

**PUNJAB POLICE**

**SUB DIVISIONAL POLICE OFFICE**

**SURPRISE INSPECTION**

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

Date of Inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Name of Sub Division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Notification:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Rank of SDPO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Posting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Police Stations in Sub-division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. ofPolice Posts in the sub-division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Check Posts in the sub-division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total No. of Guards in the Sub Division: a) Sanctioned: \_\_\_b) Un-Sanctioned:\_\_\_\_\_\_\_

No. of SDPO Office Staff: Total Strength of the Sub-Division:\_\_\_\_\_\_\_\_

Last Inspection of SDPO Office for the period ­­­­\_\_\_\_\_\_\_\_\_\_conducted on \_\_\_\_\_\_\_\_ by\_\_\_\_\_\_\_\_\_

Name of Reader & Naib reader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOP PRIORITY AREAS OF IGP, PUNJAB**

1. **SECURITY OF SDPO OFFICE:**

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Description**  | **Detail/Remarks**  |
|  | Height of Boundary Wall |  |
|  | Security Constable at Gate of SDPO Office |  |
|  | Security as per SOP |  |
|  | Checking of Observation Posts  |  |

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

|  |  |  |
| --- | --- | --- |
| **No. of Total PS in Sub-Division** | **No. of Incomplete Charge****(Name of PS)** | **Reason for incompletion** |
|  |  |  |

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:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** | **Total 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. **UNDERINVESTIGATION 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 Prepared**  | **No. of History sheets Completed** | **No. of Incomplete History sheets** | **Total History sheets not prepared**  |
|  |  |  |  |  |

1. **DETAIL OF CASE DIARIES WRITTEN BY SDPO (1ST DAY IN HEINOUS, VERIFIED UNTRACED CASES AND WROTE TASDEEQI ZIMNI INCANCELLED CASES WITHOUT CALLING PARTIES):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Total Heinous Cases** | **No. of cases in which SDPO wrote 1stday case diary** | **No. of untraced cases** | **Total untraced cases verified by SDPO** | **Total cancelled case** | **No. of cancelled cases in which SDPO wrote Tasdqqei Zimni without calling the parties** |
|  |  |  |  |  |  |

1. **TOP 20 TARGETS OF SUB-DIVISION:**
	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 SDPO OFFICE**

1. **TOTAL STREGNGH OF SUB-DIVISION:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **DSP/ASP** | **IP** | **SI** | **ASI** | **HC** | **Constable** | **C-IV** | **Total** |
| Sectioned Strength |  |  |  |  |  |  |  |  |
| Present Strength |  |  |  |  |  |  |  |  |
| Leave  |  |  |  |  |  |  |  |  |
| Absent |  |  |  |  |  |  |  |  |

1. **BUILDING:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **Good** | **Satisfactory** | **Poor** | **Remarks** |
| Condition of Building  |  |  |  |  |
| Condition of wash rooms |  |  |  |  |
| Condition of Offices |  |  |  |  |
| Condition of Residential Quarters |  |  |  |  |

1. **MONITORING OF FRONT DESKS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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**  |  |

1. **VEHICLES:**

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

1. **RECORDS & REGISTERS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Complete** | **Incomplete** | **Remarks** |
| BOOK#1 (Daily Diary)PR#20.9(a) (enter their movement and proceedings each day shall bear a serial number) |  |  |  |
| BOOK#2 (Permanent Note Book)PR#20.9(b) (Matter of use to them or their successors) |  |  |  |
| BOOK#3 (Annual File) (Weekly Dairy to DPO)PR#20.13  |  |  |  |
| BOOK#4 (Case Dairies) PR#20.11(1) |  |  |  |
| BOOK#5 (Dispatch Register) PR#20.12(2) |  |  |  |
| English Register of Crime (Special Register of Crimes) |  |  |  |
| Writ Petitions against SHOs & Court Matters |  |  |  |
| Crime Register |  |  |  |
| Entries in Crime Register verified by SDPO |  |  |  |

[

1. **SECURITYARRANGEMENTS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. #** | **Name of Registers** | **Complete** | **Incomplete** | **Remarks** |
| 1 | Schedule IV monitoring |  |  |  |
| 2 | MasajidImambargahs monitoring |  |  |  |
| 3 | Muharram Routes/Maps/Licenses |  |  |  |
| 4 | Shops & Security Ordinance Implementation |  |  |  |

1. **PERFORMANCE:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Carried Out** | **Pending** | **Remarks** |
| Formal Inspection |  |  |  |
| Informal Inspection |  |  |  |
| Removal of deficiencies of previous inspections |  |  |  |
| No. of Inspections conducted as per PR#20.14(2)(inspection of licenses or licensees premises as required by law and as ordered by DPO and mentioned in register #17 of the Police Station) |  |  |  |
| Enquiries |  |  |  |
| Investigation |  |  |  |

1. **GENERAL INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Approved Schedule** | **Last Held During the Year** | **Total No. Held During the Year** |
| Orderly Rooms held |  |  |  |
| Parades held |  |  |  |
| Darbars held |  |  |  |
| Public Meeting/ Khuli Kachehris held |  |  |  |

1. **VISIT TO POLICE STATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **No. of Visits During the Month** | **Issues Highlighted** | **Recommendation** |
| Official Visits |  |  |  |
| Surprise Visits |  |  |  |

1. **DIGITAL INSPECTIONS CARRIED OUT BY SDPO:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of PS**  | **Dated inspection**  | **Total discrepancies**  | **Removed**  | **Pending**  |
|  |  |  |  |  |

1. **PERFORMANCE AUDIT OF PREVIOUS INSPECTION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Total Discrepancies pointed out in previous inspection** | **Removed** | **Pending** | **Dept. Action** |
|  |  |  |  |  |

1. **NEW INITIATIVES TAKEN BY SDPO:**

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

**26. SDPO STATEMENT REGARDING PROBLEMS BEING FACED BY THE LOCAL POLICE:**

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

1. **VIEWS OF THE GENERAL PUBLIC REGARDING THESDPO:**

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

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

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

1. **REMARKS/ RECOMMENDATION OF THE INSPECTION OFFICER:**

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

Note: The Inspecting officer will fix by name responsibility of delinquent police officers/officials in case of any lethargy / irregularity/ misconduct. He will also comment on poor supervisory role and recommend necessary departmental action against supervisory officers in case of grave irregularities/discrepancies.

Signature.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_