreign police /legal personnel to establish direct contact with the State Police Authorities should immediately be brought to the notice of IS-II Division, MHA (Central Authority of India).

3) Joint Investigation

5.10 A Joint Investigation Team is a team set up for a set period, based on mutually agreed terms between the Contracting States for a specific purpose in relation to the investigations, prosecution or proceedings. The procedures under which the joint investigation team has to operate in Contracting

States should be mutually agreed upon such as its composition, duration, location, organization, functions, purpose and terms of participation of team members.

C. Protection and Preservation of Data

5.11 **Data Retention/Preservation:** Data preservation is the key step in investigation of offences of cyber crimes and offences involving digital evidence. Accessing the internet through an Internet Service Provider (ISP) creates important records and other information such as customer records, connection information and stored data. This is very important evidence to prove the guilt intention of the accused. Since this type of evidence can disappear quickly, it is of paramount importance to get the data preserved expeditiously through appropriate channels. The G-8 24/7 Network for data preservation is one such channel.

5.12 The request for data protection/preservation may be sent using official ID's directly to the service provider or through the Assistant Director (NCB), Central Bureau of Investigation, 5-B, 6th Floor, CGO Complex, Lodhi Road, Jawaharlal Nehru Stadium Marg, New Delhi-110003 ((email: adipol@cbi.gov.in and Telefax:011-24364070), who would in turn get the data preserved through Cyber Crime Investigation Cell (EOU-IX) of CBI which is being the contact point in respect of India G-8 24/7 Network. It allows Law Enforcement Agencies of India making urgent preservation requests of the digital data before it perishes. CBI will keep the Central Authority of India informed of making such preservation requests. Generally, the data is preserved for an initial period of 90 days from the receipt of Request. During this period, the investigation Agencies including State Law Enforcement Agencies should send a proposal to IS-II Division, MHA for issue of LR or MLA Request for obtaining the data from concerned service provider. If the investigation is continuing, then after every 60 days the request for preservation of data shall be served to the country concerned.

5.13 **Obtaining Subscriber Information:** In order to obtain subscriber information, the investigation Agency need only establish that the evidence sought is relevant and related to the criminal investigation. It is not enough to show that the accused had an email account; the account must have something to do with the crime being investigated. This is the lowest legal standard required of all investigative processes.

5.14 **Obtaining Transactional Information:** In order to obtain the transactional information, the Investigation Agency must provide specific facts detailing how the records or other information sought are relevant and material to criminal investigation. This is because the law in many foreign countries requires prosecutors to provide the Court with a factual summary of the investigation and how the records requested will advance that investigation.

5.15 **Obtaining Contents:** In order to obtain the content in most cases, the Investigation Agency must provide information in the formal request that satisfies two legal standards. i.e., (1) probable cause and (2) that the facts supporting the request are correct.

Safeguards for Protection and Preservation of Data

5.16 While seeking the assistance of protection and preservation of data, the following safeguards should be ensured:

- a) Data including personal data must be obtained and processed fairly and lawfully and must be appropriate, relevant and not excessive with regard to the purposes for which it is sought and transferred.
- b) The Requested Country has to be informed about the time period for which the data is required. Such period shall be consented by the Requested Country.

- c) The transferred data shall be kept for no longer than the period required for the purpose for which it has been received and shall be returned to the Requested Country or deleted at the end of the period specified.
- d) The Requested Country shall be informed in advance in case the data has to be kept for a longer period in India.
- e) The Competent Authorities of the Contracting States shall take all reasonable measures to prevent the transfer of inaccurate, incomplete or out-of-date data. If it is established that inaccurate or non-transferable data has been transferred, it shall be immediately informed to the Requested Country and provide correct or accurate data. Any inaccurate data so received should be deleted or returned to the Requested Country.
- f) The data should not be transferred to a third country, a private individual or an international body without the consent of the Requested Country.
- g) The data transferred should be protected from accidental or unauthorized destruction, accidental loss, and unauthorized access, modification or dissemination.
- h) A record of the data transferred and its destruction should be maintained.

D. Identification of Bank Information

5.17 Where a Court or Authority or Agency or Officer having jurisdiction in this regards for investigation into a criminal offence desires to obtain financial information of a person who is in any place in a foreign country, it may forward a request to IS-II Division, MHA (Central Authority of India) for ascertaining in the foreign country that:

- i) if the banks located in the Contracting State have any information related to the bank account held by the person suspected or charged with a criminal offence in India; or
- ii) any other financial detail thereof

5.18 The request for identification of bank information should also include:

- name of the Bank; name of the account holder; bank account number;
- address and branch code of the bank where the account is held ;
- grounds for believing that banks in the foreign Country hold account(s) ;
- time period over which the information is sought ;
- any other documents required (e.g. account opening information, bank statements, etc.) and its relevance to the investigation

E. Interception of Postal Items

5.19 For preservation and suppression of crime, a request for interception of a postal item during the course of its carriage by a postal service may be made, where there are reasonable grounds to believe that such interception would prevent or be relevant in the commission of offence in India or foreign country concerned or such interception is required for the purpose of any investigation or proceeding in criminal matter.

5.20 The request for interception of postal item should include:

- date of dispatch of the postal item;
- sufficient information to identify the item;
- the course of transit, anticipated delivery time;
- details of courier (if applicable) and
- explanation of how the item relates to the criminal investigation in the Requesting Country.

Figure 5.2: Do's and Don'ts for the Investigating Officer or Agency

Do's

- ✓ While making a request or preparing execution report, the following precautions may be taken by the Investigating Agencies
 - Any documents, photographs and objects, if enclosed with the request/execution report, should be clearly marked and referred to in the body of Request.
 - All the photocopied papers/ documents enclosed must be legible and if required must be translated in the language mentioned in the Treaty/Agreement or International Convention. The translated copies should be duly signed by a translator and authenticated by the Investigating Agency.
 - The request/execution report should be neatly bound and page numbered.
- ✓ At least, four copies of the request should be prepared including the original.
- ✓ A soft copy of the request should be made and forwarded to IS-II Division, MHA.
- ✓ In case of service of documents, clear and complete address of the person on whom the service needs to be effected should be mentioned.
- ✓ The request for assistance, its contents and its supporting documents should be kept confidential. In case the request cannot be executed without breaching confidentiality, the foreign country should be so informed.
- ✓ Investigating Agencies should ensure that any foreign Police Personnel/ Legal Attaches at the Embassy/High Commission of foreign countries or foreign officials who are present in the Indian Embassy or visiting India for investigative purposes are not permitted to establish any direct contact with the police personnel at the State Level unless specifically authorized by Central Authority. Any attempt by such foreign police /legal personnel to establish direct contact with the State Police Authorities should immediately be brought to the notice of the Central Authority of India.

Don'ts

- X The request made should not be vague. Fishing inquiries should be avoided.
- X Requests which are civil or commercial in nature should not be made to the Ministry of Home Affairs. Such request should be made to the Ministry of Law and Justice.
- X Information which is not relevant for the investigation and prosecution of the criminal case should not be asked in the request.
- X The request for execution of the non-bailable warrants should not be made under MLAT or Letters Rogatory.
- X Requests which are trivial or *de minimis* in nature should be avoided.
- X Authorities should not disclose the contents of a request without the consent of the foreign Country.
- X Without the consent of the foreign country, any information or evidence provided by the foreign country for investigations or proceedings should not be used or transferred for any other purpose than those stated in the request.

Part VI: Informal Requests

A. Introduction

6.1 India is a member of INTERPOL and Central Bureau of Investigation has been designated as the National Central Bureau of India for routing the requests for making informal inquiries with the NCBs of other countries. Informal request is a request made in the cases where the Investigating Agency needs information or leads or material in a faster way to form the basis of the case, or where during a formal investigation, such information is considered to be necessary. In such cases, the information may be collected by sending an informal request through INTERPOL, which is the world's largest International Police Organization. INTERPOL facilitates police-to-police assistance and cooperation even where diplomatic relations do not exist between particular countries. Police-to-police assistance is often used in the investigation stage of a law enforcement operation, or to obtain general intelligence or information that would not require the exercise of coercive powers. Police-to-police assistance can be an effective way to determine what material is held by a foreign country prior to making a mutual legal assistance request. Mutual legal assistance and police-to-police assistance are separate forms of cooperation that complement one another.

6.2 The request for collection of information for the purpose of starting an investigation or for collecting leads to ascertain facts before launching formal investigation or for issuance of various INTERPOL notices such as Red Notice, Blue Notice, Green Notice, Yellow Notice, Black Notice, Orange Notice, Purple Notice, Interpol-United Nations Security Council Special Notice are routed for inquiries and assistance through NCB India (CBI). Other informal inquiries made with NCB of other countries or INTERPOL Headquarters are also made through NCB India.

B. Mode and form of making an Informal Request

6.3 Where it is found to be necessary to gather information through INTERPOL or diplomatic channels, the Investigation Agency is required to send a self-contained request, along with necessary details, to the Assistant Director (NCB), Central Bureau of Investigation, 5-B, 6th Floor, CGO Complex, Lodhi Road, Jawahar Lal Nehru Stadium Marg, New Delhi-110003 (email: adipol@cbi.gov.in and Telefax:011-24364070).

6.4 Generally the following assistance is provided through informal channel:

- a) ascertaining the location of witnesses/accused;
- b) verifying the availability of a certain company at a particular address;
- c) for ascertaining the availability of a bank account in the name of a particular person in a certain bank;
- d) willingness of a person to give evidence;
- e) verifying the passport details;
- f) verifying the availability of a property in the name of certain entity/person;
- g) request for preservation of cyber data;
- h) analogous laws to determine dual Criminality.

C. Contents of Informal Request

6.5 The informal request must incorporate the following details:

- FIR number along with name(s) of the accused and sections of law under which case has been registered;
- gist of the allegations made in the FIR/ preliminary inquiry or any other investigation process;
- details of the information sought.

6.6 For an informal request, it is necessary that material being furnished should be carefully examined and scrutinized at an appropriate level especially with regard to accuracy of facts and figures.

Part VIII: Extradition Requests

A. Introduction

7.1 Extradition is the surrender by one State to another of a person desired to be dealt with for crimes for which he has been accused or convicted and which are justifiable in the Courts of the other States. The extradition of fugitives is done as per the provisions of the Extradition Act, 1962 and as per Extradition Treaty or other Extradition Arrangement or International Conventions signed by India with the country concerned. The Ministry of External Affairs (MEA) is the Central Authority for the requests of extradition. A request for extradition has to be made as per the provisions of the Extradition Act, 1962 and the Treaty with the Contracting State.

Figure 7.1: List of Countries having Extradition Treaty with India

1	Azerbaijan (2013)	12	Egypt (2008)	23	Nepal (1953)	34	Tajikistan (2003)
2	Australia (2003)	13	France (2003)	24	Netherlands (1889)	35	Thailand (2013)
3	Bahrain (2004)	14	Germany (2004)	25	Oman (2004)	36	Tunisia (2000)
4	Bangladesh (2013)	15	Hong Kong (1997)	26	Poland (2003)	37	Turkey (2001)
5	Belarus (2007)	16	Indonesia (2011)	27	Philippines (2004)	38	UAE (1999)
6	Belgium (1901)	17	Iran (2003)	28	Russia (1993)	39	UK (1992)
7	Bhutan (1995)	18	Kuwait (2004)	29	Saudi Arabia (2010)	40	Ukraine (2002)
8	Brazil (2003)	19	Malaysia (2010)	30	South Africa (2003)	41	USA (1997)
9	Bulgaria (2003)	20	Mauritius (2003)	31	South Korea (2004)	42	Uzbekistan (2000)
10	Canada (1987)	21	Mexico (2007)	32	Spain (2002)	43	Vietnam (2011)
11	Chile (1897)	22	Mongolia (2001)	33	Switzerland (1996)		

Figure 7.2: List of Countries with which India has an Extradition Arrangement

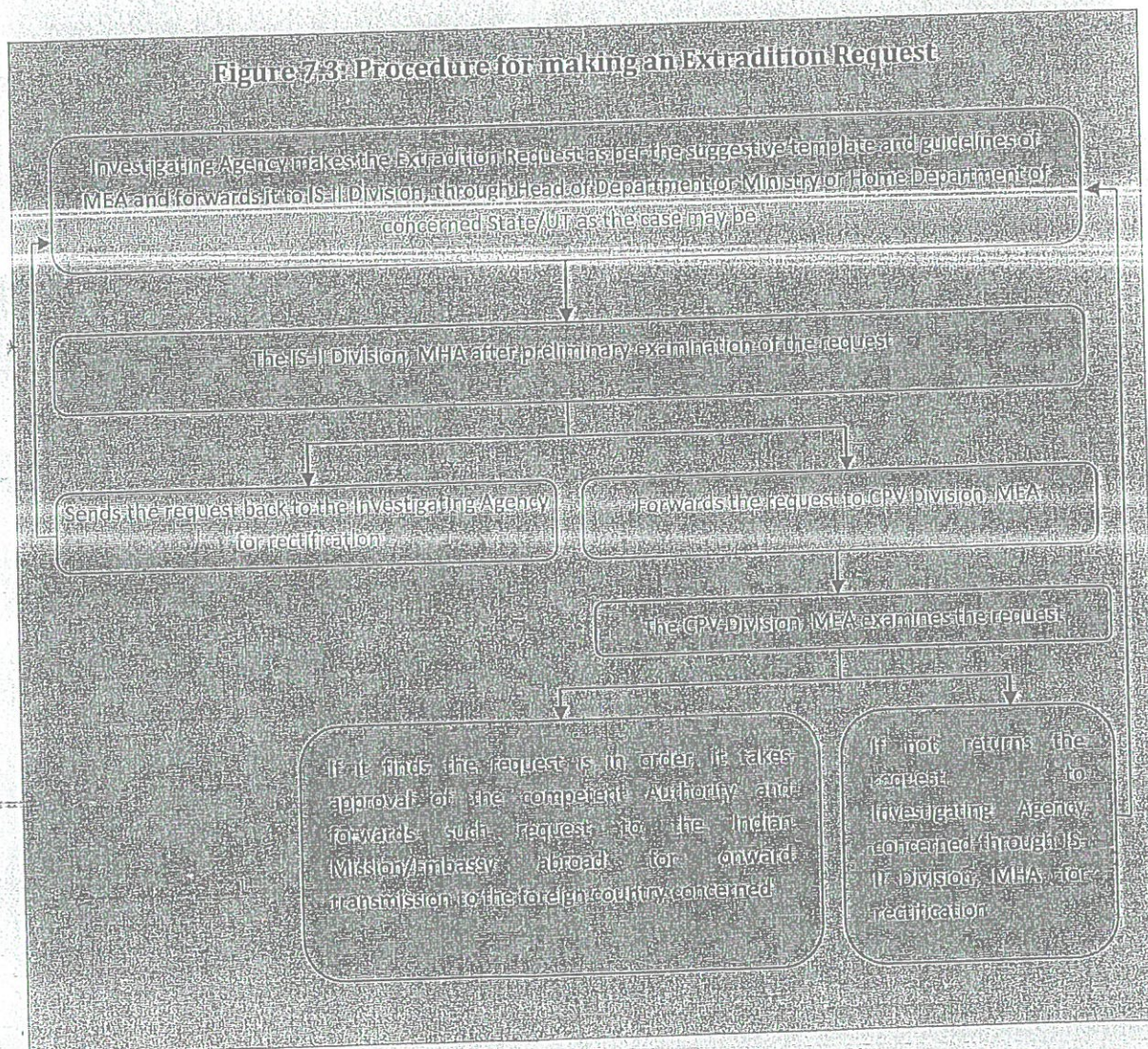
1	Antigua & Barbuda (2004)	4	Fiji (1979)	7	Peru (2001)	10	Sweden (1963)
2	Armenia (2019)	5	Italy (2003)	8	Singapore (1972)	11	Tanzania (1966)
3	Croatia (2011)	6	Papua New Guinea (1978)	9	Sri Lanka (1978)		

* The Extradition Arrangements with Italy and Croatia confine to Crimes related to Illicit Traffic in Narcotic Drugs and Psychotropic Substances owing to the fact that India, Italy and Croatia are parties to the 1988 UN Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances.

B. Procedure for making an Extradition Request

7.2 The procedure for making an extradition request is as follows:

- i) The Investigating Agency or Court makes the Extradition Request as per the suggestive template and guidelines of MEA available on <https://www.mea.gov.in/extraditionguidelinesabroad.htm> and forwards it through Head of Department or Ministry or Home Department of concerned State/UT to IS-II Division, MHA which examines the request and coordinates with MEA and other Investigating Agencies.
- ii) The IS-II Division, MHA after preliminary examination of the request may send it back to the concerned Investigating Agency for rectification, or if the request is generally in order, it then forward the same to CPV Division, MEA.
- iii) The CPV Division, MEA after examining the request may send it back to the Investigating Agency concerned, through IS-II Division, MHA, for rectification of deficiencies, or if prima facie finds it to be in order, takes necessary approval of the Competent Authority and forwards such request to the Indian Mission or Embassy of India abroad for onward transmission to the foreign country concerned.



C. Important Points to be considered while making an Extradition Request

7.3 The important points to be considered while making Extradition Request are as follows:

- i) Extraditability of offences as per the Extradition Act, 1962/Treaty/Arrangement/International Convention if any;
- ii) Dual Criminality;
- iii) Assurances (death penalty, prison conditions, term of sentence, etc.)
- iv) The offences are not barred by the clause of limitation (e.g. Section 468²⁰ CrPC)

D. Grounds for Refusal of Extradition Request

7.4 The grounds for refusal are invariably contained in the relevant extradition treaty. Generally, these grounds are:

- i) where a person's extradition is sought for an offence of a political character. However, the Extradition Act, 1962 in general and the extradition treaties, in particular, also list out many offences which shall not be considered as an offence of a political character;
- ii) the offence of which a person is accused or convicted for a military offence;
- iii) if the person whose extradition is sought has, according to the law of the Requesting Country becomes immune from prosecution or punishment by reason of lapse of time;
- iv) the person has been tried and acquitted/pardoned/ undergone punishment with respect to the offence for which his extradition is sought;
- v) if the Requested Country has substantial grounds to believe that the person's extradition is sought for the purpose of prosecuting or punishing the person on account of his/her sex, race, religion, nationality, or political opinions, or that the person's position may be prejudiced for any of those reasons.

Disclaimer: This document is a guiding reference to law enforcement agencies and cannot be used in Court of law for any purposes.

²⁰ Ibid., Page 11

Glossary

1. **Assurance of Reciprocity:** It is a promise that the Requesting Country will provide the Requested Country the same type of assistance in the future, should the Requested Country ever be asked to do so. This principle is a useful tool in a situation in which there is no treaty, as it can be viewed as a stand-alone promise that one country will do the same for another country in future should the need arise.
2. **Attachment:** It means prohibition of transfer, conversion, disposition or movement of property by an order.
3. **Contracting States:** Any country or place outside India in respect of which arrangements have been made by the Central Government with the Government of such country through a treaty or otherwise
4. **Data:** Data means a representation of information, knowledge, facts, concepts or instructions which are being prepared or have been prepared in a formalized manner, and is intended to be processed, is being processed or has been processed in a computer system or computer network, and may be in any form (including computer printouts magnetic or optical storage media, punched cards, punched tapes) or stored internally in the memory of the computer.
5. **International Criminal Police Organization (INTERPOL):** INTERPOL is the world's largest international police organization, with 194 member countries. Its role is to enable police around the world to work together to make the world a safer place and ensure public safety. In the extradition and mutual legal assistance field, the communications network and other services of INTERPOL provide highly effective assistance in furtherance of these actions.
6. **Personal Data:** Personal Data means data about or relating to a natural or legal person who is directly or indirectly identifiable, having regard to any characteristic, trait, attribute or any other feature of the identity of such natural person or legal, or any combination of such features, or any combination of such features with any other information.
7. **Preservation of Computer Data:** It means protection of computer data which already exists in a stored form from modification or deletion, or from anything that would cause its current quality or condition to change or deteriorate.
8. **Proceeds and Instrumentalities of Crime:** It means any property derived or obtained directly or indirectly, by any person as a result of criminal activity (including crime involving currency transfers) or the value of any such property.
9. **Property:** It means property and assets of every description whether corporeal or incorporeal, movable or immovable, tangible or intangible and deeds and instruments evidencing title to, or interest in, such property or assets derived or used in the commission of an offence and includes property obtained through proceeds and instrumentalities of crime.
10. **Requested Country:** Any country to which a request for mutual legal assistance has been made.
11. **Requesting Country:** Any country which is making a request for mutual legal assistance.
12. **Tracing:** Tracing means determining the nature, source, disposition, movement, title or ownership of property.

No.J-12017/1/2019-Judicial
Government of India
Ministry of Law & Justice
Department of Legal Affairs
Judicial Section

S.O. (ME)
21/12/19
R.S. J/L

OFFICE MEMORANDUM

Accounts Establishment Section
अकाउंट्स सेक्शन 51
दिनांक 07.01.2020
प्रतिपाद्य संख्या

Sub: Servicing of summons abroad in respect of civil and commercial matters under the Hague Convention.

Ministry of Law & Justice, Department of Legal Affairs has been entrusted with the servicing of summons, issued by the various Courts in the Country, in respect of civil & commercial matters. In this connection, guidelines have been issued to the Registrar General, Supreme Court of India and to Registrars of all High Courts, vide this Department's Office Memorandum dated 18th August 2011.

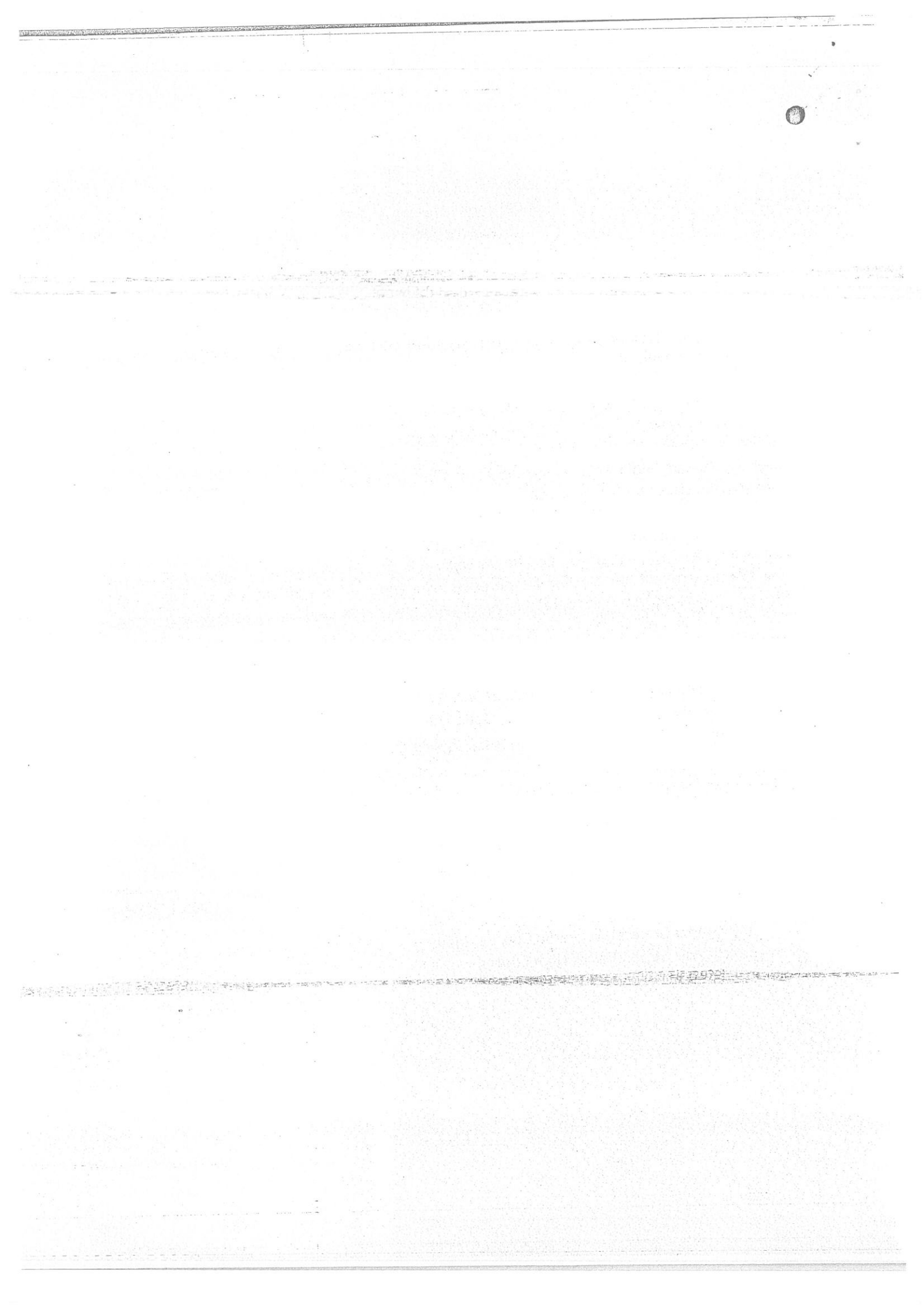
2. So as to facilitate the process of executing the service of summons, this Department has designated Shri R.K. Srivastava, Additional Legal Adviser, Department of Legal Affairs as the Nodal Officer (contact person) for the purpose. The appointment of Shri R.K. Srivastava along with his address and contact details have already been uploaded on <https://www.hcch.net>. However, by way of reiteration, Shri R.K. Srivastava can be contacted on the following coordinates:

Landline number: 011-23387543
Fax number: 011-23381773
E-mail: rksrivastava.dla@nic.in


(L.C. DABARIA)
Assistant Legal Adviser
Tel.No.23384831

To

1. Registrar General, Supreme Court of India
2. Registrar General of all High Courts.



(22)

No.J-12017/1/2019-Judicial
Government of India
Ministry of Law & Justice
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संविदा संख्या

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