**NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD**

**Proforma for Shift Incharges**

Incharge Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Shift: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Name of Duty Points** | **Checking Time** | **Remarks** |
|  | Main Gate  |  |  |
|  | Front Quarter Guard  |  |  |
|  | Post No. 2 (FC) |  |  |
|  | Post No. 3 (FC) |  |  |
|  | Post No. 4 (FC) |  |  |
|  | Quarter Guard Roof Top (FC) |  |  |
|  | Officer’s Hostel No. 1 Roof Top (FC) |  |  |
|  | Kot |  |  |
|  | Colony Gate  |  |  |
|  | Masjid Gate  |  |  |
|  | Commandant House Post |  |  |
|  | Officer’s Hostel Gate  |  |  |
|  | Officer Hostel No. 5 |  |  |
|  | MT Roof Top |  |  |
|  | QRF |  |  |
|  | Patrolling  |  |  |

**Note:** For any detail, please use the reverse side

Signature of Shift Incharge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_