**PROFORMA**

**INSPECTION REGARDING IMPLEMENTATION OF COST FREE SOPs OF SIPS IN ALL POLICE STATIONS**

Name of Police Station:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** District: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Inspecting Officer:Date of Inspection:

|  |  |  |
| --- | --- | --- |
| **Sr. #** | **Points of Inspection** | **Remarks** |
| **1.** | **Complaint Management**  | **Yes**  | **No** |
| a. | **Recording of entry of every person in a register placed at the reception of police station.**  |  |  |
| b. | **E-Tag issued to every complainant.**  |  |  |
| c. | **Every 15 calls tagged in CMS.** |  |  |
| d. | **The prescribed timelines for disposal of complaints are being followed.**  |  |  |
| e. | **The complainants be provided the name and the contact No. Of the enquiry officer.** |  |  |
| f.  | **The Brochure of the timelines are being provided to the Complainant.** |  |  |
| g. | **Enquiry officer has the check list with him for the disposal of the complaint.** |  |  |
| h. | **In case of lost report of the financial document, an affidavit is being received from the complainant.**  |  |  |
| **2.** | **Registration of FIR.** |  |  |
| a. | The timeline of registration is being followed.  |  |  |
| b. | A message is being sent to the complainant about the registration of FIR, Sections of offense and name of Investigation Officer. |  |  |
| **3.** | **Dissemination of schedule of inquiries and investigation.** |  |  |
| a. | * **The schedule of inquiries and investigation are being pasted on the reception of the PS as well as on the website.**
 |  |  |
| * **Police Officers call the parties to the Police Station when IOs are available.**
 |  |  |
| **4.** | **Investigation of the offenses** |  |  |
| a. | **The enclosed SOPs of the Investigation of offenses/cases are being followed.** |  |  |
| **5.** | **Arrest of Accused**  |  |  |
| a. | * Raid form are being filled by the IO and duly attested by the SHO to ensure preparedness for the arrest of accused.
 |  |  |
| * In case of raid for the arrest of the PO wanted in cases of ATA or multiple murders the form is being attested by the concerned DSP.
 |  |  |
| b. | Custody form of all the accused is being duly completed. |  |  |
| c. | Bail is being granted in bailable offenses. |  |  |
| **6.** | **Police Station Management**  |  |  |
| a. | **Area of PS into beats and resources are being distributed accordingly.**  |  |  |
| **Beat books are maintained.**  |  |  |
| **Beat books once a week are being signed by the SHO to ensure updation of data.**  |  |  |
| b. | **White board is affixed out side the lockups on which name and offense of the persons in custody is being written Moharrar is responsible for updating it.** |  |  |
| c. | **Cameras installed in lockups, SHO Office and front desk are operational.** |  |  |
| d. | Biometric attendance is being made by all officers.When an officer leaves he enters his amad/rawangi in the daily diary. |  |  |
| e. | **SHO is giving morning briefing to all the officers.**  |  |  |
| f. | **Buddy system is being strictly followed.**  |  |  |
| g. | **Entries in the online daily diary are made in real time.** |  |  |
| h. | **SHO is giving a weekly certificate of completion of record to the SDPO.** |  |  |
| **7.** | **Front desk Management**  |  |  |
| a. | **Duty is being performed in 03 shifts.** |  |  |
| b. | **Provision of online connectivity, AC and water Dispenser are being ensured by the SHO.** |  |  |
| c. | **Guide Constable is appointed in the PS to assist people in the PS to get their issued resolved.** |  |  |

Signature of inspecting officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_