

To

The Officer-In-Charge
Porompat Police Station
Imphal East



Date: 19th February 2025

Subject: Reporting for the lost of Official Items from office room and campus.

Sir,

With due respect and humble honour I would like to state that recently some items were found missing from the office campus. And today i.e on Tuesday 18 February 2025, at around 9:36 a.m when we came for office, suddenly we found that the lock of the room is broken and the CPU, UPS, Hp Laser Printer, Accessories Cable, Hp Keyboard, Mouse, Iron Visitor Chair, Pipe Cutter, timber and Flower Pot, etc were found missing from the office room and campus.

So, I beg your kind attention to take up necessary action against those culprits.
Always looking forward for your kind attention as earliest.

The list of the lost items are enclosed below.

*This report is treated
as an OK of case
FIR No. 47 (02) 2025 PRT-PS
C/S 305 / BC(5) BNS. 2023*

[Signature]
19/02/2025
OC/PR7/PS
19/2/2025.
Officer in-charge
Porompat Police Station
Imphal East Manipur

Yours faithfully

[Signature]

TH. SUNDARI DEVI

Asst. Director (Design),
Design Extension Centre,
Porompat Imphal East.
#9615497021.

Assistant Director Industries
(Design) Manipur

9. Particulars of properties of interest:

Sl. No.	Property Category	Quantity	Descriptions	Value (in Rs.)
1	CPU	1		Rs 29,000/-
2	HD laser Printer	1		Rs25,000/-
3	UPS	1		Rs 2000/-
4	Assesories cable.	4		Rs 700/-
5	HP key board	1		Rs 900/-
6	Mouse	1		Rs 500/-
7	Iron visitor Chair.	5		2200* 5=Rs 11,000
8	Pipe cutter	1		Rs 1200
9	Flower Pot	6		Rs 200*6= Rs 1200
10	Timber	5		Rs 300*5= Rs1500
Total			= Rs 73,300(Rupess seventy three thousand and three hundred)	

10. Total value of Property:

11. Inquest Report / U.D. Case No., if any:

Sl. No.

UIDB No.

12. First Information Contents:

Smt. Th. Sundari Asst. Director (design), Design Extension Centre, Porompat, Imphal east of Manipur had reported to the officer in charge of Porompat police station stating that recently some items were found missing from the office campus. and on the day of 18/2/2025 at around 9.36 am when they came for office suddenly they found that the lock of the room were broken and the CPU,UPS, HP laser Printer, Assesories Cable,HP Keyboard, Mouse, Iron Visitor chairs, Pipe cutter, timber and flower pot etc were found missing from the office room and campus. The total value of the stolen items worth about RS 73,300 (Rupees Seventy three three hundred.) Approximately. Hence the report.

13. Action taken: Since the above information reveals Commission of Offence(s) u/s as mentioned at Item No.:

(1) Registered the case and took up the investigation/or

(2) Directed (Name of I.O.): Md. Madani

No.

Rank: ASI.

to take up the Investigation:

(3) Refused investigation due to:

(4) Transferred to P.S.:

on point of Jurisdiction.

District:

F.I.R. read over to the complainant / informant, admitted to be correctly recorded and a copy given to the complainant / informant, free of cost.

R. O. A. C.

14. Signature / Thumb impression of the complainant / informant

Signature of Officer in Charge

Police Station: Porompat P.S.

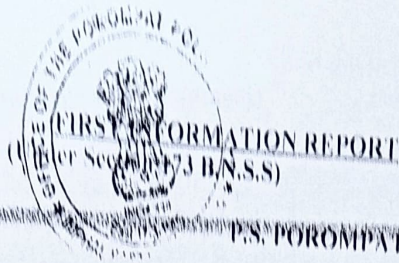
Name: Ch Chittaranjan

Rank: Inspector of Police, OC-PR1 PS

No.:

Officer in-charge
Porompat Police Station
Imphal East Manipur

15. Date and time of Dispatch to the Court: 19/02/2025.



Manipur Police
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1. DISTRICT IMPHAL EAST
FIR NO. 47(02)2025 PRT-PS

P.S. POROMPAT YEAR: 2025

Date and time of FIR: 19/02/2025 at 03.30pm.

Sl. No.	Acts.	Sections
1.	BNS (Theft with Common Intention)	305/3(5) BNS-2023

3. (a) Occurrence of Offence :

Day: Tuesday Date from: 18/02/2025 Date to: 18/02/2025
Time Period: Time from: 9.36 am Time to: 9.36 am
(b) Information received at PS Date: 19/02/2025 Time: 3.30 pm.
(c) General Diary Reference: 18 /PRT-PS/2025 Date & Time: -19/02//2025 at 3.30Pm.

4. Type of information: Written report.

5. Place of Occurrence: In the office of Handloom and Textile Design extension centre
Manipur, Porompat 1km east.

(a) Direction and Distance from PS: 1Km East. Beat:

(b) Address: Porompat, Imphal East, Manipur.

(c) In Case Outside the limit of this Police Station, then Name of P.S:

6. Complainant/ Informant:

(a) Name: Th. Sundari Devi.
(b) W/O: Mutum Inao Singh
(c) Date of Birth : 1/02/1978
(e) UID No.: - (d) Nationality: Indian.

(f) Passport No.

(g) Date of issue:

Place of issue:

(h) ID Details (Ration Card, Voter ID Card, Passport, UID No., Driving License, PAN)

Sl. No.	ID Type	ID No.
1.	Aadhaar Card	

(i) Occupation : Govt. Employee, Asst. Director (Design), Design Extension Centre, Manipur.
(j) Address:-

Sl. No.	Address Type	Address
1	Present Address	Ningthoukhong ward no. 11
2	Permanent Address	Ningthoukhong ward no 11

(k) Phone Number: 9615497021

Details of known 'suspected' unknown accused with full particulars:

Sl. No.	Name	Alias	Relative's Name	Present Address
1				

8. Reasons for delay in reporting by the complainant / informant: