

**PUNJAB HIGHWAY PATROL**

**PHP POST FORMAL INSPECTION FORM**

Name of Post:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Region:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Inspecting Officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Introduction of PHP Post:-**

Name of Post Incharge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of his Posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Moharrar Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of his Posting:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Formal Inspection conducted on\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Informal Inspections conducted during the current year \_\_\_\_\_\_

Condition of Moharrar Office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Maintenance of office record: \_\_\_\_\_\_\_\_\_\_\_\_

Name of Main Gate Sentry:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ weapon : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition of Sentry’s Weapon:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Found Alert or Not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Picket on Main Gate for Sentry is available or not?

Sand Bags on Main Gate are available or not?

Sentry of Main Gate is wearing bullet proof jacket or not?

Name of Roof top Sentry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Armed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Condition of Sentry’s Weapon:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Found Alert or Not \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Picket for roof top Sentry is available or not?

**Strength of PHP Post:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **SI** | **ASI** | **HC** | **Constable** | **Wireless operator** | **Driver Constable** | **Langries** | **Sweeper** |
| Sanctioned Strength |  |  |  |  |  |  |  |  |
| Present Strength |  |  |  |  |  |  |  |  |
| Shortage of Strength |  |  |  |  |  |  |  |  |

 **Attendance of Staff**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **SI** | **ASI** | **HC** | **Constable** | **Wireless operator** | **Driver Constable** | **Langries** | **Sweeper** |
| Present Staff |  |  |  |  |  |  |  |  |
| Absent Staff |  |  |  |  |  |  |  |  |
| On Casual Leave |  |  |  |  |  |  |  |  |
| On Earned Leave |  |  |  |  |  |  |  |  |

**Standard Operating Procedures (SOPs)**

1. Standard Operating Procedures (SOPs) are being followed or not?
2. Post Staff were properly briefed about SOPs or not? When and by whom?

“Turn out “of the Post Staff was upto the mark or not?

Orders/ Instructions of higher officers and photographs of POs, CAs were pasted on the Notice Board or not?

Details of last call on Helpline No. 1124.

Detail of official Mobile Phone Number.

**Cleanliness of Mess and Menu**

Total Mess Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Monthly Expenditure per Member: \_\_\_\_\_\_\_\_\_\_\_\_\_

Mess Menu:-

Implementation on Mess Menu \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Status** | **Remarks** |
| Condition of Mess  |  |
| Condition of Mess Kitchen |  |
| Condition of Kitchen crockery. |  |
| Condition of fridge |  |

**QUALITY OF FOOD IN MESS:**

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

**SUGGESTIONS FOR IMPROVEMENT:**

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

**Wireless Set**

Wireless Operator Log Book:\_(Available/ Not Available) Complete or not\_\_\_\_\_\_\_\_\_\_\_

Wireless Tower/ Signal Problem: \_\_\_\_\_\_\_\_\_\_\_

**Official vehicle**

Following items were available in the official vehicle or not?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  | Yes | No |
| i | First Aid Box |  |  |  |
| ii | Road Cones |  |  |  |
| Iii | Reflecting Tape |  |  |  |
| iv | Tow-chain. |  |  |  |

**Sports & Physicals:**

1. PT Parade (Held regularly/ Not held)
2. Volley Ball Game (Available/ Not available)
3. Indoor Games (Available/ Not available)

Detail of sports items giving details of items provided officially and their Availability :-

**3. BUILDING & CLEANLINESS**

Police / Government/Private:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

No. of Residential Quarters: \_\_\_\_\_\_\_\_\_\_\_\_\_\_No. of Wash-Rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of last white wash of building, doors &

windows: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detail of Seepage in building, if found: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Status** | **Remarks** |
| Condition of General Building |  |
| Condition of boundary wall |  |
| Condition of Barracks |  |
| Condition of Wash-Rooms |  |
| Condition of Offices room |  |
| Condition of Residential Quarters |  |
| Condition of Electricity wiring |  |

Detail of CCTV Cameras :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in case of out of order, date of last maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Detail of Solar System:\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in case of out of order, date of last maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACILITIES FOR POST STAFF**

Staff of the PHP Post were facilitated with following:-

1. Water for drinking is available on Post?
2. Almirah & “Charpai” for residential quarters?
3. Room Cooler
4. TV

**PLANTATION:**

1. Cleanliness of garden lawn.
2. Kitchen Garden
3. Look after of garden

**MOTOR TRANSPORT SECTION:**

1. Condition of official Motorcycles
2. Condition of official Cycles
3. Condition of official vehicles and Log Books
4. If vehicle tracker is out of order then mention last date of its maintenance

Detail of action taken by the Post under the following laws, during the month:-

1. 134/PO, 115/MVO
2. 279 PPC
3. Recovery of Alcohol & Narcotics
4. Arrest of POs
5. Arrest of CAs
6. Other legal actions

**Detail of Helps during the month:-**

**Detail of accidents during the month:-**

During the month, If any fatal accident /Robbery took place in the jurisdiction of this post, mention details of action taken by the post staff accordingly:-

**Coordination between Incharge Post and concerned SHO:-**

**List of Phone Numbers available or not?**

**Detail of Schools/ Colleges, Govt Building/offices, Hospitals, Banks and important installations present in the jurisdiction of the post available or not**

**REGISTERS & RECORDS**:

|  |  |  |
| --- | --- | --- |
| **Register** | **Names** | **Remarks** |
| Register No.01- | Reference |  |
| Register No. 02- | Roznamcha |  |
| Register No. 03- | Circular order/ Standing Oder |  |
| Register No. 04- | Accident |  |
| Register No. 05- | Govt: Property |  |
| Register No. 06- | Cash |  |
| Register No. 07- | Help |  |
| Register No. 08- | Leave |  |
| Register No. 09- | Crime |  |
| Register No. 10- | Attendance |  |
| Register No. 11- | Visitor Book (Name of list inspecting officer with his remarks) |  |
| Register No. 13- | Road Certificate |  |
| Register No. 14- | SOP |  |
| Register NO. 12- | Inspection Note (detail/status of compliance about deficiencies pointed out in the last Inspection by inspecting officer |  |

**FOLLOW UP OF INSPECTIONS ALREADY CONDUCTED:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. #** | **Inspection** | **Deficiency Completed** | **Not Completed** | **Remarks** |
|  |  |  |  |  |

**GOVT: PROPERTY**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Charpai** | **Tables** | **Almirah** | **Chairs**  | **Water cooler** | **Wireless handset** | **Emergency light** | **Reflecting jacket** | **Handcuff** | **First Aid Box** | **Fire Ext** |
| Sanctioned  |  |  |  |  |  |  |  |  |  |  |  |
| Present  |  |  |  |  |  |  |  |  |  |  |  |
| Difference  |  |  |  |  |  |  |  |  |  |  |  |

**ARMS & AMMUNITION:**

|  |  |  |
| --- | --- | --- |
|  | **ARMS** | **AMMUNITION:** |
| **Category** | **Sanctioned** | **Present** | **Difference** | **Sanctioned** | **Present** | **Difference** |
| G-III |  |  |  |  |  |  |
| SMG |  |  |  |  |  |  |
| Pistol 9 MM |  |  |  |  |  |  |
| Signal Pistol |  |  |  |  |  |  |
| LMG |  |  |  |  |  |  |
| Tear Gas Gun |  |  |  |  |  |  |

**Cleanliness of arms & ammunition:-**

**Detail of Public opinion about Post Staff:-** positive / negative

**Issues related to Post officers/ officials:-**

**OVER ALL GRADING:**

|  |  |  |  |
| --- | --- | --- | --- |
| **GOOD** | **SATISFACTORY** | **UNSATISFACTORY** | **POOR** |
|  |  |  |  |

**GENERAL 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**