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**PUNJAB CRIMINAL PROSECUTION SERVICE INSPECTORATE
PUBLIC PROSECUTION DEPARTMENT**

3rd Floor, Kasuri Towers, 4-Fane Road Lahore.

Dated: 29th December, 2021

To,

- 1) The Secretary
Government of Punjab
Public Prosecution Department
- 2) The Prosecutor General Punjab.

Subject:- **PROPOSED INSPECTIONS SCHEDULE FOR YEAR 2022**

The proposed inspection schedule for the year 2022 is hereby issued for the officers of Punjab Criminal Prosecution Service Inspectorate. The detail of Inspection officer / teams and Prosecution office to be inspected along-with proposed date of inspection is hereby annexed as **Annexure-A** to **Annexure-F**.

2. All the concerned Incharge PGP Camp offices / DPPs / Prosecutor working in special courts are directed to ensure maintenance of record as per Prosecution guidelines issued by Prosecutor General Punjab pertaining to period under inspection mentioned against each and provision of the same to concerned inspection team at the time of Inspection.

KHALID AYAZ KHAN
Director General

C.C

- 1) All APGs working as Incharge at PGP Regional offices.
- 2) All District Public Prosecutors, Punjab.
- 3) All DPGs / Prosecutors working in Special Courts of Punjab.
- 4) The Director General, Punjab Legal Aid Agency, PPD Lahore.
- 5) The Director (CPD), Public Prosecution Department, Lahore.
- 6) All officers of Directorate of Monitoring & Evaluation, PPD.

PROPOSED INSPECTION SCHEDULE

YEAR:2022

(January-2022 To December-2022)

Sr.No	Name of Inspection Officers	Designation
1	Mr. Khalid Ayaz Khan	Director General
2	Syed Najaf Iqbal	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. Atif Raza Awan	Assistant Director (Monitoring) – I
7	Mr. Usman Rasheed	Assistant Director (Monitoring) – II
8	Muhammad Siddique Chaudhry	Assistant Director (Monitoring) – III
9	Mr. Aftab Ahmad	Assistant Director (Monitoring) – IV
10	Mr. Salman Tabish	Assistant Director (Inspection) – I
11	Muhammad Azeem	Assistant Director (Inspection) – II
12	Mr. Jawad-ur-Rehman	Assistant Director (Inspection) – III

ABBREVIATION USED

DG	Director General
DIR (M)	Director Monitoring
DIR (I)	Director Inspection
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


PROPOSED YEARLY INSPECTION PLAN

January – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADI-I	Drug Court, Gujranwala	14.01.22	01.04.21 to 31.12.21
DIR-I	Anti-Corruption Court -II, Lahore	14.01.22	01.06.19 to 31.12.21
DD-I, ADM-II	PGP Camp Office, Rawalpindi	20.01.22	01.08.20 to 31.12.21
ADM-I	Drug Court Rawalpindi	20.01.22	01.08.22 to 31.12.21
DIR-M, ADM-IV	Jhang	24.01.22	01.11.20 to 31.12.21
DIR-I, ADI-II	Khanewal	25.01.22	01.04.21 to 31.12.21
ADM-III, ADI-III	Faisalabad	27.01.22	01.10.19 to 31.12.21

February – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADI-III	Child Protection Court, Lahore	04.02.22	01.02.21 to 31.01.21
DIR-M, ADI-I	Vehari	17.02.22	01.02.21 to 31.01.21
DD-I, ADM-II ADI-II	R.Y.Khan	22.02.22	01.02.21 to 31.01.21
DIR-I, ADM-I	Rajanpur	23.02.22	01.02.21 to 31.01.21
ADM-IV, ADI-III	Mianwali	25.02.22	01.02.21 to 31.01.21
ADM-III	Drug Court Multan	28.02.22	01.02.21 to 31.01.21


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PROPOSED YEARLY INSPECTION PLAN

March – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADM-III	Anti-Terrorism Court, Gujranwala	07.03.22	01.03.21 to 28.02.22
ADI-II, ADM-IV	Muzaffargarh	10.03.22	01.02.21 to 28.02.22
DIR-M, ADI-I	Chakwal	17.03.22	01.03.21 to 28.02.22
ADM-I, ADI-III	Attock	21.03.22	01.03.21 to 28.02.22
DD-I, ADM-II,	Multan	25.03.22	01.03.21 to 28.02.22
DIR-I, ADI-II	PGP Camp office Multan	28.03.22	01.03.21 to 28.02.22
DD-A	Anti-Terrorism Court, Multan	28.03.22	01.03.21 to 28.02.22

April – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
DIR-I, ADM-IV, ADI-III	Lahore (Session Courts)	12.04.22 to 14.04.22	01.04.21 to 31.03.22
DIR-M, ADM-II ADI-I	Lahore (District Courts)	14.04.22 to 15.04.22	01.04.21 to 31.03.22
ADM-I, ADI-II	Lahore (Model Town)	18.04.22 to 19.04.22	01.04.21 to 31.03.22
DD-I, ADM-III	Lahore (Cantt)	21.04.22 to 22.04.22	01.04.21 to 31.03.22



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PROPOSED YEARLY INSPECTION PLAN

May – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
DD-A	Environmental Tribunal	10.05.22	01.05.21 to 30.04.22
DIR-I, DD-I, ADM-IV	Okara	11.05.22	01.05.21 to 30.04.22
DD-A, ADM-III	PGP Camp Office Supreme Court, Islamabad	16.05.22	01.05.21 to 30.04.22
ADM-II	Anti-Corruption Court, Sahiwal	19.05.22	01.05.21 to 30.04.22
ADM-I, ADI-III	Pakpattan	24.05.22	01.05.21 to 30.04.22
DIR-M, ADI-II	Sahiwal	25.05.22	01.05.21 to 30.04.22
ADI-I	Anti-Terrorism Court, Sahiwal	26.05.22	01.05.21 to 30.04.22

June – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADM-II	Anti-Corruption Court, Gujranwala	07.06.22	01.06.21 to 31.05.22
DIR-M, ADI-I	Sialkot	14.06.22	01.06.21 to 31.05.22
ADM-I, ADI-II	Nankana Sahib	16.06.22	01.06.21 to 31.05.22
DD-A, ADM-III	Hafizabad	20.06.22	01.06.21 to 31.05.22
DIR-I, ADI-III,	T.T. Singh	23.06.22	01.06.21 to 31.05.22
DD-I	Drug Court Faisalabad	27.06.22	01.06.21 to 31.05.22
ADM-IV	Anti-Terrorism Court Faisalabad	27.06.22	01.06.21 to 31.05.22


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PROPOSED YEARLY INSPECTION PLAN

July -2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
DD-I, ADI-I	Gujrat	18.07.22	01.07.21 to 30.06.22
ADM-III, ADI-III	Chiniot	19.07.22	01.07.21 to 30.06.22
DIR-M, ADM-I, ADI-II	Gujranwala	21.07.22 to 22.07.22	01.07.21 to 30.06.22
DD-A	Anti-Corruption Court, Multan	25.07.22	01.07.21 to 30.06.22
ADI-II	Drug Court Bahawalpur	26.07.22	01.07.21 to 30.06.22
ADM-IV	Anti-Terrorism Court, D.G.Khan	28.07.22	01.07.21 to 30.06.22
DIR-I	Anti-Corruption Court, D.G.Khan	28.07.22	01.07.21 to 30.06.22
ADM-II	Drug Court, Lahore	29.07.22	01.07.21 to 30.06.22

August – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
DD-I, ADI-I	Bahawalnagar	10.08.22	01.08.21 to 31.07.22
DIR-I, ADI-III,	Sheikhupura	11.08.22	01.08.21 to 31.07.22
DD-A	Livestock Tribunal	15.08.22	01.08.21 to 31.07.22
ADM-II, ADI-II	Lodhran	16.08.22	01.08.21 to 31.07.22
ADM-III	Anti-Corruption Court, Bahawalpur	18.08.22	01.08.21 to 31.07.22
DIR-M, ADM-IV	Narowal	23.08.22	01.08.21 to 31.07.22
ADM-I	Anti-Corruption Court Faisalabad	25.08.22	01.08.21 to 31.07.22


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PROPOSED YEARLY INSPECTION PLAN

September – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADM-III, ADI-I	Layyah	08.09.22	01.09.21 to 31.08.22
DIR-M, ADM-II, ADI-III	D.G.Khan	13.09.22	01.09.21 to 31.08.22
ADM-IV	Anti-Corruption Court, Lahore-I	14.09.22	01.06.19 to 31.08.22
DD-I	Anti-Corruption Court, Rawalpindi	22.09.22	01.09.21 to 31.08.22
ADI-II	Anti-Terrorism Court, Rawalpindi	22.09.22	01.09.21 to 31.08.22
DIR-I, ADM-I	M.B.Din	25.09.22	01.09.21 to 31.08.22

October – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADM-IV	Anti-Terrorism Court, Sargodha	10.10.22	01.10.21 to 30.09.22
DIR-M, ADI-II	Sargodha	10.10.22	01.10.21 to 30.09.22
ADM-III, ADI-III	Khushab	12.10.22	01.10.21 to 30.09.22
ADM-II, ADI-I	Bhakkar	18.10.22	01.10.21 to 30.09.22
DD-A	Anti-Terrorism Court, Lahore-III	20.10.22	01.10.21 to 30.09.22
DIR-I, DD-I	PGP Camp Office Bahawalpur	27.10.22	01.10.21 to 30.09.22
ADM-I	Anti-Terrorism Court, Bahawalpur	27.10.22	01.10.21 to 30.09.22


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PROPOSED YEARLY INSPECTION PLAN

November – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
DIR-M, ADM-IV, ADI-II	Kasur	14.11.22	01.11.21 to 31.10.22
ADM-III	Anti-Corruption Court, Sargodha	15.11.22	01.11.21 to 31.10.22
DIR-I, ADM-II,	Jhelum	17.11.22	01.11.21 to 31.10.22
DD-A, ADM-I, ADI-III	Rawalpindi	17.11.22	01.11.21 to 31.10.22
DD-I,	Drug Court Rawalpindi	17.11.22	01.11.21 to 31.10.22
DD-A, ADI-I	PGP Rawalpindi	18.11.22	01.12.21 to 31.10.22

December – 2022

Inspection officer/Team	Prosecution Office to be Inspected	Proposed Date of Visit	Period Under Inspection
ADI-I	Anti-Terrorism Court, Lahore-I	09.12.22	01.12.21 to 30.11.22
DIR-I, ADI-III	Bahawalpur	15.12.22	01.12.21 to 30.11.22
DD-I, ADM-III	PGP Camp Office (Principle Seat)	26.12.22 to 29.12.22	01.12.21 to 30.11.22
DD-A, ADM-I	PGP Camp Office Supreme Court, (Lahore Registry)	26.12.22	01.01.21 to 30.11.22
DIR-M, ADM-IV	Provincial Appeal Committee + Supreme Court Appeal Committee + High Court Appeal Committee No. I, II & III.	26.12.22 to 29.12.22	01.12.21 to 30.11.22
ADI-II, ADM-II	Special Courts Appeal Committees (ATCs Punjab + Environmental Tribunal + Livestock Tribunal)	26.12.22 to 29.12.22	01.12.21 to 30.11.22
DD-A, ADI-I	Special Courts Appeal Committees (Anti-Corruption Punjab + Development Agencies Punjab + Child Protection Court)	27.12.22 to 29.12.22	01.12.21 to 30.11.22


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**ASPECTS TO BE CONSIDERED DURING INSPECTION & RECORD
REQUIRED TO BE INSPECTED FROM DISTRICT PROSECUTION**

FOR DISTRICT PUBLIC PROSECUTORS	
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	i) Total reports u/s 173 Cr.P.C submitted in courts. ii) No of reports re-scrutinized with bifurcation of Serious / Non-Serious Cases iii) No of advice given to Prosecutors iv) Minutes of Meeting
Working of District Appeal Committee	i) Reference by concerned Prosecutors ii) Minutes of meetings of committee iii) Decision of Appeal Committee iv) Action taken thereupon
Working of Internal Monitoring Committee	i) Constitution of committee ii) working methodology of committee iii) Areas Covered by committee iv) Remedial Action Proposed by committee
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


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**ASPECTS TO BE CONSIDERED DURING INSPECTION & RECORD
REQUIRED TO BE INSPECTED FROM DISTRICT PROSECUTION**

FOR PROSECUTORS	
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
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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**ASPECTS TO BE CONSIDERED DURING INSPECTION & RECORD
REQUIRED TO BE INSPECTED FROM DISTRICT PROSECUTION**


FOR SENIOR / JUNIOR CLERKS (Working in District / Special Court / Tribunals)	
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	
FOR SUPERINTENDENT (Working in District / Special Court / Tribunals)	
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	
FOR ASSISTANT (Working in District / Special Court / Tribunals)	
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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Director General


**ASPECTS TO BE CONSIDERED DURING 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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**ASPECTS TO BE CONSIDERED DURING 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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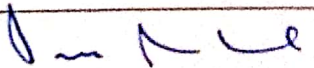
**ASPECTS TO BE CONSIDERED DURING INSPECTION & RECORD
REQUIRED TO BE INSPECTED FROM PROVINCIAL APPEAL
COMMITTEE PGP OFFICE**

AREA OF INSPECTION	RECORD REQUIRED TO BE INSPECTED
No. of references submitted to PAC PGP	Receiving from Districts/ Incharge special courts and any other forum
No. of references received for opinion or for filing	Receipt Register
Working of Provincial 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 Appeal/ Revision/ Writ. v) No. of references involving Death Sentence or Life Imprisonment cases in which PAC is of the view that case is not fit for filing Appeal/ Revision/ Writ. vi) No of references (Time Barred) received from the prosecution offices. vii) No of references didn't disposed off timely.	Receipt Register and Soft Copy in Computer (Case-wise) Receipt Register and Soft Copy in Computer (Case-wise) Dispatch Register and Record of Receipts or any other relevant details
Compliance of Departmental Instructions issued from time to time	Relevant Record
Any other Aspect relating to Administration / Prosecutorial Affairs.	Relevant Record


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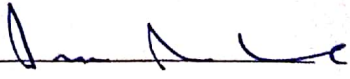
**ASPECTS TO BE CONSIDERED DURING INSPECTION & RECORD
REQUIRED TO BE INSPECTED FROM INCHARGE SPECIAL
COURTS**

AREA OF INSPECTION	RECORD REQUIRED TO BE INSPECTED
No. of references submitted to Incharge Special Courts	Receiving from special courts
No. of references received for opinion or for filing	Receipt Register
No. of references received for opinion for not filing of Appeal	Receipt Register
No. of AOC forms received from special courts	Receipt Register
No. of AOC forms submitted to PGP	Dispatch Register
Working of Incharge special courts 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 Appeal/ Revision/ Writ. v) No. of references involving Death Sentence or Life Imprisonment cases in which incharge special courts is of the view that case is not fit for filing Appeal/ Revision/ Writ. vi) No of references (Time Barred) received from special courts. vii) No of references didn't disposed off timely.	Receipt Register and Soft Copy in Computer (Case-wise) Receipt Register and Soft Copy in Computer (Case-wise) Dispatch Register and Record of Receipts or any other relevant details
Compliance of Departmental Instructions issued from time to time	Relevant Record
Any other Aspect relating to Administration / Prosecutorial Affairs.	Relevant Record


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**ASPECTS TO BE CONSIDERED DURING 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 : viii) No of reference received against Acquittal against cases of death sentence, Life Imprisonment, Conversion of sentence to lesser degree and other conviction ix) No. of references received in other cases x) No. of references entrusted to Prosecutors for opinion. xi) No. of references entrusted to Prosecutors for filing of Cr.PLA. xii) 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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**ASPECTS TO BE CONSIDERED DURING 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	

**ASPECTS TO BE CONSIDERED DURING 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	

**ASPECTS TO BE CONSIDERED DURING 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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