

**TRAFFIC POLICE**

**CTO OFFICE FORMAL INSPECTION FORM**

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

Name of District/CTP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of CTO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

No. of Traffic Circles: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Traffic Sectors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Traffic Beats: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Strength of District/CTP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. Executive Staff:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **SSP**  **(B-19)** | **SP**  **(B-18)** | **Traffic Officer/DSP** | **STW** | **TW/SI** | **JTW/HC+C** | **Total** |
| Sanctioned strength |  |  |  |  |  |  |  |
| Present Strength |  |  |  |  |  |  |  |
| Shortage |  |  |  |  |  |  |  |

**2. Ministerial/Menial Staff:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **OS** | **Steno** | **Asst:** | **Data Entry Operator** | **SC** | **JC** | **C-IV** | **Total** |
| Sanctioned strength |  |  |  |  |  |  |  |  |
| Present Strength |  |  |  |  |  |  |  |  |
| Shortage |  |  |  |  |  |  |  |  |

**3**. **Building:** Police / Government/ Private: \_\_\_\_\_\_\_\_\_\_\_\_\_

No. of rooms/ offices: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Washrooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **Good** | **Satisfactory** | **Poor** | **Remarks** |
| Condition building |  |  |  |  |
| Condition of wash-rooms |  |  |  |  |
| Condition of offices |  |  |  |  |
| Security of CTO Office |  |  |  |  |

**4. Steno office:**

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

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

|  |  |
| --- | --- |
| **Records** | **Remarks** |
| Telephone Message Book (Reg:18(11.22)) |  |
| Minutes of Book of Meetings of Gazetted Officers (Reg:37 (20.18)) |  |
| Character Rolls (Reg#28(12.28)) |  |
| Diary Register |  |
| Punishment Register |  |
| Show Cause Notices Register | |  |  |  | | --- | --- | --- | | No of issued SCN | No. of Decided | No. of pending | |  |  |  | |

**5. Reader Branch:**

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

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

|  |  |
| --- | --- |
| **Records** | **Remarks** |
| Diary Register |  |
| Urdu Order Book (Reg#77(14.55)) |  |
| File of Standing Orders (Reg#78(14.56)) |  |
| Correspondence Files |  |
| VIP Rout and Muheram Jaloos Register/File |  |
| Legal Branch |  |
| Ticketing Headquarters |  |
| Bank Scroll Register |  |
| Fine Collection Units Scroll Register |  |
| AG office verification of 32-A |  |
| Challan Books Distribution Register |  |

**6. SRC Branch:**

Name and Rank of SRC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
| **Records** | **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(1) A and B) |  |
| Urdu Order Book (Reg#77(14.55)) |  |
| Service Books (Reg#29(12.28(2)) |  |
| Promotion List of TWS (Reg#30(13. 6)) |  |
| Promotion Register (Reg#35(16. 16(1)) |  |
| Punishment Register |  |
| Diary Register |  |

**7. OSI Branch:**

Name and Rank of OSI/IP, EB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
| **Records** | **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(1)) |  |
| Register of Postings (Reg#76(14.16(1)) |  |
| Urdu Order Book (Reg#77(14.55)) |  |
| File of Standing Orders (Reg#78(14.56)) |  |
| Diary Register |  |

**8. General Branch:**

Name and Rank of General Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
| **Records** | **Remarks** |
| 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 CTP and its distribution (Reg#9(6.3)) |  |
| Receipt books (Reg#14(10.14(6)) |  |
| Stock Book of Office Furniture (Reg#22) |  |
| Inventory of stores register (Reg#23) |  |
| Checklist of Issues or Replacement of Clothing and Equipment (Reg#65)) |  |

**9. Account Branch:**

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

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

|  |  |
| --- | --- |
| **Records** | **Remarks** |
| Register of Land in Possession of the Police |  |
| Police Land Improvement Fund Cash Book. |  |
| Police Deposit Account Pass Book (Form 65. Civil Account Code) (Reg#16(10.57(2)) |  |
| Register of House Rent Allowances (Reg#17(10. 76(5)) |  |
| 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) |  |
| General Police Fund Ledger (Reg#53(10.27(2)) |  |
| File Book of Vouchers (Reg#54(10.35(1)) |  |
| General Cash Book (Reg#57(10.48(1)) |  |
| 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) |  |
| Account of English Stationary and Forms (Reg#24(11.48(1)) |  |
| Stock Register of Printed Forms, etc. |  |
| Stock Register of Urdu Stationary and Forms (Reg#68(11.48(2)) |  |
| Diary Register |  |

**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-13001 repair of Transport |  |  |  |  |
| A-13301 repair of Building |  |  |  |  |
| A-03970-066 other Cost Register |  |  |  |  |

**Audit:**

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

**10. Driving license branch:**

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

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

**TOTAL NUMBER OF DRIVING LICENSES ISSUED DURING THE CURRENT YEAR:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Learner** | **M/Cycle & Scooter** | **Motor Rickshaw** | **M/Car & Jeep** | **M/Cab & Taxi** | **Delivery van** | **LTV** | **HTV** | **PSV** | **Tractor** |
| **Issued** |  |  |  |  |  |  |  |  |  |  |

**Registers & Records**

|  |  |
| --- | --- |
| **Records** | **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 |  |
| Post Office File |  |
| Monthly Accident Diary |  |

**Comparative Figures of License Branch:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Learner** | **M/Cycle & Scooter** | **Motor Rickshaw** | **M/Car & Jeep** | **M/Cab & Taxi** | **Delivery van** | **LTV** | **HTV** | **PSV** | **Tractor** |
| **2015 Issued** |  |  |  |  |  |  |  |  |  |  |
| **2016**  **Issued** |  |  |  |  |  |  |  |  |  |  |
| **Diff** |  |  |  |  |  |  |  |  |  |  |

**11. Record Branch:**

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

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

|  |  |
| --- | --- |
| **Records** | **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)) |  |
| Register Showing Receipts and Issues of Files (Reg#71) |  |

**12. General Information:**

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

**13. Grievances (Complaints):**

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

**14. Development:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Projects completed** | **Projects in pipeline** | **Future projects** |
| i. Construction Projects |  |  |  |
| ii. Computerization (PROMIS) |  |  |  |
| iii. Installation of CCTV Cameras |  |  |  |
| iv. New initiatives by CTO |  |  |  |
| Any other initiatives of w/IGP |  |  |  |

**15. Vehicles**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr:** | **Vehicle No.** | **Driver** | **Hooter** | **Bar Light** | **Wireless System** | **Suspension System** | **Engine condition** | **Remarks** |
|  |  |  |  |  |  |  |  |  |

**16. Motorcycles**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr:** | **Motorcycle No.** | **Hooter** | **Flash Light** | **Indicator** | **Side Box** | **Revolving Light** | **Wireless Set** | **Engine** | **Remarks** |
|  |  |  |  |  |  |  |  |  |  |

**15. Views of General public:**

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

**16. Problems / Grieves expressed by the police personnel/Traffic Staff:**

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

**17. REMARKS/OBSERVATIONS OF INSPECTING OFFICER FIXING RESPONSIBILITY** **BY NAME IN ALL KIND OF MISMANAGEMENT, MALADMINISTRATION, POLICE INACTION, LETHARGY, LACKING CARE OR ATTENTION TO DUTY, LAPSES & POOR SUPERVISION, IN INSPECTION REPORT.**

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of the Inspecting Officer**