

To,
The Officer-in-Charge
Porompat Police Station,
Porompat, Imphal-East 795005, Manipur.

Subject: Report of stolen items from our office canteen

Respected Sir/Madam,

I, **Shantikumar Naorem**, Member Secretary of IDTRC, Manipur, located at **Top-Dusara, Yaralpat, Imphal-East**, wish to lodge a complaint regarding the theft of items from our office canteen. On the morning of **2nd September 2025** our staff discovered that the canteen had been broken into, and several items along with cash were found missing. The theft is suspected to have taken place during the night of **1st September, 2025 i.e., Monday**.

The list of stolen items is attached below for your reference:

Annexure – List of Stolen Items

Sl. No.	Item Description	Quantity	Approx. Value (₹)
1	Gas Cylinder (LPG)	2 Nos.	₹4,500/-
2	Coffee Maker Machine(Afresh)	1 No.	₹37,500/-
3	Gas Burner	1 No.	₹3,500/-
4	Cash from locker	—	₹2,000/-
5	Snacks & Beverages	—	₹7,000/-(approx.)
Total Value			₹54,500/-

This incident has caused loss to our organization and disrupted canteen services. I therefore request you to kindly register this complaint, initiate an investigation, and take necessary steps to trace the culprits and recover the stolen items.

We assure you of our full cooperation and will provide any further information or documents required.

Thanking you,

Sd/
Shantikumar Naorem
Member Secretary
IDTRC, Manipur

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.): N. Polendro Singh
No.

Rank: ASI Porompat PS.
to take up the Investigation:

(3) Refused investigation due to:

(4) Transferred to P.S.:

on point of Jurisdiction.

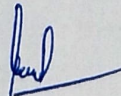
District:

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: Sh. Chandrakumar Singh
Rank: Inspector of Police, OC-PRT-PS.

No. 
Officer in-charge
Porompat Police Station
Imphal East Manipur

15. Date and time of Dispatch to the Court: 02/09/2025.

2.	SL. No.	Acts.	Sections
2.	BNS-2023		331(2)/305/324(4)

3. (a) Occurrence of Offence :
Day:

Date from: in the night of 01/9/2025

Date to: 2/9/2025

Time Period:

Time from: in the night of 1/9/2025

Time to: and 2/9/2025

(b) Information received at PS:

Date: 02/09/2025

Time: 4 pm.

(c) General Diary Reference: Entry No.

/PRT-PS/2025 Date & Time: - 02/09/2025 at 4 Pm.

4. Type of information: Written

5. Place of Occurrence: At the office of IDTRC located at Top Dusara, Yaralpat, Imphal East.

(a) Direction and Distance from PS: About 3 km East

Beat:

(b) Address: Top Dusara Yaralpat Imphal East district, Manipur.

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

6.. Complainant/ Informant:

(a) Name: Sahntikumar Naorem (54)

(b) S/o, D/o, W/o :- S/o Late. N. Tompok Singh .

(c) Date / Year of Birth:- 01/01/1970

(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.	Aadhaar	25201726055

(i) Occupation : Member Secretary of IDTRC

(j) Address:- Top Dusara yaralpat.

SL. No.	Address Type	Address
1	Present Address	Khagempalli Panthak Nganappithong Mapal Imphal West
2	Permanent Address	Khagempalli Panthak Nganappithong Mapal Imphal West

(k) Phone Number: 7005027321

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

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

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	1. Gyas Cylinder (LPG) -2. 2. Coffee Maker machine (Afresh) -1 3. Gas Burner -1 4. Cash from locker - Rs. 2000/- 5. Snacks and Beverages			

10. Total value of Property: 54500/-

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

28/10/2025 10:18