**SECURITY CHECKING**

Dated: \_\_\_\_\_\_\_\_

Daily Supervisory Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Shift Incharge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECURITY DUTY**

|  |  |  |  |
| --- | --- | --- | --- |
| S # | Duty Points | Checking Time | Remarks |
|  | Main Gate |  |  |
|  | Front Quarter Guard (FC) |  |  |
|  | Post No. 2 (FC) |  |  |
|  | Post No. 3 (FC) |  |  |
|  | Post No. 4 (FC) |  |  |
|  | Quarter Guard Roof Top (FC) |  |  |
|  | Officers Hostel No. 1 Roof Top (FC) |  |  |
|  | Kot |  |  |
|  | Colony Gate |  |  |
|  | Masjid Gate |  |  |
|  | Commandant House Gate (FC) |  |  |
|  | Officers Hostel Gate |  |  |
|  | Officers Hostel No. 5 |  |  |
|  | Patrolling (Police) |  |  |
|  | Patrolling (FC) |  |  |
|  | Stable |  |  |
|  | QRF |  |  |
|  | Nallah Roof Top |  |  |
|  | Any other observation/discrepancies |  |  |

**INSPECTION OF CAMPUS**

|  |  |  |  |
| --- | --- | --- | --- |
| S # | Duty Points | Checking Time | Remarks |
|  | Admin Block |  |  |
|  | Academic Block |  |  |
|  | Officers Hostel 1,2,3,4 & 5 |  |  |
|  | Officers Mess |  |  |
|  | Commandant House |  |  |
|  | Bachelor Hostel & Staff Mess |  |  |
|  | Quarters Guard |  |  |
|  | Masjid |  |  |
|  | Residential Area |  |  |
|  | Water Filtration Plant |  |  |
|  | Stable |  |  |
|  | Laundry |  |  |
|  | Workshop |  |  |
| **DUTIES PERFORMED BY CLASS-IV STAFF**  **Observation/Remarks** | | | |
|  | Chowkidar |  |  |
|  | Washer man |  |  |
|  | Mali |  |  |
|  | Sanitary Worker |  |  |
|  | Barber |  |  |
|  | Electrician |  |  |
|  | Plumber |  |  |
|  | Mason |  |  |
|  | Carpenter |  |  |
|  | Mechanic |  |  |
|  | Sais |  |  |
|  | Water Carrier |  |  |

Name & Signature Supervisory Officer

Any Other Remarks