

**PUNJAB POLICE**

**OFFICE OF SSsP/SsP Office**

**FORMAL INSPECTION FORM**

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

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

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

Name of Division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name SP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Posting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of sub-divisions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Police Station \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Police Posts:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Total No. of Guards in the Division: a) Sanctioned: \_\_\_b) Un-Sanctioned:

No. of SP Office Staff: Total Strength of the Division:\_\_\_\_\_\_\_\_

Last Inspection of SP Office for the period \_\_\_\_\_\_\_\_\_\_\_\_\_\_of the year \_\_\_\_\_\_\_\_carried out by\_\_

1. **TOTAL STREGNGH OF DIVISION:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Strength** | **IP** | **SI** | **ASI** | **HC** | **Constable** | **C-IV** | **Total** |
| Sanctioned  |  |  |  |  |  |  |  |
| Present  |  |  |  |  |  |  |  |
| Leave  |  |  |  |  |  |  |  |
| Absent |  |  |  |  |  |  |  |

**MINISTERIAL/CLASS-IV STAFF:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr#** | **Category** | **OS** | **Steno** | **Asst:** | **Data Entry Operator** | **SC** | **JC** | **C-IV** | **Total** |
| 1. | **Sanctioned** |  |  |  |  |  |  |  |  |
| 2. | **Posted** |  |  |  |  |  |  |  |  |
| 3 | **Difference** |  |  |  |  |  |  |  |  |

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

 No. of room/offices: No. of wash rooms:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **Good** | **Satisfactory** | **Poor** | **Remarks** |
| Condition of Building  |  |  |  |  |
| Condition of Boundary wall |  |  |  |  |
| Condition of wash rooms |  |  |  |  |
| Condition of Offices |  |  |  |  |
| Condition of Residential Quarters |  |  |  |  |
| Security of SP Office |  |  |  |  |

1. **VEHICLES:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Category** | **No’s** | **Model** | **On Road** | **Off Road** | **Fuel Quota** | **Allotted to** |
| 1 | Pick-Up D/Door |  |  |  |  |  |  |
| 2 | Pick-up S/Door |  |  |  |  |  |  |
| 3 | Land Cruiser Jeep |  |  |  |  |  |  |
| 6 | Motor-Cycles |  |  |  |  |  |  |
|  | Total |  |  |  |  |  |  |

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 Book of Meetings of Gazetted Officers (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 | Pending | Nature of Decision |
|  |  |  |  |  |  |  |

**NUMBER OF PENDING APPLICATIONS AGAINST POLICE OFFICIALS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr: | Name of applicant | Against: Name & rank of officials | Receiving Date of applications | Allegation | Remarks. |
|  |  |  |  |  |  |

**NUMBER OF DEPARTMENTAL ENQUIRES AGAINST POLICE OFFICIALS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sr: | Name of enquiry officer | Against: Name & rank of officials | Date of receiving  | Allegation | Remarks. |
|  |  |  |  |  |  |

1. **READER BRANCH:**

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Records** | **Complete** | **Incomplete** | **Remarks** |
| Corresponding Register  |  |  |  |
| Dispatch Register |  |  |  |
| Heinous Crime Register |  |  |  |
| Change of Investigation Register. |  |  |  |

1. **SECURITY:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. #** | **Name of Registers** | **Complete** | **Incomplete** | **Remarks** |
| 1 | Schedule IV monitoring |  |  |  |
| 2 | Masajid Imambargahs 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)h (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. **CRIME SITUATION**

**Total Crime**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Total Registered** | **Challaned** | **Untraced** | **Cancelled** | **Under Invest** | **Total Accused involved** | **Accused Arrested** | **Arrest of Accused Pending** |
| **2020** |  |  |  |  |  |  |  |  |
| **2021** |  |  |  |  |  |  |  |  |

 **(Pl use the above table for heinous offences including Murder/ Robbery Dacoity cum murder/ rape/ gang rape/ Dacoities/ Robberies/ House Robberies/ Highway Dacoities/ Robberies/ Car theft/ Motorcycle theft/ Car snatching and Motorcycle snatching/ vehicle theft/ snatching)**

**Pl identify the Sub –divisions and Police stations having high crime rate and steps taken to control the same**

1. **GENERAL INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Schedule** | **Last Held During the Year** | **Total No. Held During the Year** |
| Orderly Rooms |  |  |  |
| Parades |  |  |  |
| Darbars |  |  |  |
| Public Meeting |  |  |  |

1. **VISIT TO POLICE STATIONS:**

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

1. **GRIEVANCES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Types of Grievances** | **Total No. Received During the Year** | **Total No. Redressed During the Year** | **Reporting Mechanism** | **Follow-Up Procedure** |
| Public |  |  |  |  |
| Police |  |  |  |  |
| Departmental |  |  |  |  |

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

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

**13. SP STATEMENT REGARDING PROBLEMS BEING FACED BY THE LOCAL POLICE:**

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

**14. VIEWS OF THE GENERAL PUBLIC REGARDING THE SP:**

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

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

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

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

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

Signature.