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No. DIR(O&R)PPD/7-40/2011 **1823**
GOVERNMENT OF THE PUNJAB
PUBLIC PROSECUTION DEPARTMENT

Dated Lahore, the 9th August, 2011

To,

1. The Prosecutor General Punjab.
2. The Director General (Inspection),
Public Prosecution Department.



Subject:- **STANDARAD OPERATING PROCEDURE FOR INSPECTION FOR PUBLIC PROSECUTION DEPARTMENT.**

Kindly Refer to the subject cited above.

2. Following standared operating procedure (SOP) is approved by the Secretary Public Prosecution for inspection of all the functions being performed by prosecutors and support staff working under the control of the office of District Public Prosecutor.

A. INSPECTION OF OFFICES.

a. **LOCATION & ENVIRONMENT OF THE OFFICES:-**

- (i) Ownership, Capacity and Location of the offices.
- (ii) Overall maintenance of the offices.
- (iii) Checking of offices cleanliness.
- (iv) Attendance of the prosecutors and officials.

b. **AVAILABILITY OF STAFF & LOGISTICS SUPPORT**

- (i) Availability of Prosecutors and Supporting Staff.
- (ii) Availability of furniture & fixtures.
- (iii) Availability of required electro-mechanical equipment.

c. **BUDGET UTILIZATION AND FINANCIAL MANAGEMENT**

- (i) Scrutiny of Budget, expenditure and overall financial management.
- (ii) Timely disposal of Audit Observations/Paras.

d. **MAINTENANCE OF PROPERTY AND OFFICE RECORD**

- (i) Maintenance of record of the official property its keep.
- (ii) Maintenance of office record.

e. **COMPLAINTS REDRESSAL**

- (i) Scrutiny of redressed and pending complaints against Public Prosecutors, Officers and Ministerial Staff, received from C.M. Secretariat, the Administrative Department, Prosecutor General Punjab and directly before District Public Prosecutor as head of office.

B. INSPECTION OF RECORD OF THE PROSECUTORS

a. MAINTENANCE OF RECORD OF CASES AT PRE-TRIAL STAGE BY CONCERNED PROSECUTOR

- (i) Maintenance of case files of each case by the prosecutor.
- (ii) Number of challans received.
- (iii) Number of challans submitted in the court.
- (iv) Number of cancellation of cases/FIRs.
- (v) Number of challans returned to the I.O. for rectification of objections/defects.
- (vi) Number of cases under Investigation with the Police.
- (vii) Evaluation of Scrutiny of Challans.
- (viii) Number of cases in which bail has been granted to the accused.
- (ix) Number of petitions for cancellation of bail filed.

b. SCRUTINY OF DISPOSED OFF PROSECUTORIAL WORK IN TRIAL AND POST-TRIAL STAGE BY CONCERNED PROSECUTOR DURING LAST SIX MONTHS

- (i) Category-wise Number of decided cases.
- (ii) Number of Convicted cases, with detail.
- (iii) Number of Acquittal cases, with detail.
- (iv) Number of under trial cases.
- (v) Number of appeals filed in case of Acquittal.
- (vi) Number of revision petitions for enhancement of sentence.

c. VISIT DURING WORKING HOURS OF THE COURTS

Following aspects will be checked :-

- (i) Presence of prosecutor in the Court.
- (ii) Uniform of Prosecutor.
- (iii) Delivery of arguments and professional skills of the Prosecutor.

C. COORDINATION WITH LINE DEPARTMENTS

a. MEETING WITH DISTRICT & SESSIONS JUDGE

- (i) Role of Prosecution-Judiciary co-ordination for the success of the Criminal Justice System may be discussed.
- (ii) Matters of prosecutorial work and his satisfaction over the working of prosecution in the District may be discussed.

b. MEETING WITH DISTRICT/REGIONAL HEADS OF POLICE

Following issues will be discussed :-

- (i) Liaison between Police and Prosecution.
- (ii) Ensure provision of copy of FIRs to concerned Prosecutor.
- (iii) Submission of challans after removing deficiencies pointed out by concerned prosecutors within specified time.
- (iv) Ensure that meetings of concerned Investigating Officers and Public Prosecutors are regularly being held.
- (v) Improvement in investigation to raise conviction rate.
- (vi) Matters regarding arrest of Proclaimed Offenders.
- (vii) Protection of the witnesses in High Profile Cases.

3. Following schedule of formal inspections by the Directorate General (Inspections) is approved:-

- i) During remaining period of this calander year Director General (Inspection) will complete formal inspections of all 36 Districts. List of Districts to be inspected in a month will be submitted before 20th of the preceding month by Director General (Inspection) to Secretary PPD for information/approval.
- ii) For future, Director General (Inspection) will inspect 06 Districts in a month and every District will be formally inspected twice a year.

4. Apart from the formal inspections mentioned in Para-3 above, the Prosecutor General Punjab should make surprise/informal inspections of four offices of District Public Prosecutors every month.

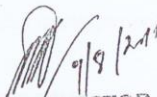
5. The report of the inspections be submitted to Secretary PPD for perusal/orders please.


9/8/2011
DIRECTOR
(OPINION & RESEARCH)

NO. & DATE EVEN.

A copy is forwarded for information to:-

1. The Additional Secretary (Admn),PPD.
2. The Additional Secretary(Prosecution),PPD.
- ✓ 3. All District Public Prosecutors in the Punjab.
4. P.S. to Secretary, Public Prosecution Department.
5. Office File.


9/9/2011
DIRECTOR
(OPINION & RESEARCH)