

**SPECIAL/SURPRISE INSPECTION OF POLICE STATION FORM**

|  |  |  |
| --- | --- | --- |
| **Sr No.** | **Description** | **Remarks** |
|  | Name of Police Station |  |
|  | Name of Circle |  |
|  | Name of District |  |
|  | Name of Inspection Officer |  |
|  | Date of Inspection |  |
|  | Name & Rank of (SHO) |  |
|  | Date of Posting |  |
|  | No. of Beats |  |
|  | Name of SDPO |  |
|  | Name of SDPO(s) posted (with dates) during Inspection Period |  |
|  | Last Surprise Inspection conducted on |  |
|  | Last Surprise Inspection conducted by |  |
|  | No. of formal Inspections conducted during the current year |  |
|  | Name of Incharge Investigation |  |
|  | Name of Moharrar |  |

**TOP PRIORITY AREAS OF IGP, PUNJAB**

1. **SECURITY OF BUILDING:**

|  |  |
| --- | --- |
| **Status** | **Details/Remarks** |
| Height of Boundary Wall |  |
| Security of Lock – ups. |  |
| Security Constables at gate of PS |  |
| Security as per SOPs |  |
| Checking of Observation Post |  |

1. **HANDING/TAKING OVER THE CHARGE OF PS MALKHANA/MOHARRIR:**

|  |  |  |
| --- | --- | --- |
| **Complete** | **Incomplete** | **Reason for incompletion** |
|  |  |  |

1. **MALKHANA /STOREROOM FOR CASE PROPERTY**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Subject** | **Number** | **Responsibility** |
|  | No. of case Properties |  |  |
|  | Case Property not handed over to Moharrir by I.Os: |  |  |
|  | Cases of property with low recovery |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **Good** | **Satisfactory** | **Poor** | **Remarks** |
| Condition of Malkhana |  |  |  |  |
| Condition of case properties |  |  |  |  |
| Proper tagging of case properties |  |  |  |  |
| Register of case property |  |  |  |  |
| Security of case properties |  |  |  |  |

1. **INDEX FIR COMPLETION:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Total FIRs** | **No. of FIR Index complete** | **Total Challaned** | **No. of FIR Index In-Complete** | **Incomplete Challans** | **Untraced cases** | **Challaned without recovery of case property** |
|  |  |  |  |  |  |  |

1. **COMPLAINTS DISPOSAL:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Source of complaints.** | **Total complaints** | **Filed** | **Action/FIR registered** | **Disposed Off** | **Pending** |
| 1 | PMDU |  |  |  |  |  |
| 2 | 1787 |  |  |  |  |  |
| 3 | Open Court |  |  |  |  |  |
| 4 | CMS |  |  |  |  |  |
| 5 | Miscellaneous |  |  |  |  |  |

**AUDIT OF 10 RANDOM FILED COMPLAINTS BY INSPECTION OFFICER:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Name of Complainant** | **Cell No** | **Adherence to timeliness** | **Quality resolution** | **Satisfactory/ Un-satisfactory** |
|  |  |  |  |  |  |

1. **PROCLAIMED OFFENDERS (POs) & COURT ABSCOUNDERS(CAs):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Total** | **Arrested** | **Balance/ Pending** |
| Proclaimed Offenders (POs) of Category-A |  |  |  |
| Proclaimed Offenders (POs) of Category-B |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Total** | **Arrested** | **Pending** |
| Court Absconders (CAs) of Category A |  |  |  |
| Court Absconders (CAs) of Category B |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gang Members Category-A (Last 10 Years)** | **Total Gangs** | **Total Gang Members** | **Arrested** | **Missing Gang Members** | |
| **POs with Reg 4 Entry** | **Not POs** |
|  |  |  |  | |

1. **Extraction of missing category-A, POs from incomplete challans:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Total Incomplete Challans** | **Total accused of incomplete challans** | **Total nominated accused** | **Total unknown accused** | **Total arrested accused** | **Pending Arrest** | **Ttoal Pos of Category-A** | **Pending Arrest** |
|  |  |  |  |  |  |  |  |

1. **Audit of challans u/s 512 Cr.PC:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Total Cases** | **Total Accused** | **Arrested** | **Pending** | |
| **POs with Reg 4 Entry** | **Pending/Not POs** |
| Proceeding initiated U/Sec 512 Cr PC Category-A& B  **(Last 10 Years)** |  |  |  |  |  |
| Proceeding initiated U/Sec 512 Cr PC Category-B |  |  |  |  |  |

1. **DETAIL OF CASE FILES:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Total FIRs Registered** | **Total Missals available** | **Total Missals available with I.O** | **No. of Missals Missing** | **No. of U/Inv Missals per IOs** | **Missals written by I.Os** | **Missals written by Writers** |
|  |  |  |  |  |  | |

**s**

1. **UNDER INVESTIGATION CASES:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **FIR No.** | **U/s** | **Name of I.Os** | **Date of last case diary** | **Remarks** |
|  |  |  |  |  |  |

1. **PENDING ROAD CERTIFICATES:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Total** | **Returned back with DPP No.** | **Pending** |
| Cases Property |  |  |  |
| Challan to court cases |  |  |  |
| PFSA/NADRA reports |  |  |  |

1. **PENDING CASE PROPERTIES WITH I.Os:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIR No., U/S &, Dated** | **Category**  **(Narcotics 9C/9B, Alcohol/Cash /Weapons/ Machinery/ Misc.)** | **Particulars** | **Name of IOs** | **Date since pending** |
|  |  |  |  |  |

1. **HISTORY SHEETS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total P.O.s** | **Total history Sheets** | | **Total POs Allotted to IOs** | **Total Arrested POs Allotted to IOs** | **Remarks** |
| **Prepared** | **Not Prepared** |
|  |  |  |  |  |  |

1. **TOP 10 TARGETS OF POLICE STATION:**
   1. **Detail of Targets:**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Name/Address** | **Short Detail of Target** |
|  |  |  |

1. **Affixation of particulars of Top 10 Targets at prominent places of Police Station**

|  |  |
| --- | --- |
| **YES** | **NO** |

**OVERALL PERFORMANCE OF POLICE STATION**

1. **BUILDING** 
   1. **Government**
   2. **Private**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Description** | **Remarks** | **Sr.** | **Description** | **Remarks** |
| 1. | No. of Rooms/offices |  | 2. | No. of Quarters |  |
| 3. | No. of barracks |  | 4. | Separate rooms for Ladies staff | Yes/No |
| 5. | No. of washrooms |  | 6. | washrooms for Ladies staff | Yes/No |
| 7. | SHO’s Quarter | Yes/No | 8. | Generator/UPS | Yes/No |
| 9. | CCTV Cameras Functional | Yes/No | 10. | Back up of CCTV Cameras | Yes/No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **Good** | **Satisfactory** | **Poor** | **Remarks** |
| Condition of Building |  |  |  |  |
| Condition of Wash Rooms |  |  |  |  |
| Condition of Barracks |  |  |  |  |
| Condition of Mess |  |  |  |  |
| Condition of Quarters |  |  |  |  |
| Condition of Offices/Rooms |  |  |  |  |

1. **TOTAL STRENGTH OF POLICE STATION AND FRONT DESK STAFF**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **IP** | **SI** | **ASI** | **HC** | **Const.** | **LC** | **C-IV** | **SSA** | **PSA** | **Total** |
| Sanctioned Strength |  |  |  |  |  |  |  |  |  |  |
| Posted Strength |  |  |  |  |  |  |  |  |  |  |
| Vacant Strength |  |  |  |  |  |  |  |  |  |  |
| Detail of Absentees |  |  |  |  |  |  |  |  |  |  |

1. **POLICE STATION LOCK-UP**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Names of accused arrested** | **FIR No. & offence** | **Date of arrest** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name of Illegally detained in lock up or any other place** | **Address** | **Date of detention** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Names of females in lock up** | **Address** | **Date of detention** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Description** | **Remarks** |
|  | Any illegal confinement/torture cell in Jurisdiction of PS |  |
|  | Meeting of Inspection Officer with Special Branch regarding any illegal arrest/confinement or torture cell |  |

1. **CONDITION OF LOCK-UP**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Description** | **Remarks** |
|  | Capacity of lock-up |  |
|  | Proper ventilation of lock-up available or not |  |
|  | Surveillance of lock-up through CCTV cameras |  |
|  | Duration of CCTV Camera recording availability |  |
|  | Control of surveillance system at PS/DPO office/other place |  |

1. **FRONT DESK.**

* 1. **Detail of Staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.No.** | **Name** | **Rank** | **Shift (1st/2nd& 3rd)** | **Present/Absent** | **Contact Details** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. **Complaints Disposal**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total No. of Complaint Received** | **Total No. of complaints Filed** | **Complaints Filed of Crime against Property** | | **Total No. of Complaints Completed** | **Total No. of Complaints**  **Pending** |
|  |  |  | |  |  |
| **Total No. of Non-cognizable complaints** | **Total No. of Cognizable Complaints out of all complaints received** | | | **Total No. of FIRs registered on cognizable complaints** | |
|  | **Crime Against Property** | |  |  | |
| **Crime Against Person** | |  |
| **Miscellaneous** | |  |
| **Total** | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Subject** | **Good** | **Satisfactory** | **Poor** |
| 1. | Condition of Hardware |  |  |  |
| 2. | Status of Observance of SOPs for Working of Front Desks |  |  |  |
| 3. | Observance of Discipline by Front Desk Staff |  |  |  |
| 4. | Overall Condition of Front Desk |  |  |  |

16. **REGISTERS & RECORDS**:

|  |  |  |
| --- | --- | --- |
| **Records** | **Complete** | **Incomplete** |
| REGISTER#1 (F.I.R Book) PR#22.47: |  |  |
| REG#2 (Station Dairy) PR#22.48: |  |  |
| REG#3 PR#22.53:  Part I (Standing Orders)  Part II (Circular Orders) |  |  |
| REG#4 (Absconders & Deserters) PR# 22.54:   * Part I (absconders in cases registered in the home police station) * Part II (absconders in cases registered in other police stations but residents of or likely to visit the home police station) |  |  |
| REG#5 (Correspondence Register) PR#22.55:   * Part I (All correspondence received and dispatched) * Part II(Receipt of Return Processes i.e. Summons, Warrants, Orders of Proclamations & Attachments, Injunction or otherwise u/s 87, 88, 95, 99, 133, 140,143,144 & 145 CrPC) |  |  |
| REG#6 (Miscellaneous Register) PR#22.56   * Part I (Character Rolls of applicants for Government Service verified by police) * Part II (List of persons on security u/s 109 CrPC) * Part III (Carbon copies of all cases u/s 182 CrPC) * Part IV (Carbon copies of all accidental deaths of human being’s investigations) |  |  |
| REG#8(A) (Search Slip Register) PR#22.58: |  |  |
| REG#8(B) (Parvi Register) PR#22.58: |  |  |
| REGISTER#9 (Village Crime Register) PR#22.59:   * Part I (Village Community) * Part II (Crime Register) * Part III (Cases traced to the village) * Part III(A) (Visits to the village of persons of doubtful characters i.e persons in bundle ‘A’, persons with entries in part iii/v of home P.S and those arrested u/s 55/109 PPC. * Part IV (Notes on crime in the village (CONFIDENTIAL)) * Part V (Conviction Register) |  |  |
| REG#10 (Surveillance Register) PR#22.61 |  |  |
| REG#10A (Bad Character Rolls Dispatched) PR#22.61 |  |  |
| REG#10B (Bad Character Rolls Received) PR#22.61: |  |  |
| REG#11 (Index of History Sheets and Personal Files) PR#22.62: |  |  |
| REG#12A (Register of Information Sheets Dispatched) PR#22.63: |  |  |
| REG#12B (Register of Information Sheets Received) PR#22.63: |  |  |
| REG#13 (Minute Book for Gazetted Officers) PR#22.64: |  |  |
| REG#14 (File Book of Inspection Reports) PR#22.65: |  |  |
| REG#16 (Register of Government Officials & Property) PR#22.67:   * Part I (List of village watchmen in the jurisdiction of the police station) * Part II (List of police officers attached to the police station with dates of appointment and transfer) * Part III (Register of all Government property in use at police station) * Part IV (List of all government land in jurisdiction of police station) |  |  |
| REG#17 (Register of Licenses) PR#22.68:   * Part I (List of Licenses under Arms Ordinance) * Part II (List of Licenses under Excise Laws) * Part III (List of Licenses under Explosive Act) * Part IV (List of Licenses under Petroleum Act) * Part V (List of agricultural distribution) * Part VI (List of Sarais registered under the Sarais Act) |  |  |
| REG#18 (Receipt Book for Arms, Ammunitions and Military Stores) PR#22.69: |  |  |
| REG#19 (The Store Room Register) PR#22.70: |  |  |
| REG#20 (Cash Accounts) PR#22.71: |  |  |
| REG#21 (File Book of Road Certificates) PR#22.72: |  |  |
| REG#22 (Printed Receipt Books) PR#22.73: |  |  |
| REG#23A (Police Gazette): |  |  |
| REG#23B (Criminal Intelligence Gazette): |  |  |
| REG#24 (Police Rules) PR#22.75: |  |  |
| REG#25 (Charge Notes of Officer Incharge Police Station) PR#22.76: |  |  |

1. **ARMOURY / KOT (PR # 22.69)**

Name & Rank of Head Moharrir:

Date of posting: Strength of Moharrir Staff:

1. **ARMS & AMMUNITION:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.**  **#** | **Category** | **G-3** | | **LMG** | **AUG** | **MP-5** | | **SMG** | **Chine 7.62mm** | | **Shot Gun** | | **Rev: 38** | | **Pistol 9mm** | | **303** | | **Semi**  **Automatic** | | **Any other** | |
| 1. | Weapon Allotted |  | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |
| 2. | Weapons Present |  | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |
| 3. | Damaged |  | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |
| 4. | Stolen |  | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |
| 5. | Replaced/changed |  | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |
| 6 | Missing |  | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |
| 7 | Replica |  | |  |  |  | |  |  | |  | |  | |  | |  | |  | |  | |
| **AMMUNITIONS** | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | **Allotted** |  |  | |  |  |  | | |  | |  | |  | |  | |  | |  | |  |
| 2. | **Used during the year** |  |  | |  |  |  | | |  | |  | |  | |  | |  | |  | |  |
| 3. | **Present** |  |  | |  |  |  | | |  | |  | |  | |  | |  | |  | |  |

1. **SECURITY EQUIPMENTS:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr** | **Category** | **Bullet Proof Jackets** | **Bullet Proof Helmet** | **NVDs** | **NVGs** | **Bi-noculars** | **CCTV Cameras** | **LED Jammer** | **Mobile Phone Jammer** | **Walk Through Gate** |
| 1. | Allotted |  |  |  |  |  |  |  |  |  |
| 2. | Available |  |  |  |  |  |  |  |  |  |
| 3. | Difference |  |  |  |  |  |  |  |  |  |

1. **ANTI-RIOT EQUIPMENT:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Category** | **Gas Gun** | **Long Range Shell** | **Short Range Shell** | **Smoke Grenades** | **Gas Grenades** | **Very Light Pistol** | **Very Light Cartridges** | **Any Other** |
| 1 | Weapon Allotted |  |  |  |  |  |  |  |  |
| 2 | Ammo: Used during the year |  |  |  |  |  |  |  |  |
| 3 | Weapons available |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Category** | **Explosive Detectors** | **Hand held Metal Detector** | **Under Vehicle Search Mirror** | **Under Carriage Mirror** | **Under vehicle Inspection System** | **Mines Detector** | **Any other** |
| 1. | Allotted |  |  |  |  |  |  |  |
| 2. | Available |  |  |  |  |  |  |  |
| 3. | Difference |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Category** | **Shield** | **Tear Gas Masks** | **Helmets** | **Anti-Riot Jackets** | **Chest Guard** | **Shin Guard** | **Arms Guard** | **Lathies** | **Polo Sticks** | **Any Other** |
| 1. | Allotted |  |  |  |  |  |  |  |  |  |  |
| 2. | Available |  |  |  |  |  |  |  |  |  |  |
| 3. | Difference |  |  |  |  |  |  |  |  |  |  |

1. **GENERAL INFORMATIONOF ARMORY/KOT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **Good** | **Satisfactory** | **Poor** | **Remarks** |
| Condition of Kot |  |  |  |  |
| Condition of Weapons |  |  |  |  |
| Condition of Ammunition |  |  |  |  |
| Condition of Anti Riot Equipment |  |  |  |  |
| Maintenance of Register of Rifles issued PR – 6.9 |  |  |  |  |
| Security of Kot. |  |  |  |  |

1. **DETAILS OF GUARDS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Place/ Point/ Installation** | **Strength** | | | | | | |
| **Sanctioned** | | | **Un-Sanctioned** | | | **Total** |
| **U/S** | **L/S** | **Sub-Total** | **U/S** | **L/S** | **Sub-Total** |  |
|  |  |  |  |  |  |  |  |  |

1. **DETAILS OF GUNMEN:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Name of official/ personality** | **Strength** | | | | | | |
| **Sanctioned** | | | **Un-Sanctioned** | | | **Total** |
| **U/S** | **L/S** | **Sub-Total** | **U/S** | **L/S** | **Sub-Total** | **-** |
|  |  |  |  |  |  |  |  |  |

1. **VEHICLES:**

|  |  |  |
| --- | --- | --- |
| Mobile Patrolling Plan | Effective | Ineffective |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Category** | **No.** | **Model** | **On Road** | **Off Road** | **Fuel Quota** | **Allotted to** |
| 1 |  |  |  |  |  |  |  |
| Total | |  |  |  |  |  |  |

1. **COMPARATIVE CRIME ANALYSIS OF CASES REGISTERED DURING THE CURRENT AND PREVIOUS YEAR**:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | Reported | Admitted | Challaned | Incomplete Challan | Challan u/s 512 Cr. P.C. | Cancelled cases | Interim Challan submitted in 17 days time period | Convicted | Acquitted | Untraced | Filed | Under Trial | Under investigation |
| Previous year |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Current year |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Difference |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **DETAIL OF UNTRACED CASES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. | Case FIR No. | U/s | Name of I.Os | Date of last case diary | Verified by SDPO | | Remarks/Recommendations |
| Yes | No |
|  |  |  |  |  |  | |  |

1. **DETAIL OF CASES IN WHICH NOT A SINGLE CASE DIARY WAS WRITTEN BY I.Os.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.** | **Case FIR No.** | **Date of FIR** | **U/s** | **Name of I.Os** | **Remarks/Recommendations** |
|  |  |  |  |  |  |

1. **DETAIL OF UNDER INVESTIGATION HEINOUS CASES:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **FIR & U/S** | **First Day Case Diary Written by SDPO** | | **Cost of investigation**  **Paid or not** | **Name of I.Os** | **Remarks/Recommendations** |
| Yes | No  **(name of SDPO )** |
|  |  |  |  |  |  |  |

1. **CAUSES OF HEINOUS CRIME & STRATEGY TO COMBAT**:

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

1. **FIRs REGISTERED ON ORDERS OF JUSTICE OF PEACE U/S 22-A & 22-B:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **FIR No./date** | **Sections of Law** | **Cancelled or Challaned** | **Reason of non-registration through PS** |
|  |  |  |  |  |

1. **TARGET OFFENDERS & MILITARY DESERTERS (Reg. # 4, PR # 22.54):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Target Offenders** | | | **Military Deserters** | | |
| **Declared** | **Arrested** | **Remaining** | **Declared** | **Arrested** | **Remaining** |
| Previous |  |  |  |  |  |  |
| Current |  |  |  |  |  |  |
| Diff |  |  |  |  |  |  |

1. **RECOVERY OF STOLEN PROPERTY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr** | **FIR No.** | **U/s** | **Name of I.Os** | **Detail of stolen property** | **Detail of recovered stolen property** | **Current position of recovered property** | **Remarks/**  **Recommendations** |
|  |  |  |  |  |  |  |  |

1. **RECOVERY OF ARMS & AMMUNITIONS:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **WEAPONS / EXPLOSIVES** | | | | | | | | | | |
| **LMG** | **K/ Kove** | **Rifle** | **Rev/ Pistol** | **Shot Gun** | **Dag-ger** | **Knuckle Brace** | **Cartridges / Bullets** | **Grenades** | **IED** | **Others** |
| Previous |  |  |  |  |  |  |  |  |  |  |  |
| current |  |  |  |  |  |  |  |  |  |  |  |
| **Difference** | |  |  |  |  |  |  |  |  |  |  |

1. **RECOVERY OF ALCOHOL & NARCOTICS:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Heroine** | **Charas** | **Opium** | **Crystal** | **Alcohol** | **Others** |
| Previous |  |  |  |  |  |  |
| current |  |  |  |  |  |  |
| Difference |  |  |  |  |  |  |

1. **VEHICLES TAKEN INTO CUSTODY U/S 550 CR.P.C. & 419-420-468 & 471 PPC**:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Motor Car** | **Jeep** | **Van** | **Truck** | **Bus** | **Motor Cycles** | **Any other Type** |
| Previous |  |  |  |  |  |  |  |
| current |  |  |  |  |  |  |  |
| Difference |  |  |  |  |  |  |  |

1. **NEW INITIATIVES:-**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Descriptions** | **Remarks** |
| 1. | Reception Rooms |  |
| 2. | Complaint Management System (CMS) |  |
| 3. | Police Station Record Management System (PSRMS) |  |
| 4. | Criminal Record Management System (CRMS) |  |
| 5. | Human Resource Management Information System (HRMIS) |  |
| 6. | Anti Vehicle Lifting System AVLS |  |
| 7. | Tenant Registration System. |  |
| 8. | Hotel Eye |  |
| 9. | Stolen and Recovered Vehicles Management System- (SRVMS) |  |
| 10. | Investigation Toolkit |  |
| 11. | Handheld Biometric Devices for Verification |  |

1. **EFFECTIVENESS OF BEATS/PERFORMANCE OF BEAT OFFICER:**

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

1. **NEW INITIATIVE OF SHO TO IMPROVE POLICING:**

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

1. **MASSALIHATI COMMITTEE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Members** | **Cases resolved** | **Cases pending** | **Effectiveness** | **Remarks** |
|  |  |  |  |  |

1. **Mess facility:**

● Mess facility available or not available.

● Clean drinking water in the premises of Police Station available or not available.

1. **LEGAL:**

Name of Parvi Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Good

Poor

Condition of Parvi Register

● **Prosecution of cases/pendency of Courts:-**

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

1. **WELFARE OF CONSTABULARY(Any Initiative)**:

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

1. **SHO’s STATEMENT REGARDING PROBLEMS BEING FACED BY THE LOCAL POLICE:**

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

1. **VIEW OF THE GENERAL PUBLIC REGARDING THE LOCAL POLICE:**

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

1. **PROBLEMS AND GRIEVANCES EXPRESSED BY THE POLICE PERSONNEL**.

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

1. **SUMMARY OF DISCREPANCIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Nature of discrepancies** | **No. of Cases** | **Pending** |
|  | Pending case property of Narcotics. |  | Kg &Gm |
|  | 9-C |  | Kg &Gm |
|  | 9-B |  | Kg &Gm |
|  | Alcohol |  | Litter |
|  | Pending case property of Weapons/vehicles/Mobiles etc. |  |  |
|  | Pending cash with I.Os |  |  |
|  | Total Pending Road Certificates with I.O |  |  |
|  | Road Certificates returned with DPP Number |  |  |
|  | Pending Road Certificates of Case property |  |  |
|  | Pending Road Certificates of Challaned cases |  |  |
|  | Pending Road Certificates of Untraced cases |  |  |
|  | Pending Road Certificates of Cancelled cases |  |  |
|  | Pending Under Investigation cases |  |  |
|  | Not a single Case diary written by I.Os |  |  |
|  | Search slips not issued |  |  |
|  | History sheets not prepared |  |  |
|  | POs, CAs, TOs & MDs |  |  |
|  | Arrest Forms not issued |  |  |
|  | Pending interim Challans. |  |  |
|  | Stolen property not recovered by I.Os |  |  |
|  | Cancelled/untraced cases not verified from SDPO by I.Os |  |  |
|  | Pending discrepancies of previous inspection |  |  |

1. **SUMMARY OF CASE FILES:**

|  |  |  |
| --- | --- | --- |
| **Total Under Investigation Cases** | **Total I.Os in Police Station** | **Case per I.O** |
|  |  |  |

**46. SUMMARY OF DEPARTMENTAL ACTIONS:**

**a. Name and Rank wise list:**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Name** | **Rank** |
|  |  |  |

**b. Rank wise List of Total Departmental Actions Recommended:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Rank** | **DSP** | **IP** | **SI** | **ASI** | **HC** | **C** | **Others** |
| **Departmental Action Recommended** |  |  |  |  |  |  |  |

**Note: I**n case of huge number of pending case property, Road Certificates, Cash, 9C, 9B&Weapons, Departmental Action may be recommended against concerned SDPO Circle, with name and posting period.

1. **REMARKS**

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

**Signature of Inspecting Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**