

**PUNJAB POLICE**

**FORMAL INSPECTION OF PUNJAB CONSTABULARY,**

**BATTALION No.**

|  |  |
| --- | --- |
| Name of Inspecting Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Date of Inspection.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Name of Battalion\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Name of Battalion Commander\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  with date of posting.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Name of Dy: Battalion Commander with date of posting.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Area of the Battalion.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| No. of PC Camps/Special Deployment.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

1. **EXECUTIVE STAFF:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Category** | **SSP** | **DSP** | **IP** | **SI** | **ASI** | **HC** | **FC** | **Total** | **Any Remarks** |
| 1 | Sanctioned |  |  |  |  |  |  |  |  |  |
| 2 | Present |  |  |  |  |  |  |  |  |  |
| 3 | Shortage |  |  |  |  |  |  |  |  |  |
| 4 | On Leave |  |  |  |  |  |  |  |  |  |
| 5 | On Courses |  |  |  |  |  |  |  |  |  |
| 6 | On Security Duty |  |  |  |  |  |  |  |  |  |
| 7 | On Out Station Duty |  |  |  |  |  |  |  |  |  |
| 8 | Present in Line |  |  |  |  |  |  |  |  |  |
| 9 | Absent |  |  |  |  |  |  |  |  |  |

1. **DETAIL OF WINGS:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **DSP** | **IP** | **SI** | **ASI** | **HC** | **FC** | **C-IV** | **Total** |
| Battalion Staff |  |  |  |  |  |  |  |  |
| Wing Haider |  |  |  |  |  |  |  |  |
| Wing Tippu |  |  |  |  |  |  |  |  |
| Wing Babar |  |  |  |  |  |  |  |  |
| **Grand Total** |  |  |  |  |  |  |  |  |

1. **MINISTERIAL/MENIAL STAFF:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr.** | **Category** | **OS** | **Steno** | **Asstt:** | **SC** | **JC** | **C-IV** | **Total** |
| 1 | Sanctioned |  |  |  |  |  |  |  |
| 2 | Present |  |  |  |  |  |  |  |
| 3 | Shortage |  |  |  |  |  |  |  |
| 4 | Absent |  |  |  |  |  |  |  |

1. **BUILDING:**

Whether Police/Govt./Private\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Rooms/Offices: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Residential Quarters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Barracks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wash Rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Status** | **Observations/ deficiencies** | **Remarks** |
| Condition of Offices |  |  |
| Condition of Quarter Guard |  |  |
| Condition of Boundary Wall |  |  |
| Condition of Barracks |  |  |
| Condition of Residential Quarters |  |  |
| Condition of Wash Rooms |  |  |
| Security of Battalion |  |  |

1. **BRANCHES IN OFFICE.**
2. **PA Branch:**

Name of PA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Orderly Room held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of Show Cause Notices issued** | **Disposed of** | **Pending** | **Remarks** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Records** | **Observations/ deficiencies** | **Remarks** |
| Telephone Message Book (Reg:18(11.22) |  |  |
| ACR/CR Files of GOs |  |  |

1. **READER BRANCH:**

Name of Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Detail of ‘Darbar’ held |  |
| Detail of parades |  |

1. **MOHARRAR OFFICE**

Name of Reader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registers (Moharrar office)

|  |  |  |
| --- | --- | --- |
| **Name of registers** | **Observations/deficiencies** | **Recommendations** |
| 1. Roznamcha |  |  |
| 1. Register No. 5A correspondence |  |  |
| 1. Register No. 16 official/ Particulars/ Property |  |  |
| 1. Register No. 13 inspections |  |  |
| 1. Personal Register for Admin Inspector /R.I |  |  |
| 1. Register for leave, Absence record |  |  |
| 1. Monthly / Weekly diary record |  |  |
| 1. Duty Roster |  |  |
| 1. Register Out Station |  |  |
| 1. Register suspended |  |  |
| 1. Register Medical |  |  |
| 1. Statement of personals, weapons, ammunition, equipment & vehicles |  |  |
| 1. Posting Maddat register |  |  |
| 1. SOP /Standing orders |  |  |

1. **ESTABLISHMENT BRANCH:**

Name of I/C Estt: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Records** | **Observations/ deficiencies** | **Recommendations** |
| Service & Character Rolls |  |  |
| Service Books (Reg#29 (12.28 (2) |  |  |
| File of Standing Orders (Reg#78(14.55) |  |  |
| Age Register of Admin/Permanent Staff of PC |  |  |
| Regular Deptt. Inquiries initiated |  |  |
| Minutes of Book of Meetings of Gazetted Officers (Reg:37 (20.18) |  |  |

1. **OSI BRANCH:**

Name of OSI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Records** | **Observations/ deficiencies** | **Recommendations** |
| Urdu Personal Files (Reg#73 (12.39) |  |  |
| Application for Leave (Reg # 66 (8.14)(a) |  |  |
| Leave Register with Index (Reg # 67) |  |  |
| List of Vacancies (Reg#74 (12.40) |  |  |
| Urdu Order Book (Reg#77 (14.55) |  |  |
| Long Roll (Reg#75 (12.41(1) |  |  |
| Register of Postings (Reg#76 (14.16(1) |  |  |

1. **GENERAL BRANCH:**

Name of In-charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Records** | **Observations/ deficiencies** | **Recommendations** |
| Stock Register of Urdu Stationery and Forms (Reg#68(11.48)2)) |  |  |
| Account of English Stationery and Forms (Reg#24, 11.48) |  |  |
| Stock Register of printed Form etc |  |  |
| Details of appeals received/pending |  |  |
| Detail of PERs/ACRs of Junior Rank Police Officers/Ministerial Staff |  |  |
| Diary of Receipts and Dispatches (Reg#19(11.24(1)) |  |  |
| Dispatch Book of Urdu Correspondence (Reg#70(11.68) |  |  |
| Register Showing Receipts and Issues of Files (Reg#71) |  |  |
| Register Regarding Land Record |  |  |

1. **ACCOUNTS BRANCH:**

Name of Accountant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Records** | **Observations/ deficiencies** | **Recommendations** |
| 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)) |  |  |
| Confidential Register of Contingent Expenditure Incurred from head “Rewards”(Reg#34 (15.11) |  |  |
| 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)) |  |  |
| Cheque Memorandum Book(Reg#55 (10.39(6)) |  |  |
| Cash Distribution Register (Reg#56 (10.42(1a)) |  |  |
| General Cash Book (Reg#57 (10.48(1)) |  |  |
| Register of Absentees (Reg#59 (10.89(c)) |  |  |
| Register of Permanent Advance (Reg#61 (10.93) |  |  |
| 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) |  |  |

**Budget:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **Budget allocated** | **Total Expenditure** | **Total Balance** | **Excess** |
| A-3805 TA to Govt: Servant |  |  |  |  |
| A-3807 POL Charges |  |  |  |  |
| A-03304 Hoot & Cold Charges |  |  |  |  |
| A-03820-003 Feeding Charges |  |  |  |  |
| A-13001 Repair of Transport |  |  |  |  |
| A-13301 Repair of Building |  |  |  |  |
| A-03970-066 Other Cost of Investigation. |  |  |  |  |

**Audit:**

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

1. **BRANCHES IN LINE.**
2. **MESS:**

Name of In-charge Mess: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Mess Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Status** | **Observations/ deficiencies** | **Remarks** |
| Condition of Mess Hall |  |  |
| Condition of Mess Kitchen |  |  |

|  |  |  |
| --- | --- | --- |
| **Category** | **Observations/ deficiencies** | **Remarks** |
| Mess Committee |  |  |
| Mess Register |  |  |

**QUALITY OF FOOD IN MESS:**

**SUGGESTIONS FOR IMPROVEMENT:**

1. **MOTOR TRANSPORT SECTION:**

Name of MTO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **No. of Vehicle** | **Model** | **On Road** | **Off Road** | **Fuel Quota** | **Allotted to** | **Excess of POL** |
| Bus |  |  |  |  |  |  |  |
| Truck |  |  |  |  |  |  |  |
| Mazda Truck |  |  |  |  |  |  |  |
| Prison Van |  |  |  |  |  |  |  |
| Water Bowser |  |  |  |  |  |  |  |
| Pick-Up D/Door |  |  |  |  |  |  |  |
| Pick-Up S/Door |  |  |  |  |  |  |  |
| Land Cruiser Jeep |  |  |  |  |  |  |  |
| Suzuki Pick-Up |  |  |  |  |  |  |  |
| Suzuki Potohar |  |  |  |  |  |  |  |
| Motor-Cycles |  |  |  |  |  |  |  |
| Any other |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

**Record of Transport:**

|  |  |  |
| --- | --- | --- |
| **Record** | **Observations/ deficiencies** | **Remarks** |
| Log Books |  |  |
| History Sheets |  |  |
| Committee Reports |  |  |
| Stock Register |  |  |

1. **ARMORY:**

Name of In-charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of articles** | **Allotted** | **Available** | **Shortage/embezzlement** | **Remarks** |
| SMG |  |  |  |  |
| G-3 |  |  |  |  |
| Semi Automatic |  |  |  |  |
| MP-5 |  |  |  |  |
| Revolver |  |  |  |  |
| Pistol |  |  |  |  |
| Ammunition 7.62 MM |  |  |  |  |
| Ammunition 9 MM |  |  |  |  |
| Bullet proof jackets |  |  |  |  |
| Bullet proof Helmets |  |  |  |  |
| NVDs/ NVGs |  |  |  |  |

**Anti Riot Weaponry.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of articles** | **Allotted** | **Available** | **Shortage/embezzlement** | **Remarks** |
| Gas Gun |  |  |  |  |
| Long Range Shell |  |  |  |  |
| Short Range Shell |  |  |  |  |
| Smoke Grenades |  |  |  |  |
| Gas Grenades |  |  |  |  |
| Very light pistol |  |  |  |  |
| Very light cartridges |  |  |  |  |
| Any other |  |  |  |  |

1. **MISCELLANEOUS STORE:**

Name of In-charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Records** | **Observations/ deficiencies** | **Remarks** |
| Battalion Miscellaneous Store Register |  |  |
| Distribution Register of Miscellaneous Store (Reg#7, 5.17) |  |  |
| Stock of office furniture (Reg#22) |  |  |
| Inventory Store (Reg#.23) |  |  |
| Library Register (Reg#27, 11.58) |  |  |
| Checklist of Issues or replacements of clothing & equipments (Reg#65) |  |  |

**MISCELLANEOUS ITEMS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of articles** | **Allotted** | **Available** | **Remarks** |
| Binoculars |  |  |  |
| CCTV Cameras |  |  |  |
| LED Jammers |  |  |  |
| Mobile Phone Jammers |  |  |  |
| Walk through gates |  |  |  |
| Explosive detectors |  |  |  |
| Hand held metal detectors |  |  |  |
| Under vehicles search mirror |  |  |  |
| Iron Cots (Charpoyees ) |  |  |  |
| Search Light |  |  |  |
| Hydraulic Road Blocker |  |  |  |
| Moving Search Light |  |  |  |
| Siren |  |  |  |
| Whistle |  |  |  |
| Wireless base set & Tower |  |  |  |
| Wireless Hand Set |  |  |  |
| Ambulance |  |  |  |
| BIO Metric Entry System |  |  |  |
| Power Generator |  |  |  |
| Fire Extinguisher |  |  |  |

1. **ANTI RIOT STORE.**

Name of In-charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Anti Riot Equipments.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Shield** | **Tear Gas Mask** | **Helmet** | **Anti Riot Jacket** | **Chest Guard** | **Shin Guard** | **Arm Guard** | **Lathi’s** | **Polo Sticks** | **Any other** |
| Allotted |  |  |  |  |  |  |  |  |  |  |
| Available |  |  |  |  |  |  |  |  |  |  |

1. **CLOTHING STORE.**

Name of In-charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Status** | **Observations/ deficiencies** | **Remarks** |
| Condition of Store |  |  |
| Condition of Stock |  |  |
| Register showing an account of material and cost of making up clothing |  |  |
| Clothing Stock account of new articles of clothing & materials |  |  |
| Maintenance of Register # 4(Urdu Stock Account of Clothing and Equipment) PR-4.35 |  |  |
| Maintenance of Register # 5 ( Equipment Stock Register) PR-5.12(1) |  |  |
| Checklist of Issues or replacements of clothing & equipments (Reg#65) |  |  |

1. **CONTROL ROOM:**
2. Name of In-charge:
3. No. of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Equipment, shortage if any
5. Functioning & effectiveness
6. Suggestions for improvement
7. **HOSPITAL/DISPENSARY:**

Name of Dr. / Dispenser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of staff posted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Status** | **Observations/ deficiencies** | **Remarks** |
| Condition of Dispensary/Hospital |  |  |
| Maintenance of Stock Register |  |  |
| Quality of Medicine |  |  |

1. **DEVELOPMENT.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Projects completed** | **Projects in Pipeline** | **Future Projects** |
| Construction Projects |  |  |  |
| Installation of CCTV Cameras |  |  |  |
| New initiatives by Battalion Commander |  |  |  |
| New initiatives of w/IGP |  |  |  |

1. **INFRASTRUCTURE:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Offices/ rooms** | | **Barracks** | | **wash rooms** | | **Any other remarks** |
| **No. of** | **Sufficient/Not** | **No. of** | **Sufficient /Not** | **No. of** | **Sufficient/ Not** |  |
|  |  |  |  |  |  |

**Cleanliness/ Conditions of office rooms, barracks & wash rooms**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Cleanliness** | **Layout** | **Condition** | | | | **Any other Remarks** |
| **Office/ rooms** | **Barracks** | **Wash rooms** | **Boundary wall** |
|  |  |  |  |  |  |  |

1. **ENHANCEMENT IN FACILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Miscellaneous** | **Yes/ No** | **Status** | **Any Other Remarks** |
| **Plantation** |  |  |  |
| **Play Ground** |  |  |  |
| **Parade Ground** |  |  |  |
| **Sports Complex** |  |  |  |
| **Recreation Room** |  |  |  |
| **Multi Media Room** |  |  |  |
| **Parking Shed** |  |  |  |
| **ATM Machine** |  |  |  |
| **Physical Obstacles** |  |  |  |
| **Water Plant** |  |  |  |
| **Chillier Plant** |  |  |  |
| **Electric Water Cooler** |  |  |  |
| **Academic Block** |  |  |  |
| **Psychological Profiling Hall** |  |  |  |
| **Barber Shop** |  |  |  |
| **Canteen** |  |  |  |

1. **TOURING BY BATTALION COMMANDER/SP UNIT:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S#.** | **Month** | **Name of Camp** | **No. of Tour** | **Remarks/Action taken** |
|  |  |  |  |  |

1. **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.**

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**Signature of the Inspecting Officer**