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No.57/07/2015-Trg.II/FC/BPR&D  
Government of India  
Ministry of Home Affairs  
Bureau of Police Research & Development

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Block 11, 3/4 Floor  
CGO Complex, Lodhi Road  
New Delhi - 110 003  
Dated: Feb., 2015

To

1. DsGP of all States/UTs
2. DG -NIA/NCB
3. Directors - CBI//SVP NPA, Hyderabad/NEPA

**Sub: ATA - 11297, Identification and Seizure of Digital Evidence, Course to be held from June 1<sup>st</sup> to 9<sup>th</sup>, 2015 - Nomination regarding.**

D(K)

Sir,

I am directed to refer to the subject course and to say that the US Embassy has offered, "ATA - 11297, Identification and Seizure of Digital Evidence, Course" to be organised from **June 1<sup>st</sup> to 9<sup>th</sup>, 2015** at local police academy in India.

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2. Course description, objective and criteria for nomination etc. may please be seen in the enclosed communication of US Embassy dated 17/02/2015.

3. It is requested that nomination of **four (04) eligible and willing officer**(two main & two reserve) from the rank of Inspector to SP as per their details (enclosed Annexure-1) for the aforesaid training course may please be forwarded to this office latest by **30<sup>th</sup> March, 2015** with approval of competent authority. No direct application will be entertained.

4. Nominating authorities may consider nominating officers from Cyber-crime Cell/CID/Training Academies. It is requested to forward the **full name (no abbreviation)**, rank, **date and place** of birth and current position title and unit of each officer nominated for this course.

5. While nominating officers for the subject course their availability for the course may be ascertained. Request for last minute exemption create avoidable embarrassment.

Yours faithfully,

DC, Trg / K (Karmilk)

Encl.: As above

NO. CA-ADG-K-2 (43/10)15

3110 Sec-1

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(Abhay)  
Director (Trg)  
Fax:011-24365007

पुलिस महानिदेशक (कर्मिक)

प्र.प्र.०, लखनऊ

Copy to:

1/3/2015

पुलिस महानिदेशक (कर्मिक)

सचिव प्रदेय

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1. MHA, [Sh. G.C. Yadav, Dy. Secretary, (Police)], New Delhi - for info.
2. Principals, CAPT, Bhopal & all CDTs - for forwarding nominations please.
3. In-charge Computer cell for uploading above communication on BPR&D website.

AG  
24/1/15

**BIO DATA PROFORMA**

1. Name (Full Name no abbreviation) :
2. Gender :
3. Designation /Rank with Address :
4. Date Of Birth :
5. Place of Birth :
6. Date Of joining in Police service :
7. Educational Qualification :
8. Present place of Posting with Profile :
9. Official Passport if any :
10. Official Passport (valid/ expired) :
11. Address (Permanent) :
12. Address (Present) :
13. Telephone Number :
  - a. Office :-
  - b. Residence:-
  - c. Mobile No :-
  - d. Fax No :-
  - e. E-mail address :-
14. Details of ATA Course attended earlier :  
(In India & abroad)

**(Signature)**

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New Delhi  
February 17, 2015

Mr. Abhay Kumar  
Deputy Director (NA)  
Ministry of Finance  
Department of Economic Affairs  
Room No. 79-A, North Block, New Delhi

Dear Mr. Kumar:

The Office of Anti-Terrorism Assistance, Diplomatic Security Service (DS/ATA), U.S. Department of State, would like to offer the following course to the appropriate Government of India (GOI) personnel:

**Course: Identification And Seizure Of Digital Evidence (ATA-11297)**

Duration and Dates of Course: Seven days: June 1 to 9, 2015

Location: Any police Academy in India.

Number of Participants: 16

Number of Reserve Participants: 8

NOTE: Please ensure that the following deadlines are met in order to avoid the cancellation of this limited and highly popular training opportunity.

**Deadline date for acceptance or declination of the Course is: March 30, 2015.**

**List of names along with biographic forms of Participants: April 17, 2015**  
(Please provide full names of participants as per Passport or copy of passport)

The following information is provided to give you a better perspective of this course:

**1. COURSE DESCRIPTION AND OBJECTIVES:**

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

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

Upon the conclusion of this course participants will have:

- Received an overview of computer hardware.
- Received an overview of the windows operating system.
- Observed and performed cybercrime scene procedures.
- Performed hands-on cyber incident response procedures.
- Investigated three hands-on scenarios applying concepts learned throughout the course

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

DS/T/ATA does not prohibit the videotaping of the training courses by the Partner Nation (PN) for the purposes of providing training reinforcement and enhancing sustainment capabilities of the material presented. All ATA-sponsored courses, consultations, and seminars are unclassified, but carry the additional distribution restriction of "Law Enforcement Sensitive." Prior to any videotaping, the requesting PN must agree in writing to the resident RSO Office that the recorded information is not to be released to news services or the public. On a case by case basis, all requests will be forwarded to the Training Delivery Officer (TDO) for evaluation and potential DS/T/ATA clearance.

## 2. PARTICIPANT CRITERIA:

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

Department policy prohibits personnel assigned to an intelligence agency or military unit from participating in any ATA training/activity. Therefore, neither the GOI nor Post should propose such individuals for this training event. Personnel assigned to an intelligence unit within a law enforcement organization, and who

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support the law enforcement function of that organization, are acceptable. Personnel assigned to a military unit that performs a law enforcement function are acceptable.

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

ATA programs adhere to the "train-the-trainer" methodology and the GOI is encouraged to nominate trainers and/or instructors as participants. This will facilitate India's development of a viable antiterrorism training program within its law enforcement community. Officers selected for this course should remain in their positions for a minimum of two years.

#### **5. PARTICIPANT INFORMATION:**

You are requested to forward the name, rank, date/place of birth, and current position title and unit of each participant selected for this course. This should be submitted by April 17, 2015.

GOI must also provide this biographic data for reserve candidates for this course. These reserve candidates must be approved and vetted, along with the list of primary participants, prior to the commencement of training, however, they will NOT/NOT attend or participate in the training unless a candidate from the primary list is unable to participate due to vetting, medical, or other issues. It is imperative that the invited country understand that providing alternate names does not guarantee these candidates will receive ATA training and they should not be sent for training unless one of the original participants is dropped from training prior to the commencement of the course. Once the course/activity is in progress alternate candidates will not be authorized to attend.

DS/T/ATA requires the GOI appoint a senior leader for the group. This individual should have the authority to maintain class order and discipline.

#### **4. COURSE LANGUAGE:**

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

#### **5. RESOURCE REQUIREMENTS:**

Partner Nation must provide or arrange for the following resources:

- A Cyber Training Lab will be shipped approximately 30 days before the course start date and will be returned to the US at the conclusion of the course.

Instructors will arrive three days prior to course start date in order to

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setup/configure and test cyber training equipment. It is essential that the cyber training equipment/consumables and course materials be on site upon arrival of the Instructors. The Instructors are also scheduled to work at the training venue the day following the last day of training in order to inventory and pack up all the cyber equipment to be shipped back to the USA. It is essential that the equipment be secured within the training classroom during the entire event including setup and not be moved at any time. Please note that the Instructors will need unrestricted access to the classroom during evenings and weekends. Please coordinate with training venue personnel to allow for this additional time before and after the training course.

- Classroom facility to accommodate the 16 participants/students, three instructors.
- The class room tables/desks should be configured into a "U" design. The classroom should have adjustable lights to facilitate use of projection equipment and to enable course participants to read course materials and take notes.
- The classroom must be secured overnight (course materials will be stored in the classroom and must be safeguarded).
- Two additional classrooms or work areas where multiple training scenarios can be performed simultaneously. The additional rooms are required for the last three training days.
- Classrooms must have required space, power and air conditioning needed to support multiple computer systems and audio equipment
- In order to provide quality training to all the participants (students) the facility needs to have or be able to provide reliable electrical power and Internet access that is capable of supporting the devices to be connected ( laptop computers, network printers, routers, switches and hubs).
- Internet access should provide enough bandwidth (optimally, Internet speeds of 1.5MB up and 1.5MB down) to support the needs of the class. Broadband Internet Access is the desired connection to provide optimal performance for the training. If Broadband access is not available then DSL or ISDN would be sufficient to support the Internet needs of the training.
- Two screens or large wall suitable for dual projections
- One easel with white board/chalk board
- A podium and flat utility table(s) to accommodate presenter laptop computers and two projectors
- Assistance in securely storing and transporting cyber mobile training lab

DS/T/ATA appreciates Partner Nation support in arranging administrative and logistical support for this course.

Please advise in writing no later than March 30, 2015, if the GOI accepts this course offering under the terms and requirements cited above. Also, please address your response to the Regional Security Officer and if there are any questions, please contact the security office at the U.S. Embassy, telephone 2419-8000.

With warm regards,

Sincerely,

Fox: M. Fitzgerald

Christopher J. Gillis  
Deputy Regional Security Officer  
United States Embassy, New Delhi

CC: Mr. M. Gopal Reddy, IAS  
Joint Secretary (Police)  
Ministry of Home Affairs  
North Block, New Delhi

Mr. Thanglura Darlong  
Joint Secretary (CT, GCI & PP&R)  
Jawaharlal Nehru Bhawan  
Wing 'B'  
New Delhi - 110 011

Mr. Abhay, IPS  
Director (Training)  
Bureau of Police Research & Development  
CGO Complex, New Delhi

Ms. K. Nandini Singla  
Director (AMS)  
Ministry of External Affairs  
South Block, New Delhi

Mr. G.C. Yadav  
Deputy Secretary  
Ministry of Home Affairs  
North Block, New Delhi

AD/FC  
Imminent

Mr. Harish Baxla  
Under Secretary (AMS)  
Ministry of External Affairs  
South Block, New Delhi