**INSPECTION FORM**


**PUNJAB POLICE**

**CPO/DPO OFFICE FORMAL INSPECTION**

Name of Inspection Officer:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_ Date of Inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of DPO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area of District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Population:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Sub-Divisions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Police Stations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Police Posts:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Check-Posts:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. EXECUTIVE STAFF:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr#** | **Strength** | **DIG** | **SSP** | **SP** | **DSP** | **DSP/L** | **IP** | **IP/L** | **SI** | **ASI** | **HC** | **Const.** | **Total** |
| 1. | **Sanctioned** |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. | **Posted**  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. | **Difference** |  |  |  |  |  |  |  |  |  |  |  |  |

**2. MINISTERIAL/MENIAL STAFF:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr#** | **Strength** | **OS/AD** | **Steno** | **Asst:** | **D.E.O** | **SC** | **JC** | **C-IV** | **SSA** | **PSA** | **Total** |
| 1. | **Sanctioned**  |  |  |  |  |  |  |  |  |  |  |
| 2. | **Posted**  |  |  |  |  |  |  |  |  |  |  |
| 3. | **Difference** |  |  |  |  |  |  |  |  |  |  |

**3. BUILDING:** Police/ Government/ Private

 No. of Rooms / Offices: No. of Washrooms:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **Good** | **Satisfactory** | **Poor** | **Remarks** |
| Condition of Building |  |  |  |  |
| Condition of Wash-Rooms |  |  |  |  |
| Condition of Offices/Rooms |  |  |  |  |
| Condition of Boundary Wall |  |  |  |  |
| Security of Office |  |  |  |  |

1. **STENO OFFICE:**

Name of Steno and BPS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Posting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Steno Office Staff: \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Record** | **Complete** | **Incomplete** | **Remarks** |
| Telephone Message Book (Reg: 18 (11.22) |  |  |  |
| Minutes of Meetings Register (Reg:37 (20.18) |  |  |  |
| Confidential Note Book |  |  |  |
| ACR & CR Dossiers |  |  |  |

**NUMBER OF PENDING SHOW CAUSE NOTICES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr: | Name of officials | Rank & No. | Date of issuance SCNs | Allegation | Reason for pending |
|  |  |  |  |  |  |

**NUMBER OF PENDING APPLICATIONS AGAINST POLICE OFFICIALS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr: | Name of applicant | Against: Name & rank of officials | Receiving Date of applications | Allegation | Reason for pending |
|  |  |  |  |  |  |

**NUMBER OF DEPARTMENTAL ENQUIRES AGAINST POLICE OFFICIALS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr: | Name of enquiry officer | Against: Name & rank of officials | Date of receiving  | Allegation | Reason for pending |
|  |  |  |  |  |  |

1. **READER BRANCH:**

Name and Rank of Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Posting: \_\_\_\_\_\_\_\_\_\_\_\_ No. of Reader Branch Staff: \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Complete** | **Incomplete** | **Remarks** |
| Register of Cognizable Offences (Reg#44) |  |  |  |
| File of Special Reports (Reg#45 (24.18) |  |  |  |
| Urdu Order Book (Reg#77 (14.55) |  |  |  |
| File of Standing Orders (Reg#78 (14.56) |  |  |  |
| District Register of Absconders (Reg#79) |  |  |  |
| General Crime Register (Reg#83 (27.36) |  |  |  |
| Crime under the head of ATA-1997 |  |  |  |
| Shops & Security Ordinance Implementation record |  |  |  |
| Register of Absconders |  |  |  |

**6.** **ESTABLISHMENT BRANCH:**

Name and Rank of OIC Establishment Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of EB Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Complete** | **Incomplete** | **Remarks** |
| Leave Account in Form AT-290 under Fundamental Rules-76 (Reg#12(8.13) |  |  |  |
| Age Register of Upper and Lower Subordinates (Reg#13 (9.17) A and B) |  |  |  |
| Urdu Order Book (Reg#77 (14.55 |  |  |  |
| Character Rolls (Reg#28 (12.28) |  |  |  |
| Service Books (Reg#29 (12.28) |  |  |  |
| Punishment Register (Reg#35 (16.16(I))) |  |  |  |

**7.** **OSI BRANCH:** Name and Rank of OSI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Posting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of OSI Branch Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Complete** | **Incomplete** | **Remarks** |
| Application for Leave (Reg#66 (8.14)(a)) |  |  |  |
| Leave Register with Index (Reg#67) |  |  |  |
| Recruit Register (Reg#72(12.13) |  |  |  |
| Urdu Personal Files (Reg#73(12.39)) |  |  |  |
| List of Vacancies (Reg#74(12.40) |  |  |  |
| Long Roll (Reg#75(12.41(I)) |  |  |  |
| Register of Posting (Reg#76(14.55) |  |  |  |
| Urdu Order Book (Reg#77(14.55) |  |  |  |
| File of Standing Orders (Reg#78(14.56) |  |  |  |

**8. GENERAL BRANCH:** Name and Rank of OIC General Branch: **\_\_\_\_\_**

Date of Posting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of GB Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Complete** | **Incomplete** | **Remarks** |
| Register of Application for Family Quarters or House Rent in Lieu thereof. |  |  |  |
| Register of Land in possession of the Police |  |  |  |
| Register showing an Account of Material and Cost of Making up of clothing. |  |  |  |
| Clothing Stock Account of New Articles of Clothing and Materials. |  |  |  |
| District Miscellaneous Stores Register |  |  |  |
| Distribution Register of Miscellaneous Stores (Reg#7(5.17) |  |  |  |
| File of Copies of Standing Orders by IGP Authorizing Deviations from Equipment Tables(Reg#8(6.2) |  |  |  |
| Printed Statement showing Total armament of district and its distribution (Reg#9(6.3) |  |  |  |
| Receipt Books (Reg#14(9.(6.3) |  |  |  |
| Stock Book of office furniture (Reg#22) |  |  |  |
| Inventory of Stores Register (Reg#23) |  |  |  |
| Account of English stationery and forms (Reg#24(11.48(I))) |  |  |  |
| Stock Register of Printed Forms, etc. |  |  |  |
| Files of Criminal Intelligence Gazettes (Reg#26(11.55) |  |  |  |
| Files of Police Gazettes (Reg#26A(11.55)) |  |  |  |
| Library Register (Reg#27 (11.58)) |  |  |  |
| List of Licenses Under the Explosives Act. |  |  |  |
| List of Licenses under the petroleum Act. |  |  |  |
| List of Licenses under the poisonous Act |  |  |  |
| List of Licenses Under the Sarais Act. |  |  |  |
| Checklist if issues or Replacements of Clothing and Equipment (Reg#65) |  |  |  |
| Stock Register of Urdu Stationery and Forms (Reg#68(11.48)2))) |  |  |  |

**9**. **ACCOUNTS BRANCH:** Name and Rank of OIC Accounts Branch:\_\_\_\_\_\_

Date of posting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of AB Staff: \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Complete** | **Incomplete** | **Remarks** |
| Police Land Improvement Fund Cash Book |  |  |  |
| Register of House Rent Allowances (Reg#17 (10.76(5) |  |  |  |
| Confidential Register of Contingent Expenditure Incurred from head “Rewards” (Reg#34 (15.11) |  |  |  |
| Register in Building Maintenance Form#29 |  |  |  |
| Receipt Book (Reg#48 (10.14(6) |  |  |  |
| File Road Certificates (Reg#49 (10.17) |  |  |  |
| File Book of Treasury Receipts (Reg#50) |  |  |  |
| General Police Fund Cash Book (Reg#52) |  |  |  |
| File Book of Vouchers (Reg#54 (10.35(1) |  |  |  |
| Check Memorandum Book (Reg#55 (10.39(6))) |  |  |  |
| General Cash Book (Reg#57 (10.48(1))) |  |  |  |
| Gradation List of Constables (Reg#58 (10.88(1))) |  |  |  |
| Register of Absentees (Reg#59 (10.89(c))) |  |  |  |
| Check Register of Postings of Lower Subordinates (Reg#60 (10.93 |  |  |  |
| Register of Permanent Advance (Reg#61 (10.93) |  |  |  |
| Register of Contingent Charges (Reg#62) |  |  |  |
| Register of TA Bills of Enrolled Officers (Reg#63 (10.160(5))) |  |  |  |
| Stamp Account Register (Reg#64 (11.33)) |  |  |  |
| Monthly computer Pay Roll |  |  |  |
| Computerized schedule of payment as issued by AG/DAOs( Bank Statement) |  |  |  |

**Budget:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **Budget allocated** | **Total Expenditure** | **Total Balance** | **Excess** |
| A-3805 TA to Govt: Servant |  |  |  |  |
| A-3807 POL Charges |  |  |  |  |
| A-03304 Hot & Cold Charges |  |  |  |  |
| A-03820-003 Feeding Charges |  |  |  |  |
| A-13001 Repair of Transport |  |  |  |  |
| A-13301 Repair of Building  |  |  |  |  |
| AO 3953 Cost of Investigation |  |  |  |  |

**Audit:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **Date of Last Audit** | **No. of Audit Para’s** | **No. of Audit Paras Settled** | **Pending** |
| Internal Audit |  |  |  |  |
| External Audit |  |  |  |  |

**10.** **SECURITY BRANCH:**

 Name and Rank of OIC Security Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of posting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of SB Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Record** | **Complete** | **Incomplete** | **Remarks** |
| Verification Register |  |  |  |
| Register of Army Deserter |  |  |  |
| Register of foreigners and their security duty  |  |  |  |
| Security Register |  |  |  |
| Register of Mosques and Madarris: NOCs& registrations |  |  |  |
| Register of Schedule IV and its monitoring |  |  |  |
| Register of Muharram events (Jaloos & Majalis) with their maps and details. |  |  |  |
| Register of Security plans of vulnerable places like courts etc. |  |  |  |
| Register of Chinese and security deployment. |  |  |  |

**11.** **DRIVING LICENSE BRANCH:**

Name and Rank of OIC Driving License Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Posting:\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of DLB Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Number of Driving Licenses Issued during the Current Year**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Learner** | **M/Cycle & Scooter** | **Motor Rickshw** | **M/Car**  | **M/Cab & Taxi** | **Delivery Van** | **LTV** | **HTV** | **PSV** | **Tractor** |
| **Issued** |  |  |  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |  |  |  |

**REGISTERS & RECORDS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Complete** | **Incomplete** | **Remarks** |
| Learner Register |  |  |  |
| Test Register |  |  |  |
| Record Register |  |  |  |
| Cash Register |  |  |  |
| International Register |  |  |  |
| Heavy Endorsement Register |  |  |  |
| Order File |  |  |  |
| History Sheet File  |  |  |  |
| Challan Statement File  |  |  |  |
| Driving License Monthly Statement File  |  |  |  |
| 0280 Cash Maintenance File |  |  |  |
| Verification File  |  |  |  |
| Duplicate File |  |  |  |
| Card Renewal File  |  |  |  |
| English Miscellaneous File  |  |  |  |
| Urdu Miscellaneous File  |  |  |  |
| Wireless Message File  |  |  |  |
| Audit File  |  |  |  |

**Comparative Figures of Fresh Licenses Issued:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Learner** | **M/Cycle & Scooter** | **Motor Rickshw** | **M/Car**  | **M/Cab & Taxi** | **Delivery Van** | **LTV** | **HTV** | **PSV** | **Tractor** |
| **2014** |  |  |  |  |  |  |  |  |  |  |
| **2013** |  |  |  |  |  |  |  |  |  |  |
| **Diff:** |  |  |  |  |  |  |  |  |  |  |

1. **RECORD BRANCH:**

Name and Rank of OIC Record Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Posting:\_\_\_\_\_\_\_\_\_\_\_\_ No. of Record Branch Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Complete** | **Incomplete** | **Remarks** |
| Diary of Receipts and Dispatches (Reg#19(11.24(1) |  |  |  |
| Register of Annual Files (Reg# (11.28(1) |  |  |  |
| Annual Station Delivery Register (Reg#20(11.32) |  |  |  |
| Diary of Urdu Correspondence (Reg#69) |  |  |  |
| Dispatch Book of Urdu Correspondence (Reg#70(11.68(1) |  |  |  |
| Register Showing Receipts and Issues of Files (Reg#71) |  |  |  |

1. **GENERAL INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Performance** | **Schedule** | **Last Held During the year** | **Total No. Held During the Year** |
| Orderly Rooms held |  |  |  |
| Parades coduccted |  |  |  |
| Darbars held |  |  |  |
| Public Meetings held |  |  |  |

1. **GRIEVANCE (COMPLAINTS):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Types of Grievances** | **Total No. Received During the Year** | **Total No. Redressed during the year** | **Reporting mechanism** | **Follow-Up procedure** |
| Public |  |  |  |  |
| Police |  |  |  |  |
| Departmental |  |  |  |  |

1. **TOURING BY DPO**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Month** | **Name of Police Stations** | **No. of Tour** | **No. of Public heard during tour** | **Remarks/Action taken** |
| 1. |  |  |  |  |  |

1. **DEVELOPMENT**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Projects Completed** | **Projects in pipeline** | **Future Projects** |
| 1. **Construction Projects**
 |  |  |  |
| 1. **Computerization (PROMIS)**
 |  |  |  |
| 1. **Installation of CCTV Cameras**
 |  |  |  |
| 1. **New initiatives by DPO**
 |  |  |  |

1. **OVERSEAS PAKISTANIS HELP DESK AT DPO OFFICE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Month** | **No. of Requests/Complaints** | **Disposed of** | **Pending** | **Remarks** |
| 1. |  |  |  |  |  |

1. **NEW INITIATIVES**

|  |  |  |
| --- | --- | --- |
| Sr. No | New Initiatives | Remarks |
|  | Front Desks/Reception Rooms |  |
|  | Complaint Management System (CMS) |  |
|  | Police Station Record Management System (PSRMS) |  |
|  | Criminal Record Management System (CRMS) |  |
|  | Human Resource Management Information System (HRMIS) |  |
|  | Police Legal Affairs Monitoring System (PLAMS) |  |
|  | Driving License Issuance Management System (DLIMS) |  |
|  | Anti Vehicle Lifting System AVLS |  |
|  | Tenant Registration System. |  |
|  | Hotel Eye |  |
|  | Stolen and Recovered Vehicles Management System- (SRVMS) |  |
|  | Digital Beat Book. |  |
|  | Crime Mapping and Geo Tagging |  |
|  | Investigation Toolkit. |  |
|  | Sketch Making and Imaging System |  |
|  | Biometric Attendance System. |  |
|  | Handheld Biometric Devices for Verification |  |
|  | Video Conferencing |  |

**19. VIEWS OF GENERAL PUBLIC:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**20. PROBLEMS/GRIEVANCES EXPRESSED BY THE POLICE PERSONNEL:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**21. REMARKS/RECOMMENDATIONS OF THE INSPECTION OFFICER:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature.