

**OFFICE OF THE HEADMISTRESS
POROMPAT SABAL LEIKAI HIGH SCHOOL
GOVERNMENT OF MANIPUR
POROMPAT IMPHAL EAST, IMPHAL**

To
The Officer-in-Charge
Porompat Police Station
Imphal East District
Imphal.

Imphal, 24th July 2025

Subject: FIR Registration for Theft of Goods from Porompat Sabal Leikai High School.

Respected Sir,

I, Leitanthem Birla Devi, aged 59 yrs, Headmistress (In charge) of the Porompat Sabal Leikai High School located at Thambalkhong Sabal Leikai near Nungthilchabi Club, Imphal East, would like to report that on the intervening night of 22nd and 23rd July, 2025, some goods belonging to the school were stolen by unknown persons.

The stolen items include e.g., laptop, filled Gas cylinders, stationery, books, sports equipment, approximate values would be around Rs.50,000/-.(List of items are given below). We noticed the theft when the school was open on 23rd July 2025 morning.

We have searched the school premises thoroughly and found signs of forced entry e school. Also found that they broke some locks and doors. It may kindly be noted that some civil works like viz Construction of CWSN toilets , repairing of floors , etc are undergoing at present in the school. As such, there were some openings of the compound walls. We have no information about the identity of the thieves yet, but we request you to kindly register this FIR and investigate the matter to recover the stolen goods and take action against the culprits. Please find attached the inventory list of the stolen items.

We also request you to kindly keep constant vigil around the school especially in the night time considering the vulnerability of frequent happening of such unwanted incidents in future.

Kindly acknowledge the receipt of this complaint and provide us a copy of the FIR for our records

List of stolen items and damages.

1. Filled LPG Gas Cylinder
2. HP laptop
3. Star tablets (6 nos)
4. 3(three door locks
5. Important books, students answer scripts,
6. One Rice Bag for MDM
7.
8.

Yours faithfully,

L. Birla Devi
(L. BIRLA DEVI)

Copy to-

1. The Zonal Education Officer, Zone-II, Govt. of Manipur, Imphal East, Porompat for kind information and necessary action for safeguarding the properties of school.
2. The Secretary, Nungthilchalbi Club, Thambalkhong Sabal Leikai, Imphal East, Imphal-They are requested to kindly keep vigil around the school campus as a local club in the interest of the students of the area.

12. First Information Contents:

One L. Birla Devi Headmistress Porompat Sabal Leikai High School IE submitted a complaint report that on the intervening night of 22nd and 23rd July 2025 some goods belonging to the School were stolen by unknown persons. The stolen items include e.g. laptop, filled gas cylinders, stationery, books sports equipment, approximate value would be around Rs. 50000/- 9(List of items are given below) they notice the theft when the school was open on 23rd July 2025 morning. The have searched the School premises thoroughly and found signs of force entry School. Also found that they broke some locks and doors. 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.): Y. Sanatomba Meetei
No.

Rank: ASI

to take up the Investigation:

(3) Refused investigation due to:

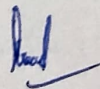
(4) Transferred to P.S.

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: Sh. Chandrakumar Singh.

Rank: Inspector of Police, OC-PRT-PS.

No.:

Officer in-charge

Porompat Police Station

Sabal East Manipal

15. Date and time of Dispatch to the Court: 24/7/2025.

Sl. No.	Acts.	Sections
1	BNS Lurking house tress pass and house breaking by night and theft.	331(2)/3035/395) BNS-2023.

3. (a) Occurrence of Offence :

Day:

Date from: 22/7/2025

Date to: 23/7/2025

Time Period:

Time from: intervening night

Time to:

(b) Information received at PS:

Date: 24/7/2025

Time: 2.30 pm.

(c) General Diary Reference:

Entry No.23/PRT-PS/2025 Date & Time: - 24/07/2025 at 2.30 pm.

4. Type of information: Written.

5. Place of Occurrence: At Porompat Sabal Leikai High School Imphaal East Manipur.

(a) Direction and Distance from PS: About South 1 km .

Beat:

(b) Address: Thambalkhong Sabal Leikai near Nungthilchaibi Club.

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

6.. Complainant/ Informant:

(a) Name: Leitanthem Birla Devi

(b) S/o. D/o. W/o :- w/o nandeibam Manichandra Singh

(c) Date / Year of Birth: - 01/01/1966

(d) Nationality: Indian.

(e) UID No.: -

(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.	AADHAR	

(i) Occupation : Teacher

(j) Address:- Porompat Sabal Leika Highschool.

Sl. No.	Address Type	Address
1	Present Address	Soibam Leikai Khanglabung Leirak
2	Permanent Address	Soibam Leikai Khanglabung Leirak

(k) Phone Number: 8794367144

7. Details of known / suspected / unknown accused with full particulars:

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

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

9. Particulars of properties of interest:

Sl. No.	Property Category	Property Type	Description	Value (in Rs.)
1	Stationery items, Computer and sport equipment.	Laptop Gas Cylinders Books etc.		50000/-

