

**INSPECTION QUESTIONNAIRE**  
(To be filled by Inspecting Officers)

**Administration**

1.	Name of Station/Officer in charge and period of inspection	
2.	The deficit in the sanctioned strength Category-wise	
3.	The up-keep and the cleanliness of the office/ station premises	
4.	Maintenance of office machineries and their present condition (Water cooler, Desert cooler, Heat connector, Room heater et. etc.)	
5.	Indexing/ Catalogue of office records/ files/ documents	
6.	Court cases initiatives and liaison thereof	
7.	Maintenance of the attendance/ duty registers and Register for engaging of worker/ coolies/ casual labour	
8.	Standing instructions/ Guard file	
9.	Allotment of staff quarters policy and allotment orders / statements	
10.	Immovable /Movable properties statement and intimation thereof to Headquarters	
11.	Maintenance of registers for fixtures and furniture and its inventory of installation/ distribution, their present condition	
12.	Timely forwarding of bills pertaining to electricity, telephone, rent, property tax bills etc. and their record maintenance	
13.	Official secret act, observance, thereof	
14.	Maintenance of Dak register and dispatch thereof	
15.	Bilingual sign boards/ name plates, Rubber stamps, Brass seal etc.	
16.	Maintenance of inventory and distribution for electrical cleaning and stationery items	
17.	Timely dispatch of ACRs/ APARs and its record maintenance	
18.	Possession of valid I/Cards by officials and wearing/ using of uniform/ raincoat/ helmet by concerned staff	
19.	Remedial action taken by officer in charge on issues warranted action in the last inspection report.	
20.	Any other point (including grievances)	

## Accounts

1.	Whether a Cash Register is maintained; if so, whether double accounting system is followed and Cash Book is maintained up-to-date	
2.	Whether paid-up A/Rolls are sent back to Hqrs. in time & any A/Roll is pending for dispatch to Hqrs.	
3.	What is the arrangement made for encashing Bank drafts? Is the arrangement foolproof?	
4.	Whether any Bank Draft is pending for encashment ?	
5.	Cash of Rs. _____ physically held at the station on date as undisbursed amount due to _____	
6.	What is the arrangement for disbursing pay to staff members working at Rx & Tx Station	
7.	Whether Imprest cash register is available at the station; if so, whether it is maintained up-to-date ?	
8.	Whether Imprest Cash Statements & Accounts are sent to HQ in time : Last statement & account sent for P.E. ____	
9.	Whether the Imprest Cash is timely recouped by HQ; Whether any recoupment is pending; if so , for which P.E. and amount	
10.	What is the station Imprest Cash ?	
11.	Whether POL is purchased from Imprest Cash	
12.	What are the main expenditure incurred from Imprest Cash e.g. purchase of stores, conveyance or purchase of stationery etc.	
13.	Whether a Bill Register is maintained at the station for POL/Electricity/ Water charges/Telephones and other items purchased locally ? If so, is it maintained up-to-date	
14.	Whether certified bills are sent in time to HQ for payment action?	
15.	Whether any bill is pending for payment; if so, the particulars may be furnished.	
16.	Whether standing instructions pertaining to Accounts issued by HQ avail.	
17.	Whether station phone STD Barred.	

### Communications

1.	Performance of POLNET and its efficiency	
2.	Performance of BEST equipment and its serviceability, condition and efficiency	
3.	Whether any W/Opr is having any complaint regarding the performance of equipment held at RX station.	
4.	Whether all the Nets are manned properly and Police Radio Procedure is followed strictly?	
5.	Whether various communication standing orders and instructions issued time to time by the HQ are brought to the notice of all Operational Staff?	
6.	Average No. Of messages/ groups bot IN/OUT handled daily are: IN : OUT:	
7.	Whether a proper record is maintained for the delayed messages and reasons mentioned are genuine?	
8.	Whether effective supervision is carried out by SO/SSO in message handling especially on VIP/VVIP messages	
9.	Whether stock of Printer Papers for 6 (Six) months consumption and sufficient paper for BEST printer are held at the station	
10.	Whether consumption of Printer Papers conforms as per the instructions of Hq.	
11.	Whether a spare POLNET Equipment and other accessories held at the Station .	
12.	Is there any POLNET channel maintained between ISPW and local BSF Or CRPF organization	
13.	In case of break-down of communication whether any alternate source of communication through other organization is available	
14.	Whether frequencies allotted for BEST Communication during day and night are suitable	
15.	Whether the station keeps it ready for opening up any emergency communication service at any moment?	
16.	How often the night communication is Checked by S.O/Station- In charge? Whether any on the job training program is	
17.	Followed at the station for W/Oprs. Working on BEST or POLNET etc	
18.	Whether a register is maintained for secret and other classified documents in use at Rx. Cabin and whether these are properly	

	handed over/taken over. Are the documents kept secured?	
19.	Whether a wall-clock is available at Rx. Cabin What arrangement is made to preserve two	
20.	month's traffic, various logs etc. at Rx Station vide Hq. Circular No.C-14022/1/2003-SCY dated 06-11-2008	
21.	How is the sitting, cooling and lighting Arrangements made inside the Rx cabin?	
22.	Whether any auto telephone is provided at Rx Station	
23.	What type of communication link is provided between Rx station and Tx station and whether any agencies are available at Rx station	
24.	Whether a list of telephone numbers and addresses of important addressees and agencies are available at Rx station	
25.	No. of bi-cycle and motor cycles held at the station and their conditions performances, etc. whether monthly returns conform to these. How they are maintained.	

### Maintenance

1.	No.cof HF Transmitters, Receivers and Tranreceivers held and their actual conditions with complete details i.e make, model and Sl.No. <b>(Appendix –“A”)</b>	
2.	Status of all other major Equipments including VSAT with make, model and Sl.No. <b>(Appendix – “B”)</b>	
3.	Number of voltage regulators /stabilizers/UPS held and their actual conditions with make, model, capacity and Sl.No. <b>(Appendix-“C”)</b>	
4.	Whether various maintenance returns conform to the actual condition of the Equipment. The reason for deviation may be obtained from the station in charge.	
5.	Total number of A.C Units held and their status with complete details i.e Type, Model, Capacity and Sl.No. <b>Appendix-“D”)</b>	
6.	Condition of Test Equipments held at the station. A list of Test Equipments may be obtained from the Station/Store In charge.	
7.	Whether failure report has been sent f or Equipment found unserviceable at the time	

	of inspection; if not reason may be obtained from Stn. Incharge	
8.	Whether the station is having at least 10% of the spares for the repairs/preventive maintenance.	
9.	Total number of Stand-by-generator held and their serviceability conditions with complete details i.e. Model, Make, Capacity and Sl.No. <b>(Appendix-"E")</b>	
10.	Whether daily Equipment Report sent to HQ. Actually reflects the actual condition of the Equipments held at the station.	
11.	Whether all maintenance staff are fully conversant with Equipments they handle . This may be tested.	
12.	Whether any of the job training program is carried out at the station for maintenance staff.	
13.	Whether Technical books supplied by Hq. Are being utilized by the Technical staff in order to improve their professional knowledge.	
14.	What arrangements have been made to attend on and repair the U/S Equipment on Holidays and after working hours when it becomes necessary.	
15.	Whether proper maintenance of Equipments, Aerials and their accessories is being carried out periodically or not. How is over all repair/maintenance status i.e. status of power sockets, electrical wiring, earth to neutral voltage, IFL cable, connectors, Battery etc.	
16.	Details and status of Aerials i.e. Type of Mast, Numbers and Types of Aerial with frequency installed at the station and overall cleanness of aerial field.	
17.	Whether History Book of Major Equipments maintained properly or not. List of Major Equipments for which History Book is not maintained and reason thereof	

### Cipher

1.	Whether a separate room with double door provision is provided for station crypto	
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	centre.	
2.	Is the crypto center secure.	
3.	When the station crypto centre was last inspected.	
4.	Whether BEACON machine is provided to the station .How is the condition and whether daily check carried out	
5.	Whether SECFAV machine provided to the station. How is its performance.	
6.	Whether Automated OTLK System provided to the Station? How is its performance.	
7.	Whether rough paper/ messages and obsolete documents of crypto centre are destroyed as per schedule/procedure.	
8.	Whether specimen signatures of originators of classified messages and impression of Brass Seal used by them for sealing are held at the Crypto centre.	
9.	Whether the current documents are physically mustered at the time of Handing/Taking over charge by the cipher staff.	
10.	Whether all the documents held are physically checked by the I/C Crypto centre and Station In charge before submitting a Monthly Physical Check Certificate to Hqrs	
11.	Whether Crypto Routing Slips are used while handling classified messages.	
12.	Whether all cryptographic forms are available at the station.	
13.	Whether double envelop system is followed while dispatching classified message to the addressees	
14.	Whether the duplicate keys of Crypto centre are kept in a sealed cover with the Station In charge and are mustered periodically	
15.	Any specific problems exists at the Crypto Centre, if so, it may be stated	

### Stores

1.	Whether Stores Index Register is maintained at the station	
2.	Standing instructions on stores is available	

	at the station. Whether ledgers are maintained bilingual	
3.	Properly and up-to-date. Total No. of ledgers held at the station. Whether a separate ledger is maintained for installed items.	
4.	Whether any issue/receipt vouchers pending for action.	
5.	How the stacking of stores is done	
6.	Whether proper care has been taken in preserving Printer papers and other utility items i.e. whether naphthalene medicines are use	
7.	Is the store room physically secured	
8.	Who keeps the physical possession of stores.	
9.	Physical/sample check carried out and found	
10.	Whether monthly physical check certificate is furnished by the station-In charge every month to HQ. If not, the reason may be obtained from the station-In charge.	
11.	Whether U/S ledger is maintained and all items mentioned therein are to be physically checked.	
12.	When was the store last inspected by EAD(S.I) and whether follow-up action has been taken on his report.	
13.	Whether U/S items held at the station justify immediate condemnation and auction; if so, details may be given	
14.	Whether Database soft copy of store Inventory is prepared for easy access of Data as per the instructions of E-Governance and to provide Data to citizens if asked under Right to Information Act, 2005.	
15.	Whether details regarding admitted scales of Expendable stores are available at Station and whether expendable stores are consumed as per such scale?	
16.	Whether Fire Extinguisher is available?	

### Security

1.	Whether both Rx & Tx stations are well secured and security guards are provided	
2.	Whether a key register is maintained at the station	
3.	Whether all duplicate keys are sealed and kept separately	
4.	Whether Brass-seal for the station is available and kept secured	
5.	Whether all rubber stamps and sign boards are made in bi-lingual forms	
6.	Whether all staff members are having their identity cards	
7.	Whether a "visitor's" book is maintained	
8.	Whether proper fire-fighting arrangements are available at both Rx & Tx stations and their periodic inspections are carried out by the local fire authority	

### Welfare

1.	Whether separate toilet facilities are available at both Rx and Tx stations. If so, whether the sweeper keeps them clean daily	
2.	Whether drinking water facility exists at both Rx & Tx stations	
3.	Whether stationery items, cleaning materials are issued to both Rx & Tx Stations use regularly by the station-In charge	
4.	Whether required furniture are held at the station	
5.	Whether station-in charge attends to the personal problems of staff and takes immediate remedial action	
6.	Is there any payment of any nature of any staff member is pending; if so, necessary details may be obtained. What action has been taken by the Station In charge	
7.	Whether any staff member is having any specific/outstanding problem pertaining to administrative/accounts/training etc. If so, details may be obtained	
8.	How the station recreation club is running? Whether staff members get daily newspaper, periodicals etc	
9.	Whether periodic get-togethers are conducted at the station	
10.	Whether a "suggestion Box" is available at the station and its usefulness	
11.	TV and DTH are available at the station, if so details may be obtained	



**General/ Misc**

1.	Performance of station in my opinion	
2.	Team spirit among staff members is observed to be	
3.	Role of station-in charge and other supervisory staff in improving the standard of working of the station, motivating the staff and proper utilization of staff	
4.	How the station-in charge is maintaining liaison with other agencies like P&T,CPWD, PRO,BSF,CRPF etc.	
5.	Staff/Station problems	
6.	Suggestions, if any	
7.	Any other task entrusted by Hq. , if so , forwarding note reference of the report submitted may be stated	

**Name of the inspecting Officer:**

**Designation :**

**Date**

**L&B Work**

S. No.	Nature of work (operational basis)	Particulars	Specify the work to be carried out	When such work was last carried out	Remarks
1.	White was and painting	Office & residential buildings, Guard room, Rest Room, boundary wall			
2.	Cleaning of water storage and drainage systems.	Office & Residential buildings, guard room and rest room			
3.	Grass cutting & jungle cleaning	Residential and office complex except aerial field			
4.	Supply of water through water tanked	Office & residential complex			
5.	Regular operation & maintenance of water motor pump/ water filtration plant	Office & Residential Complex where there is water pump/ water filtering system is available			
6.	Street/security lights	Office & Residential complex			
7.	Maintenance of garden	In Office complex			

	including Plantation of trees, grass, plants, watering etc.				
8.	Major/Minor Repair/Renovation and modification	Office & Residential buildings, Guard room, Rest Room, boundary wall			
9.	Repair of internal roads	Office & Residential buildings complex			
10.	Day – to- day maintenance for civil works	Office & Residential buildings, guard room, rest room and compound wall			
11.	Acquisition of land	For office and Residential building			
12.	Construction work	C/o Boundary wall, Guard room, Residential & non-residential buildings etc			
13.	Day-to-day maintenance of electrical works	Residential building, Office Building, Guard room, Rest Room and Compound wall			
14.	Major/ minor repair and renovation of Electrical installations	Guard room, rest room Office & Residential Buildings and Compound wall			
15.	Construction of bore-well for gardening	In office complex			
16.	Repair/ renovation of all types of civil and electrical works due to natural calamity like earthquake, storm etc.	Residential, Office complex, Guard room, rest room and compound wall			
17.	Whether Register is maintained or not				
18.	Any other work				

**Signature of**

**Station Supdt, ISPW Station**

**Name -**

**Designation**

**Dated :**

**Signature of**

**Inspection Officer**

**Name :**

**Designation**

**Dated :**