

14/10/2023
Officer-in-charge
IMPHAL POLICE STATION
Imphal West Dist., Manipur

OFFICE OF THE PRINCIPAL
TAMPHASANA GIRLS' HIGHER SECONDARY SCHOOL, IMPHAL
GOVERNMENT OF MANIPUR

No. TG/01/22(Prin)

Imphal, the 14th Oct 2023

To,

The Officer-in-Charge,
Imphal Police Station.



Subject: Report of theft in the school premises and damages to the school property and necessary action thereof.

Sir,

With due regards, I am writing to report a theft case that occurred inside the school premises in the early hours of 14th October 2023. As per the available CCTV footage, the incident involved two individuals who appeared to be in their twenties.

Water Taps numbering about 60 installed in the Girls Toilet complex, Hostel Complex and staff Toilet complex were stolen. Two Wash basins and a water pump were also damaged. The stolen water taps and the damaged items are collectively valued at approximately Rs. 60,000/-. Almost all the connecting pipes from flush to tap were stolen rendering all the toilet complexes in the school almost defunct.

In this regard, I am to request you to conduct a thorough investigation into this matter and appropriate action be taken against the individuals responsible for this theft at the earliest.

Yours faithfully

Dr. Vinita Devi Elangbam
Principal
T.G.Hr.Sec. School, Imphal
Principal
T.G. Hr. Sec. School
Imphal

14.10.2023
Officer-in-charge
IMPHAL POLICE STATION
Imphal West Dist., Manipur

*This report is treated as an
O.C. up to FAR NO 811(10)2023/PS
U/S 380/34 IPC*

40/105/23 lot II
14/105/23