



042-99211064

DGM/DD(M)/Misc/1-42/2014 - 15  
**DIRECTORATE GENERAL OF MONITORING  
PUBLIC PROSECUTION DEPARTMENT**

3<sup>rd</sup> Floor, Kasuri Towers, 4-Fane Road Lahore.

Dated: 9<sup>th</sup> January, 2020

To,

- 1) APGs / DPGs working as Incharge at PGP Camp Offices  
(Principle Seat, Rawalpindi, Multan & Bahawalpur Benches)
- 2) District Public Prosecutors, Punjab.
- 3) DPGs / Prosecutors working in Special Courts of Punjab.

Subject:- **PROPOSED INSPECTIONS SCHEDULE FOR YEAR 2020**

The proposed inspection schedule for the year 2020 is hereby issued for Punjab Criminal Prosecution Service. The detail of prosecution offices to be inspected, date of inspection, Period under inspection and inspection officer / team deputed for inspection is annexed herewith.

All the concerned DPPs / Incharge PGP Camp offices / Prosecutor working in special courts are hereby directed to ensure maintenance of record pertaining to period under inspection mentioned against each and provision of the same to concerned inspection team at the time of inspection.

The detailed areas of Inspections for Prosecutors, Superintendents, Assistants and Junior Clerks/Senior Clerks is also attached.

**KHALID AYAZ KHAN  
DIRECTOR GENERAL (INSPECTION)**

C.C

- 1) P.S.to Secretary, Public Prosecution Department, Lahore.
- 2) P.S.O to Prosecutor General Punjab, Lahore.
- 3) P.A to Director (CPD), Public Prosecution Department, Lahore.
- 4) P.As to Director (Monitoring) / Director (Inspection), PPD, Lahore.
- 5) All officers of Directorate of Monitoring & Evaluation, PPD.

**PROPOSED INSPECTION SCHEDULE**  
**YEAR : 2020**

(January-2020 To December-2020)

Sr.No	Name of Inspection Officers	Designation
1	Mr. Khalid Ayaz Khan	Director General (Inspection)
2	Mr. Maqbool Ahmad Majoka	Director (Monitoring)
3	Muhammad Asif Sheikh	Director (Inspection)
4	Mr. Abbas Haider Khan	Deputy Director (Admn)
5	Mr. Babar Meraj	Deputy Director (Inspection)
6	Mr. Attif Raza	Assistant Director (Monitoring) – I
7	Mr. Usman Rasheed	Assistant Director (Monitoring) – II
8	Mr. Muhammad Siddique Chaudhry	Assistant Director (Monitoring) – III
9	Mr. Aftab Ahmad	Assistant Director (Monitoring) – IV
10	Mr. Asim Iqbal	Assistant Director (Inspection) – I
11	Mr. Muhammad Azeem	Assistant Director (Inspection) – II
12	Mr. Muhammad Arif Imran	Assistant Director (Inspection) – III

**ABBREVIATION USED**

D.G (I)	Director General
Dir (M)	Director Monitoring
Dir (I)	Director Inspection
SLO	Senior Law Officer
D.D (A)	Deputy Director (Admin)
D.D (I)	Deputy Director (Inspection)
ADM	Assistant Director (Monitoring)
ADI	Assistant Director (Inspection)

  
KHALID AYAZ KHAN  
DIRECTOR GENERAL (INSPECTION)

## PROPOSED INSPECTION SCHEDULE

**January – 2020**

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
DIR(M), ADM-I	Bahawalnagar ✓	13-01-2020	01-10-18 to 31-12-19
ADI-II, ADI-III	Narowal ✓	15-01-2020	01-12-18 to 31-12-19
DD(A), ADM-II	Sheikhupura ✓	20-01-2020	01-08-18 to 31-12-19
DD(I), ADM-III	M.B Din ✓	21-01-2020	01-11-18 to 31-12-19
SLO, ADI-I	Child Protection Court, Lahore ✓	23-01-2020	01-01-17 to 31-12-19
DG(I), DIR(I)	Drug Court Lahore ✓	27-01-2020	01-01-18 to 31-12-19
ADM-IV	Environmental Tribunal Punjab ✓	30-01-2020	01-01-17 to 31-12-19

**February – 2020**

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
DIR(M), ADI-I	Layyah	03-02-2020	01-09-18 to 31-01-20
ADM-I, ADI-III	Bhakkar	10-02-2020	01-06-19 to 31-01-20
DD(A), ADM-IV	Vehari ✓	13-02-2020	01-07-18 to 31-01-20
ADM-III	Livestock Tribunal ✓	17-02-2020	01-02-19 to 31-01-20
DD(I), ADI-II	Drug Court Bahawalpur ✓	27-02-2020	01-01-19 to 31-01-20
DG(I), DIR(I), ADM-II,	PGP Camp Office Bahawalpur	27-02-2020	01-11-18 to 31-01-20

  
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**DIRECTOR GENERAL (INSPECTION)**



## PROPOSED INSPECTION SCHEDULE

**March – 2020**

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADM-II, ADM-IV	D.G Khan	10-03-2020	01-02-19 to 28-02-20
DD(I)	ATC D.G Khan	10-03-2020	01-02-19 to 28-02-20
ADI-III	Anti-Corruption Court, D.G Khan	10-03-2020	01-02-19 to 28-02-20
DD(A), ADI-I	Mianwali	16-03-2020	01-07-19 to 28-02-20
DIR(M), ADM-III	Rajanpur	18-03-2020	01-06-19 to 28-02-20
ADM-I, ADI-II	R.Y Khan	24-03-2020	01-05-19 to 28-02-20
DG(I), DIR(I), DD(I)	Muzaffargarh	26-03-2020	01-04-19 to 28-02-20

**April – 2020**

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
DIR(M), ADI-I, ADM-IV	Multan	07-04-2020	01-08-19 to 31-03-20
DD(A), ADM-I, ADI-III	PGP, Camp Office Multan	07-04-2020	01-08-19 to 31-03-20
ADM-II	Drug Court Multan	14-04-2020	01-02-19 to 31-03-20
DD(I)	ATC-I Multan	14-04-2020	01-03-19 to 31-03-20
ADI-III	ATC-II Multan	14-04-2020	01-03-19 to 31-03-20
ADM-III	Anti-Corruption court, Multan	14-04-2020	01-03-19 to 31-03-20
DG(I), DIR(I), ADI-II	Chakwal	16-04-2020	01-11-18 to 31-03-20

  
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## PROPOSED INSPECTION SCHEDULE

**May – 2020**

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
DIR(M), ADI-II	Lahore (Sessions Court)	05-05-2020	01-09-19 to 30-04-20
ADM-IV, ADM-III	Lahore (District Courts)	07-05-2020	01-09-19 to 30-04-20
SLO, ADI-I	Lahore (Model Town)	12-05-2020	01-09-19 to 30-04-20
DD(A), ADI-I	Lahore (Cantt)	14-05-2020	01-09-19 to 30-04-20
DG(I), DIR(I)	Lahore (Aiwan-e-Adl Block)	19-05-2020	01-09-19 to 30-04-20
DD(I), ADM-II	Attock	20-05-2020	01-05-19 to 30-04-20
ADM-I, ADI-III	Khanewal	21-05-2020	01-03-19 to 30-04-20

**June – 2020**

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADM-I, ADM-II	Okara	02-06-2020	01-04-19 to 31-05-20
DG(I), DIR(I)	Pakpattan	09-06-2020	01-04-19 to 31-05-20
DD(A), ADI-III	Sahiwal	15-06-2020	01-05-19 to 31-05-20
DD(I), ADI-II	ATC Sahiwal	15-06-2020	01-04-19 to 31-05-20
ADM-IV	Anti-Corruption Court, Sahiwal	15-06-2020	01-04-19 to 31-05-20
DIR(M), ADM-III	PGP Camp Office Supreme Court, IBA	22-06-2020	01-03-19 to 31-05-20
ADI-I	Anti-Corruption Court – I Lahore	26-06-2020	01-06-19 to 31-05-20

  
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## PROPOSED INSPECTION SCHEDULE

**July – 2020**

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADI-I	Anti-Corruption Court – II Lahore	06-07-2020	01-06-19 to 30-06-20
DIR(M), DD(A), ADM-I, ADM-II	Gujranwala	13-07-2020	01-05-19 to 30-06-20
ADI-III	ATC-I Gujranwala	17-07-2020	01-12-18 to 30-06-20
ADM-III	ATC-II Gujranwala	17-07-2020	01-12-18 to 30-06-20
DG(I), DIR(I), ADI-II	ATC = III Gujranwala (Gujrat)	23-07-2020	01-10-18 to 30-06-20
DD(I)	Anti-Corruption Gujranwala	20-07-2020	01-04-19 to 30-06-20
SLO, ADM-IV	Drug Court Gujranwala	20-07-2020	01-11-19 to 30-06-20

**August – 2020**

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADI-III	ATC-III Rawalpindi	05-08-2020	01-09-19 to 31-07-20
ADM-III	ATC-I Rawalpindi	05-08-2020	01-09-19 to 31-07-20
ADI-II	ATC-II Rawalpindi	05-08-2020	01-09-19 to 31-07-20
DG(I), DIR(I), ADM-IV	Rawalpindi	12-08-2020	01-03-19 to 31-07-20
DIR(M), DD(I)	Anti-Corruption Rawalpindi	12-08-2020	01-05-19 to 31-07-20
ADM-II	Drug Court Rawalpindi	12-08-2020	01-02-19 to 31-07-20
DD(A), ADM-I, ADI-I	PGP Rawalpindi	24-08-2020	01-11-19 to 31-07-20

  
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<b>PROPOSED INSPECTION SCHEDULE</b>			
<b>September – 2020</b>			
<b>Inspection Officer / Inspection Team</b>	<b>Prosecution Office to be Inspected</b>	<b>Proposed Date of Visit</b>	<b>Period Under Inspection</b>
DIR(M), DD(A), SLO, ADM-III	PGP Camp Office (Principle Seat)	01-09-2020 to 04-09-2020	01-08-19 to 31-08-20
ADM-I ADI-III, ADM-IV	Bahawalpur	17-09-2020	01-07-19 to 31-08-20
✓ ADI-I	ATC Bahawalpur	17-09-2020	01-07-19 to 31-08-20
DIR(I)	Anti-Corruption Bahawalpur	17-09-2020	01-11-19 to 31-08-20
DG(I), DIR(I), ADI-II	Lodhran	16-09-2020	01-11-19 to 31-08-20
DD(I)	ATC – Faisalabad	24-09-2020	01-10-19 to 31-08-20
ADM-II	Anti-Corruption Faisalabad	24-09-2020	01-05-19 to 31-08-20
<b>October – 2020</b>			
<b>Inspection Officer / Inspection Team</b>	<b>Prosecution Office to be Inspected</b>	<b>Proposed Date of Visit</b>	<b>Period Under Inspection</b>
DIR(M), DD(I), ADM-II	Sargodha	05-10-2020	01-09-19 to 30-09-20
DG(I), DIR(I), ADM-I	ATC, Sargodha	05-10-2020	01-06-19 to 30-09-20
ADI-II	Anti-Corruption Court, Sargodha	05-10-2020	01-05-19 to 30-09-20
ADM-III	ATC-I Lahore	12-10-2020	01-08-19 to 30-09-20
ADM-IV	ATC-II Lahore	19-10-2020	01-08-19 to 30-09-20
DD(A), ADI-I, ADI-III	Gujrat	26-10-2020	01-06-19 to 30-09-20

  
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# PROPOSED INSPECTION SCHEDULE

## November – 2020

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADI-III	ATC-III Lahore	05-11-2020	01-07-19 to 31-10-20
ADM-II	ATC-IV Lahore	09-11-2020	01-08-19 to 31-10-20
DG(I), DIR(I), DD(I)	Khushab	12-11-2020	01-06-19 to 31-10-20
DIR(M), ADM-I, ADM-IV	Jhelum	16-11-2020	01-10-19 to 31-10-20
DD(A), ADM-III	Kasur	23-11-2020	01-10-19 to 31-10-20
ADI-I, ADI-II	Jhang	26-11-2020	01-07-19 to 31-10-20

## December – 2020

Inspection Officer / Inspection Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADM-III	Drug Court Faisalabad	07-12-2020	01-01-19 to 30-11-20
DG(I), DIR(I), ADI-II	Chiniot	14-12-2020	01-04-19 to 30-11-20
DIR(M), ADM-IV	Nankana Sahib	11-12-2020	01-07-19 to 30-11-20
DD(A), ADI-III	Hafizabad	14-12-2020	01-10-19 to 30-11-20
ADI-I, ADM-I	T.T Singh	17-12-2020	01-07-19 to 30-11-20
DD(I), ADM-II	Sialkot	21-12-2020	01-12-19 to 30-11-20

  
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**AREA OF INSPECTION & RECORD REQUIRED TO BE  
INSPECTED FROM DISTRICT PROSECUTION**

<b>AREA OF INSPECTION FOR DISTRICT PUBLIC PROSECUTORS</b>	
Receipt of Copy of FIR & its transmission to concerned Prosecutors	Relevant Record
Distribution of Prosecutorial work amongst the prosecutors working in district	Relevant Record
Attendance of meetings of Criminal Justice Coordination Committee	Relevant Record
Retention of Scrutiny Memo as Official Document	Relevant Record
Writing of AOC-2 forms (Quantitative & Qualitative)	Copies of AOC-2 Forms
Working of District Scrutiny Committee	<ul style="list-style-type: none"> <li>i) Total reports u/s 173 Cr.P.C submitted in courts.</li> <li>ii) No of reports re-scrutinized with bifurcation of Serious / Non-Serious Cases</li> <li>iii) No of advice given to Prosecutors</li> <li>iv) Minutes of Meeting</li> </ul>
Working of District Appeal Committee	<ul style="list-style-type: none"> <li>i) Reference by concerned Prosecutors</li> <li>ii) Minutes of meetings of committee</li> <li>iii) Decision of Appeal Committee</li> <li>iv) Action taken thereupon</li> </ul>
Working of Internal Monitoring Committee	<ul style="list-style-type: none"> <li>i) Constitution of committee</li> <li>ii) working methodology of committee</li> <li>iii) Areas Covered by committee</li> <li>iv) Remedial Action Proposed by committee</li> </ul>
Compliance of Departmental Instructions issued from time to time	Relevant Record
Any other Aspect relating to Administration / Prosecutorial Affairs.	Relevant Record
Writing of ACRs being Reporting Officer of Prosecutors / Staff	Relevant Record




**KHALID AYAZ KHAN  
DIRECTOR GENERAL (INSPECTION)**

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**AREA OF INSPECTION & RECORD REQUIRED TO BE INSPECTED**  
**FROM DISTRICT PROSECUTION**


<b>AREA OF INSPECTION FOR PROSECUTORS</b>	
<b>AREA OF INSPECTION</b>	<b>RECORD REQUIRED TO BE INSPECTED</b>
Disposal of Bail Applications	Relevant Record
Application of Threshold Test	Relevant Record
Scrutiny of Cases as per requirement of code of Conduct of Public Prosecutors (Quantitative & Qualitative)	Scrutiny Memos (All Cases)
Case Review u/s 9(7) PCPS Act-2006 as per requirement of code of Conduct of Public Prosecutors (Quantitative & Qualitative)	Copies of Case Reviews
Analysis of Acquittal Cases	Copies of Judgments
Analysis of Conviction Cases	Copies of Judgments
Analysis of Cancellation Reports submitted in Courts	Relevant Record
Writing of AOC-I forms (Quantitative & Qualitative)	Copies of AOC-1 Forms
Cross verification of authenticity of data provided to Inspectorate	Relevant Record
Assailing the order passed by court without seeking report under rule 18 of West Pakistan probation of offender ordinance	Relevant Record

  
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**AREA OF INSPECTION & RECORD REQUIRED TO BE INSPECTED  
FROM DISTRICT PROSECUTION**

<b>AREA OF INSPECTION FOR SENIOR / JUNIOR CLERKS (Working in District / Special Court / Tribunals)</b>	
Receipt of Copy of FIR from DPP Office	Documents / Record for verification as described in Performance Standard Document circulated by Prosecutor General Punjab
Maintenance of record of Remand & Bail Petitions	
Maintenance of record of Police Reports u/s 173 Cr.P.C	
Maintenance record & Registers	
Preparation of monthly Proforma on progress of all criminal cases (Monthly Diary)	
Maintenance of record of correspondence by Prosecutor with other agencies	
Handing over and taking over the prosecutorial record	
<b>AREA OF INSPECTION FOR SUPERINTENDENT (Working in District / Special Court / Tribunals)</b>	
Implementation / execution of instructive orders received from authorities	Documents / Record for verification as described in Performance Standard Document circulated by Prosecutor General Punjab
Channelize internal and external flow of information between different tiers of concerned offices	
Maintenance of Record of DPP office	
Supervise all subordinate officials working in the office of DPP	
Supervision of performance of accounts Section	
Supervision of R&I work in office of DPP	
<b>AREA OF INSPECTION FOR ASSISTANT (Working in District / Special Court / Tribunals)</b>	
Preparation of Annual Budget	Documents / Record for verification as described in Performance Standard Document circulated by Prosecutor General Punjab
Maintenance of Account Record	
Liaison with District Accounts Office	
Liaison with Prosecutor General Office	


  
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**AREA OF INSPECTION & RECORD REQUIRED TO BE INSPECTED  
FROM PROSECUTORS WORKING IN SPECIAL COURTS &  
TRIBUNALS**

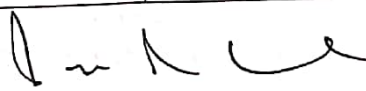
AREA OF INSPECTION	RECORD REQUIRED TO BE INSPECTED
Disposal of Bail Applications	Relevant Record
Application of Threshold Test	Relevant Record
Scrutiny of Cases as per requirement of code of Conduct of Public Prosecutors (Quantitative & Qualitative)	Scrutiny Memos (All Cases)
Case Review u/s 9(7) PCPS Act-2006 as per requirement of code of Conduct of Public Prosecutors (Quantitative & Qualitative)	Copies of Case Reviews
Analysis of Acquittal Cases	Copies of Judgments
Analysis of Conviction Cases	Copies of Judgments
Analysis of Cancellation Reports submitted in Courts	Relevant Record
Writing of AOC-I forms (Quantitative & Qualitative)	Copies of AOC-1 Forms
Prosecutorial opinion regarding fitness of appeal or otherwise	Reference by concerned Prosecutors to PGP office / incharge special courts and its follow-up.
Uploading of case data in CFMS	Detail of Record uploaded
Compliance of Departmental Instructions issued from time to time	Relevant Record
Cross verification of authenticity of data provided to Inspectorate	Relevant Record
Any other Aspect relating to Administration / Prosecutorial Affairs.	Relevant Record



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DIRECTOR GENERAL (INSPECTION)**

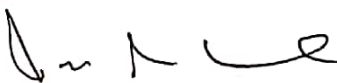
**AREA OF INSPECTION & RECORD REQUIRED TO BE INSPECTED FROM PROSECUTORS WORKING IN LAHORE HIGH COURT**

AREA OF INSPECTION	RECORD REQUIRED TO BE INSPECTED
Disposal of Prosecutorial work (Murder References / Appeals against Death Sentence, Life Imprisonment or other convictions) *Disposal means cases finally decided by the court.	Decision Registers (Maintained by Prosecutor-wise)
Total decided case of other nature	Decision Registers (Maintained by Prosecutor-wise)
Prosecutorial Decision	Prosecutorial Decision against decisions of court (Coupled with copy of decision)
No. of references submitted to HCAC	Receiving from HCAC
No. of references received for opinion or for filing	Relevant Record
Working of High Court Appeal Committee detailed below : i) Reference received from Districts ii) No. of references received from HC (detail of references against death sentence, Life Imprisonment) iii) No. of references entrusted to Prosecutors for opinion. iv) No. of references entrusted to Prosecutors for opinion v) No. of references sent to PAC involving Death Sentence or Life Imprisonment cases in which SCAC is of the view that case is not fit for filing review	Appeal Register for districts and Soft Copy in Computer (detail of case FIR wise) Appeal Register for HC and Soft Copy in Computer (detail of case FIR wise) Receiving Register and Soft Copy in Computer Dispatch Register and Record of Receipts Dispatch Register and Record of Receipts
Compliance of Departmental Instructions issued from time to time	Relevant Record
Cross verification of authenticity of data provided to Directorate	Relevant Record
Any other Aspect relating to Administration / Prosecutorial Affairs.	Relevant Record

  
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**DIRECTOR GENERAL (INSPECTION)**

**AREA OF INSPECTION & RECORD REQUIRED TO BE INSPECTED**  
**FROM PROSECUTORS WORKING IN SUPREME COURT OF**  
**PAKISTAN**

AREA OF INSPECTION	RECORD REQUIRED TO BE INSPECTED
Disposal of Prosecutorial work (Cases decided)  *Disposal means cases finally decided by the court.	Decision Registers (Maintained by Prosecutor-wise)
Prosecutorial Decision	Prosecutorial Decision against decisions of court (Coupled with copy of decision)
No. of references submitted to SCAC	Receiving from SCAC
No. of references received for opinion or for filing	Receipt Register
Working of Supreme Court Appeal Committee detailed below :  i) No of reference received against Acquittal against cases of death sentence, Life Imprisonment, Conversion of sentence to lesser degree and other conviction  ii) No. of references received in other cases  iii) No. of references entrusted to Prosecutors for opinion.  iv) No. of references entrusted to Prosecutors for filing of Cr.PLA.  v) No. of references sent to PAC involving Death Sentence or Life Imprisonment cases in which SCAC is of the view that case is not fit for filing review	Receipt Register and Soft Copy in Computer (Case-wise)  Receipt Register and Soft Copy in Computer (Case-wise)  Dispatch Register and Record of Receipts
Compliance of Departmental Instructions issued from time to time	Relevant Record
Cross verification of authenticity of data provided to Directorate	Relevant Record
Any other Aspect relating to Administration / Prosecutorial Affairs.	Relevant Record

  
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**AREA OF INSPECTION FOR SENIOR / JUNIOR CLERKS  
(Working in PGP Camp Offices at LHC & SCOP)**

AREA OF INSPECTION	RECORD REQUIRED TO BE INSPECTED
Maintenance of Decision Registers (Maintained by Prosecutor-wise)	Relevant Record i.e. Registers / Files
Maintenance of Receipt Register (Maintained by Prosecutor-wise) from HCAC	
Maintenance of Dispatch Register (Maintained by Prosecutor-wise) to HCAC	
Preparation of monthly Proforma on progress of all cases (Monthly Diary)	
Maintenance of record of correspondence by Prosecutor with other agencies (Prosecutor-wise)	
Handing over and taking over the record in case of Change of duties with Prosecutors	

**AREA OF INSPECTION FOR SUPERINTENDENT  
(Working in PGP Camp Offices at LHC & SCOP)**

Implementation / execution of instructive orders received from authorities	Relevant Record (Documents / Record ) as described in Performance Standard Document circulated by Prosecutor General Punjab
Channelize internal and external flow of information between different tiers of concerned offices	
Maintenance of Record of HCAC	
Supervise all subordinate officials working in the office	
Supervision of performance of accounts Section	
Supervision of R&I work in office of Incharge PGP Camp Office	

**AREA OF INSPECTION FOR ASSISTANT  
(Working in PGP Camp Offices at LHC & SCOP)**

Preparation of Annual Budget	Relevant Record (Documents / Record ) as described in Performance Standard Document circulated by Prosecutor General Punjab
Maintenance of Account Record	
Liaison with District Accounts Office	
Liaison with Prosecutor General Office	

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