

**PUNJAB POLICE**

**SADDAR MALKHANA INSPECTION FORM**

Name of inspection officer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Inspection:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Rank of Incharge Malkhana: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Posting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No of Sub- Divines: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Police Stations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

No. of Informal inspections conducting during the current year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Record of Malkhan: Computerized:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manual: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1 STAFF POSTED AT MALKHANA:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **IP** | **SI** | **ASI** | **HC** | **Cs** | **TOTAL** |
| **Sanctioned Strength** |  |  |  |  |  |  |
| **Present Strength** |  |  |  |  |  |  |
| **Shortage** |  |  |  |  |  |  |

**2 BUILDING:**

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

No. of Rooms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Status** | **Observations & Recommendations** |
| **Condition of building** |  |
| **Condition of Malkhana** |  |
| **Condition of Property** |  |
| **Arrangements for keeping case property intact** |  |
| **Security of Store Room** |  |
| **U.P.S** |  |
| **Fire extinguisher** |  |

**3 RECORD OF MALKHANA:**

|  |  |
| --- | --- |
| **Category** | **Observations & Recommendations** |
| **Register of Case Property** |  |
| **Permanent register** |  |
| **Radio Frequency Identification Sticker** |  |
| **File of CCTV footage CDs** |  |

4 **POLICE STATION WISE, DETAIL OF All CASE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr** | **Name of PS** | **Year** | **Total Heads Received** | **Supardari Heads** | **Total Disposed of Heads** | **Shortage of Heads** | **Net Present heads** | **Any Embezzlement/ irregularity** | **Remarks / Recommendations** |
|  |  |  |  |  |  |  |  |  |  |

1. **Detail of Weapons cases**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Weapons** | **Pistols 30 bore** | **Revolvers** | **Riffle** | **Gun 12 Bore** | **Carbeen** | **Ghanjar** | **Cartridges** | **Cartoos** | **Other** |
| **Total received** |  |  |  |  |  |  |  |  |  |
| **Total Superdari** |  |  |  |  |  |  |  |  |  |
| **Total Present** |  |  |  |  |  |  |  |  |  |
| **Total missing/ Embezzlement** |  |  |  |  |  |  |  |  |  |

1. **Detail of Narcotics and Gambling Act**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Status** | **Charas** | **Bhang** | **Heroin** | **Liquor** | **u/s 5/7/78 Gambling Act** | **Other** |
| **Total received** |  |  |  |  |  |  |
| **Total Superdari** |  |  |  |  |  |  |
| **Total Present** |  |  |  |  |  |  |
| **Total missing/ Embezzlement** |  |  |  |  |  |  |

1. **Detail of Vehicles/ motorcycles**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **Vehicles** | **M. cycles** | **Cycles** | **Others** |
| **Total received** |  |  |  |  |
| **Total Superdari** |  |  |  |  |
| **Total Present** |  |  |  |  |
| **Total missing/ Embezzlement** |  |  |  |  |

1. **Detail of all other Miscellaneous cases**

|  |  |  |
| --- | --- | --- |
| **Status** | **Mobile** | **Others** |
| **Total received** |  |  |
| **Total Superdari** |  |  |
| **Total Present** |  |  |
| **Total missing/ Embezzlement** |  |  |

5. **DEFICIENCY IN CASE PROPERTY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr:** | **Head No.** | **FIR No.** | **Dated** | **Under Section** | **Detail of Deficiency of case property** | **Remarks/ Recommendations** |
|  |  |  |  |  |  |  |

6. **DSP Legal’s statement regarding problems being faced in maintenance of case property.**

7. **Problems/ Grievances expressed by the Malkhana staff:**

8. **New Initiatives of W/IGP**

9. **General Remarks/ Recommendations b y the Inspecting officer, fixing the responsibility by name in all kind of mismanagement, embezzlement, etc.**