

TIME LIMIT

From The Inspector General of Police,
Punjab, Lahore.

To All Regional SsP,
Internal Accountability Branch,
In Punjab.

No. 2598 /Insp-II,

Dated, 12-9- /2022

Subject:- **REVISED FORMAL INSPECTION PROFORMA OF PUNJAB
HIGHWAY PATROL.**

Please refer to the subje cited above.

2. Please find enclosed herewith a copy memo No. 13138-45/Inspection-
PHP, dated 29.07.2022 alongwith copy of revised inspection proforma on the subject
cited above.

3. It is intimated that office of the Addl: IGP PHP Punjab has forwarded a
revised proforma for inspections of PHP Posts. It is therefore directed that, in future,
Inspections of PHP Posts may be conducted as per revised Inspection Proforma of
PHP.



AIG/Inspections,
for Inspector General of Police,
Punjab, Lahore.

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1. Addl: IGP/IAB, CPO, Punjab.
2. Addl: IGP/PHP, CPO, Punjab.
3. DIG/IAB, CPO, Punjab.
4. DIG/IT, CPO Punjab. It is therefore, requested that revised proforma (**copy enclosed**) for inspection of PHP Posts may be uploaded in IAB Software and official websit of Punjab Police, under intimation to this office, please.

FORMAL INSPECTION PROFORMA
OF PUNJAB HIGHWAY PATROL

1. **Introduction of the Inspecting Officer:-**

- i. Name of Inspecting Officer: _____
Due: _____ Conducted:- _____
- ii. Date of Inspection: _____
- iii. Arrival time at the Post: _____
- iv. Departure time from the Post: _____

2. **Introduction of the PHP Post:-**

- i. Name of the Post: _____ Date of Operationalization: _____
- ii. District: _____ Region: _____
- iii. Last Formal Inspection conducted on (Date) by (Name of the Inspecting Officer):- _____
- iv. Concerned Police Stations: _____
- v. Location of the Post: Urban/ Semi Urban/Rural Area: _____
Name of the Road: _____
- vi. Total Beat Area: _____ Start Point: _____
End Point: _____
- vii. Description of the Beat Area: Rural _____ /Urban: _____
- viii. Status of Post Land: i.e State Land, Purchased/donated: _____
Area: _____ Kanal _____ Marla _____
- ix. Official Phone Number: _____

3. **Manpower:-**

- i. Name of the Post Incharge during one year: _____
- ii. Average posting tenure of the Post Incharge:- _____
- iii. Name of the Moharrar Post during one year: _____
- iv. Average posting tenure of the Post Muharrar:- _____

Category	SI	ASI	HC	Const.	L/Const.	Wireless/ Opr.	D/Const.	Langri	S/Worker
Sanctioned Strength	01	02	03	18		02	02	01	01
Posted									
Difference									
Absent Staff									
On Casual Leave									
On Earned Leave									
Detail of Medical Leave									
Details of Shaheed									
Detail of in service deaths									

v. Detail of Absentees: _____

vi. "Turn out" of the Post Staff was up to the mark or not: _____

vii. Detail of Shaheed Family residing in concerned PS of the Post: _____

viii. Detail of Officers/Officials who are suffering from any serious disease: _____

ix. Identify / mention those officers/officials who availed leave quite often: _____

x. Identify / mention those officers/officials who get transfer at this post often: _____

4. **Post Security:-**

i. Main Gate Sentry: _____ Armed with: _____

No. of bullets/magazines: - _____ / _____

ii. Upper Building Sentry: _____ Armed with: _____

No. of bullets/magazines: - _____ / _____

iii. **Security Cameras:**

- a. Total Cameras installed: _____
 b. How many operative: _____
 c. How many out of order: _____

vi. Barbed Wire on Boundary Wall: _____

v. Sand Bags at Vantage Points: _____

- (Are sand bags enough in numbers to give cover to the sentry?)

- **The inspecting officer to give written observations regarding current (existing) security arrangements and identify loop holes if any (in his/her own hand writing Urdu/English):-** _____

5. **Condition of the Post Building:-**

i. Cleanliness/White Wash: _____

ii. Date of last White Wash: _____

iii. Lawn of the PHP Post: _____

iv. Boundary Wall: _____ Height _____ Condition _____

v. Officer's Room/Barracks: _____

vi. Wash Rooms/Seepage/Accessories Fault: _____

vii. Electricity Wiring: _____

viii. Overall Condition: _____

ix. Any land litigation of the post: _____

x. Repair work done during last 05 years:- _____

Plantation

xi. No. of Plants

a. Fruit Plants _____ b. Flower Plants _____ c. Other Plants _____

xii. Number of trees/plants inside the post:- _____

xiii. Have the trees been numbered & entered in the register: _____

xiv. Kitchen Gardening, if yes describe in detail: _____

xv. Cleanliness & maintenance of lawn: _____

xvi. Please give suggestion regarding improvement of plantation at the post: _____

- **Inspecting Officer must describe the condition of post, his/her brief analysis regarding welfare of the post officers/officials and better environment/improvement and also give suggestion for any work yet to be done (in his/her own hand writing Urdu/English):-** _____

6. Record of the Post:-

i. Registers of the Post:

Reg. No.	Completion Status			Remarks/ Deficiencies	PHP Record Management System (PHP RMS) Updated/not updated (Computer Feeding)
	Complete	In-complete	Partially complete		
1. Daak Register (خط و کتابت)					
2. Roznamcha					
3. Circular order/ Standing Order					
4. Accident					
5. Govt. Property					
6. Cash					
7. Help					
8. Leave					
9. Crime					
10. Attendance					
11. Visit register					
12. Inspection Note					
13. Road Certificate					
14. SOP					
15. Briefing - De- Briefing					

ii. List of files (available / not available): _____

iii. Copy of SOPs available or not at the post: _____

iv. Post Staff was properly briefed about SOPs or not? When and by whom: _____

v. Orders/ Instructions of higher officers and photographs of POs, CAs were pasted on the Notice board or not: _____

vi. List of emergency/important Phone Numbers available or not: _____

• *Inspecting Officer should write his/her brief analysis about record in his/her own hand writing (Urdu/English):-* _____

7. Assets of the Post:-

- i. Charpais: _____
- ii. Tables _____
- iii. Almirah _____
- iv. Chairs _____
- v. Water Cooler _____
- vi. Clean water for drinking is available or not: _____
- vii. Wireless Handsets _____
- viii. Emergency Lights _____
- ix. Reflecting Jackets _____
- x. Bullet Proof Jackets: _____ Expiry: _____
- xi. Helmets: _____
- xii. Handcuffs _____
- xiii. First Aid Box _____
- xiv. Fire Ext. _____
- xv. Alternate power supply arrangement (if any): _____
- xvi. A.C (if any): _____
- xvii. Air Cooler (If any): _____
- xviii. Refrigerator/Fridge: _____
- xix. Medical Kit: _____
- xx. Stop Sign: _____ Blinkers: _____
- xxi. Any other: _____

Assets received from DOM:

Name of Item	Condition	Usable	Current status
Generator			
Solar System			
Solar panel			
V-Sat, Cameras			
Computer			

Arms & Ammunition:-

Category	ARMS				AMMUNITION			
	Sanctioned	Issued	Present	Difference	Sanctioned	Issued	Present	Difference
G-III Riffle	05				1295			
SMG Riffle	07				1610			
9MM Pistol	04				400			
Signal Pistol	04				12			
T. Gas Gun	01				10			

- i. Availability of Gun Racks: _____
 - ii. Cleanliness of Arms & Ammunition: _____
 - iii. Match the serial number of all body parts according to the serial number of rifles: _____ (if any part has different number than the one on the rifle: _____ Please identify and send separate report on that)
- **Inspecting Officer must describe his/her brief analysis about assets of the post in his/her own hand writing (Urdu/English):-** _____

8. **Detail of Govt. Properties/Vulnerable points in the beat area:**

Sr. No.	Kind of Govt. properties	Describe in detail	Remarks
1.	Army Installation		
2.	Schools		
3.	Colleges		
4.	Govt. Offices		
5.	Hospitals		
6.	Banks		
7.	Foreigner / Chinese Work place		
8.	Mobile Franchise		
9.	Petrol Pumps		
10.	CCTV cameras installed in the beat area		

9. **Facilities for Post staff:**

Staffs of the PHP Post were facilitated with following:-

- i. TV/Dish/Any other source of entertainment: _____
- ii. Land line telephone (installed or not): _____
- iii. Internet facility: _____
- iv. Available sports items: _____ (PTCL or local net): _____
- v. Indoor Games: _____

vi. Any item received from Regional Office or PHP/HQrs during last 03 months: _____

10. Description of the Beat Area regarding Crime and prevention mechanism:-

- i. Physical description of the beat area: _____

- ii. Nature of the Crime in the Beat Area:- _____

- iii. Description of criminal gangs active in, nearby beat area, their modus operandi _____
- iv. Entry in register No. 15 regarding crime occurred in the beat area describe in detail. _____

- v. Crime occurred in the beat area and registered monthly/quarterly in the concerned PSs: _____

- vi. Existing number of Crime/Black spots alongwith detail i.e. position of the points and nature of the point: _____

- vii. Newly identified Crime/Black spot alongwith detail: _____

- viii. Nakabandi Points(date/time): _____
- ix. No. of Nakabandis noted in wireless log book:: _____
- x. No. of Nakabandis noted in Register 15 _____
- xi. Any shifting of crime due to special focus on the black spots describe in detail: _____

- xii. No. of crime incident foiled in the last 03Months (if any) give factual figures: _____
- xiii. Suggest plan to curb crime in the beat area:- _____

- xiv. Suggest picket points in the beat area:- _____
- xv. Any other suggestion that he/she feels suitable for improving performance of the PHP Post in his her own writing:- _____

xvi. Calls of 15 & Helpline 1124:-

Pukar-15: _____

i. Helpline: _____ 1124: _____

ii. Response Time on 15 Calls: _____

iii. Response time on 1124 calls: _____

iv. In how many calls PHP was 1st responder: _____

v. In how many calls PHP did not act as 1st responder give reasons: _____

- *Inspecting Officer must write his/her brief analysis about crime in the beat area, its prevention and patrolling plans etc. in own hand writing (Urdu / English):-* _____

11. Performance:-

a. **Detail of action taken by the Post under the following laws during last 03 months:**

i. 134/PO. 115/MVO: _____

ii. 279 PPC: _____

iii. Recovery of Alcohol & Narcotics describe in detail: _____

iv. Arrest of Pos/CAs: _____

v. Other legal actions: _____

vi. Copy of Istaghara, FIR's available in record: _____

vii. Detail of Helps rendered, give actual report: _____

b. Recovery:

i. No. and type of arms/ammunition recovered during last 03 months: _____

Sr.No.	FIR No.	U/S	PS	Remarks/detail of recovery

c. **Detail of Police Encounters if any since last Formal Inspection:** _____

- i. Culprit: _____ died: _____ Injured: _____
- ii. If any Police Officer injured give detail: _____
- iii. Give number of fleeing culprit(s): _____
- iv. Information received from:
 - a. District control: _____
 - b. PHP control: _____
 - c. Any other: _____

d. **Encroachment:**

- i. Detail of permanent encroachments in the beat area: _____
- a. Detail of Encroachments Removed: _____
- b. Detail of Remaining Encroachments: _____
- ii. Temporary encroachments: _____
- a. Detail of Encroachments Removed: _____
- b. Detail of Remaining encroachments: _____

- ***Inspecting Officer must give suggestion regarding performance and professional attitude of the personnel in his/her own hand writing (Urdu/ English):-*** _____

12. **Detail of Accidents:**

- i. Nature of accident: _____
- ii. Cause of Accident: _____
 - a. Rash driving: _____
 - b. Condition of road: _____
 - c. Encroachment: _____
 - d. Any other: _____
- iii. No. of fatal accidents during current/last month: _____
- iv. No. of Non fatal accidents during current/last month: _____
- v. No. of casualties: _____
- vi. No. of injured: _____
- vii. Response time: _____
- viii. First Aid provided: _____
- ix. No. of injured persons shifted to hospital: _____
- x. Road clearance time: _____
- xi. Violator arrested or not: _____
- xii. Relatives informed or not (Name/relation/phone No.): _____

xiii. Name of points where more than 02 accidents occurred with reason. _____

• **Suggest plan to minimize accidents in the beat area in his own handwriting Urdu/English:-** _____

13. **Inspection of Official Vehicle:**

- i. Names & No. of the Drivers (detail): _____
- ii. Type/detail of License held: _____
- iii. Registration No, type & Model: _____
- iv. Meter Mileage: _____
- v. Average Mileage covered per liter: _____
- vi. Log book maintained or not: _____
- vii. Tool/ Equipment describe in detail: _____

- viii. Cleanliness of the vehicle: _____
- ix. Last Inspection conducted by Regional MTO: _____
Date: _____

a. Engine:

- i. Repair work during last 02 years: _____
- ii. General Condition: _____
- iii. Oil/Lubrication: _____

b. Condition of (also give detail of repair work done):

- i. Brake _____
- ii. Battery _____
- iii. Chassis _____
- iv. Suspension _____
- v. Poshish/Tarpal _____
- vi. Electrical System _____
- vii. Tyres _____
- viii. Vehicle tracker working or not describe in detail: _____

ix. Tracker history (Fuel consumption/Logbook/mileage): _____

C. Tools available in Vehicle:-

- i. First Aid box available or not: _____
- ii. Road cones available or not: _____
- iii. Tow chain available or not: _____
- iv. Search light: _____
- v. Helmet: _____
- vi. Reflecting tape: _____

- vii. Bullet proof jackets _____
- viii. Briefing /de-briefing register maintained or not _____
- ix. POs/ CAs list available or not _____
- **Inspecting Officer must give his/her comments about the condition of official vehicle in his/her own handwriting Urdu/English:** _____

14. **Mess and Menu/ Cleanliness:**

- i. Total Mess Members: _____ Monthly Expenditure per Member: _____
- ii. Implementation on Mess Menu: _____
- iii. Mess Register maintained or not, describe in detail: _____

Status	Good	Satisfactory	Poor	Remarks
Condition of Kitchen				
Condition of Kitchen Crockery & availability				
Condition of fridge/Water dispenser				

- iv. Quality of food in mess: _____
- v. **Inspecting Officer must write suggestions in his own hand writing for improvement:-** _____

15. **Communication:**

- i. Wireless Set (UPS backup/working 24/7): _____
- ii. Wireless Operator Log Book: (Available/ Not Available) Complete or not: _____
- iii. Wireless Tower/ Signal Problem: _____

16. **Sports & Physical:**

- i. PT Parade (Held regularly /or not) _____
- ii. Volley Ball Game (Available/ not available) _____
- iii. Indoor Games (Available/ not available) _____
- iv. **Detail of sports items, provided officially during last fiscal year and their Availability:** _____
- **Inspecting Officer must describe in detail regarding schedule, timings etc about sports & physical activities of the officers/officials in his/her own hand writing:-** _____

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17. Liaison between Incharge Post and concerned SHO's: _____

18. Follow up of last conducted inspection:

Sr.No.	Inspection	Discrepancies/Deficiency Completed	Not Completed	Remarks

19. Visit any public place in the beat area of the post. Please try to get public feedback on performance of the police officers posted there: _____

20. Arrange interactive session with the police officers posted there. Give detail: _____

21. Education imparted to commuters and other people regarding road safety etc: _____

22. Services rendered to general public with the help of other departments: _____

23. OVER ALL GRADING:-

GOOD	SATISFACTORY	UNSATISFACTORY	POOR
		Give reason:-	Give reason:-

24. GENERAL REMARKS (in his/her own handwriting i.e. Urdu / English):

INSPECTING OFFICER