

**PROFORMA**  
**INSPECTION REGARDING IMPLEMENTATION OF COST FREE SOPs OF SIPS**  
**IN ALL POLICE STATIONS**

Name of Police Station: \_\_\_\_\_ District: \_\_\_\_\_  
 Name of Inspecting Officer: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

| Sr. #     | Points of Inspection  | Remarks |    |
|-----------|---|---------|----|
|           |   | Yes     | No |
| <b>1.</b> | <b>Complaint Management</b>   |         |    |
| a.        | Recording of entry of every person in a register placed at the reception of police station.   |         |    |
| b.        | E-Tag issued to every complainant.  |         |    |
| c.        | Every 15 calls tagged in CMS.   |         |    |
| d.        | The prescribed timelines for disposal of complaints are being followed.   |         |    |
| e.        | The complainants be provided the name and the contact No. Of the enquiry officer.   |         |    |
| f.        | The Brochure of the timelines are being provided to the Complainant.  |         |    |
| g.        | Enquiry officer has the check list with him for the disposal of the complaint.  |         |    |
| h.        | In case of lost report of the financial document, an affidavit is being received from the complainant.  |         |    |
| <b>2.</b> | <b>Registration of FIR.</b>   |         |    |
| a.        | The timeline of registration is being followed.   |         |    |
| b.        | A message is being sent to the complainant about the registration of FIR, Sections of offense and name of Investigation Officer.  |         |    |
| <b>3.</b> | <b>Dissemination of schedule of inquiries and investigation.</b>  |         |    |
| a.        | <ul style="list-style-type: none"> <li>• The schedule of inquiries and investigation are being pasted on the reception of the PS as well as on the website.</li> </ul>  |         |    |
|           | <ul style="list-style-type: none"> <li>• Police Officers call the parties to the Police Station when IOs are available.</li> </ul>                                      |         |    |
| <b>4.</b> | <b>Investigation of the offenses</b>  |         |    |
| a.        | The enclosed SOPs of the Investigation of offenses/cases are being followed.  |         |    |
| <b>5.</b> | <b>Arrest of Accused</b>  |         |    |
| a.        | <ul style="list-style-type: none"> <li>• Raid form are being filled by the IO and duly attested by the SHO to ensure preparedness for the arrest of accused.</li> </ul> |         |    |

|           |  |  |  |
|-----------|--|--|--|
|           | <ul style="list-style-type: none"> <li>In case of raid for the arrest of the PO wanted in cases of ATA or multiple murders the form is being attested by the concerned DSP.</li> </ul> |  |  |
| b.        | Custody form of all the accused is being duly completed.   |  |  |
| c.        | Bail is being granted inailable offenses.  |  |  |
| <b>6.</b> | <b>Police Station Management</b>   |  |  |
|           | Area of PS into beats and resources are being distributed accordingly.   |  |  |
| a.        | Beat books are maintained.   |  |  |
|           | Beat books once a week are being signed by the SHO to ensure updation of data.   |  |  |
| b.        | White board is affixed out side the lockups on which name and offense of the persons in custody is being written Moharrar is responsible for updating it.                              |  |  |
| c.        | Cameras installed in lockups, SHO Office and front desk are operational.   |  |  |
| d.        | Biometric attendance is being made by all officers. When an officer leaves he enters his amad/rawangi in the daily diary.  |  |  |
| e.        | SHO is giving morning briefing to all the officers.  |  |  |
| f.        | Buddy system is being strictly followed.   |  |  |
| g.        | Entries in the online daily diary are made in real time.   |  |  |
| h.        | SHO is giving a weekly certificate of completion of record to the SDPO.  |  |  |
| <b>7.</b> | <b>Front desk Management</b>   |  |  |
| a.        | Duty is being performed in 03 shifts.  |  |  |
| b.        | Provision of online connectivity, AC and water Dispenser are being ensured by the SHO.   |  |  |
| c.        | Guide Constable is appointed in the PS to assist people in the PS to get their issued resolved.  |  |  |

Signature of inspecting officer: \_\_\_\_\_