

PROFORMA FOR INSPECTION OF GOVERNMENT/SEMI GOVERNMENT OFFICES/HEAD OF DEPARTMENTS/DIVISIONAL LEVEL OFFICES BY CONCERNED ADMINISTRATIVE DEPARTMENT/ARI & TRAININGS DEPARTMENT

01. Name of the Department/Office: _____
02. a) Name of the Head of the Department/Office: _____
b) Date of taking over: _____
03. a) Name of FA/CAO/DDO: _____
b) Date of taking over: _____
04. Date of last Inspection _____ Conducted by _____
05. Date of present Inspection: _____

I. ORGANISATIONAL SET-UP OF THE DEPARTMENT:

- a) Please furnish the chart showing the organizational set-up of the Department.
- b) Is the distribution of work between the Head of the Department and his Gazetted Assistants properly and suitably made? (A copy of the distribution of subjects may be furnished)
- c) Does any Gazetted Officer/Non-Gazetted Official submit the papers to more than one officer?
- d) Is the distribution of work rational and equitable? If not, what changes are suggested to secure greater efficiency and quick disposal of public business?
- e) Is the office adequately staffed? (Comment with reference to the average turn-over of the work and other relevant factors).
- f) What is the sanctioned strength of the office under such category?
- i. Permanent
 - ii. Quasi Permanent
 - iii. Temporary
 - iv. Daily wagers
 - v. Vacant

II. EXPENDITURE / BUDGET:

- a) What are the various heads of expenditure and the amount provided in the budget thereof.
- b) What is the progress of expenditure under each head?
- c) What is the method adopted to closely watch the pace for expenditure?
- d) Was there any rush of expenditure at the end or close of the previous financial year? If so, what steps are being taken to eliminate such trend?
- e) Is there a proper phasing of expenditure over the entire financial year?

III. ACCOUNTS:

- a) Are all the registers, required under rules, being maintained properly and up-dated?
- b) Whether the cash book is being maintained properly with special reference to:
 - i. Certificate regarding counting of pages.
 - ii. Attestation of individual entries and daily balance.
 - iii. Monthly certificate regarding physical verification of cash.
 - iv. Drawl verification certificate obtained from the concerned treasury.
- c) Is the office provided with cash chest?
- d) Is cash personal security being obtained from the official dealing and cash? If not, reason thereof.
- e) Are the journeys being performed in accordance with approval programme?
- f) Is disbursement certificate recorded?
- g) Are the account register page marked?
- h) Is the Pay Acquaintance Roll maintained properly?
- i) Are proper receipts being obtained for all sums disbursed?
- j) Is the contingent register being maintained properly and verified and attested item-wise regularly by the officer In-charge?
- k) Is Log book maintained in respect of the Government Vehicles attached with the department?
- l) Is the department maintaining following registers of account and are there registers up to date/verified and attested by the concerned officer?
 - i. Cycle Advance Register.
 - ii. Scooter Advance Register.
 - iii. Advance Pay Register.
 - iv. G.P Fund Register.
 - v. Telephone Register.
 - vi. Audit Objections Register.
 - vii. Charcoal Register.
 - viii. Uniform Register.
 - ix. Drawl Register.
 - x. Festival Advance Register.
 - xi. Store/Stock Register.
 - xii. Perishable Articles Register.
 - xiii. Log-Book Register.
 - xiv. List of registers maintained by the office may be furnished to Inspection party.

IV. STORE / STOCK:

- a) Is the Store/Stock register maintained properly?
- b) Is the physical verification of stock-in-hand being carried out as per rules and instructions? If so, verification report be furnished to the inspection party.
- c) Is the value of purchased articles shown, with date, in the registers?
- d) Are written off articles/losses etc. correctly accounted for?
- e) Are separate register being maintained for perishable articles?
- f) Are un-serviceable articles being disposed off as per norms?
- g) Is the furniture supplied by Estates Department or directly purchased from the market? In case of direct purchase from the market, are quotations/tenders being called under rules?

V. ATTENDANCE REGISTER:

- a) Is the Attendance Register maintained properly in the prescribed form?
- b) Is late attendance counted towards casual leave on any other leave due to the officers/officials as prescribed under rules?
- c) Is a register showing casual leave/restricted holidays availed of by the staff maintained up to date?
- d) Are the registers as indicated above being submitted to the concerned officer and his signature obtained daily? If not reason thereof.

VI. RECORDS:

- a) Is the department maintaining the File Movement Register/Index Register in each section? Is this being checked by the next authority and after what interval? If not, reason thereof.
- b) Are the files maintained continuously or year wise?
- c) Are the files properly indexed/page marked/In cover tagged?
- d) When the weeding of records has last taken place?
- e) Is weeding of records being done in accordance with the rules and regulation in vogue? If not, reason thereof.
- f) What is the number of cases pending with the department (Give section wise details) with reason for pendency?
 - i. Between one and three months.
 - ii. Between six months and one year.
 - iii. Between one and two years
 - iv. Over two years.

VII. SPEEDY TRANSACTION FO BUSINESS AND CLEARANCE OF PENDING.

- a) Preparation of Fortnightly Arrears, Statement of each section and its consolidation/submission on due date to concerned quarters.
- b) Inter departmental meeting for clearance of pending cases and resolving points of differences.
- c) Time bound disposal of important references.
- d) Issue of monthly reminders.
- e) Time to be taken for disposal of various type of references including D.O letters, telegrams etc.
- f) Disposal of secret and confidential papers.
- g) Distribution of daily dak.

VIII. PLANNING:

- a) What are the plan schemes, both State and Centrally Sponsored with which the department is concerned? (Give a statement of all such schemes, the budget allotment and target fixed).
- b) Have the prescribed guidelines been kept in view while formulation annual plans proposals?
- c) What procedure has been devised for review of the plan schemes?
- d) Are departmentally coordination/review meetings held periodically to review financial and physical aspects?
- e) Are the following points specifically examined in those meetings:-
 - i. Physical targets and achievements.
 - ii. The actual position of the expenditure booked and its preparation on staff and that of actual development programme.
 - iii. The shortfalls and reasons thereof.

IX. PROPERTY RETURNS:

- a) Whether property returns are obtained/transmitted and scrutinized by the prescribed dates?

X. RECEIPT AND DESPATCH:

- a) Whether the communication received in the Department are diarized the same date after these are submitted to the concerned officers properly and perused by them?
- b) Whether communications received from GOI, Governor, CM/Minister of State/Chief Secretary are processed on priority?

- c) Whether parliament/Assembly/Council questions and important references are being dealt with on priority basis?
- d) Are receipts obtained by the receipt clerk from the officials at the time of delivery of dak?
- e) Is the Stamp Register being maintained as laid down under rules, monthly balances shown up to date and checked by the officer authorized for the purpose?
- f) Is the working of this section being watched and checked at prescribed intervals?

XI. APPOINTMENTS/PROMOTIONS:

- a) Whether Recruitment Rules of Gazetted/Non-Gazetted staff have been got sanctioned from ARI & Trainings Department, Law Department and Public Service Commission? If not, reason thereof.
- b) Whether seniority lists have been prepared and have been Circulated/Finalized after calling the objections from all the categories under the administrative control of your Department including your office?
- c) Whether the Roster regarding the reservation for Scheduled Caste/Scheduled Tribe Candidates is being followed for direct appointment/promotions?
- d) Whether employees have been declared Quasi Permanent/Permanent? If not, reason thereof.
- e) Are temporary appointments made only when candidates selected by Competent Authority are not available?
- f) Whether any vacancy ought to have been notified to the Recruitment Board has been filled up without such notification? If so give particulars.
- g) Has concurrence of the Competent Authority/Recruitment Board been obtained where necessary for temporary appointments (exceeding three months) promptly?

XII. PERSONAL FILES/ESTABLISHMENT:

- a) Are personal Files for all employees maintained properly and up to date?
- b) Are APRs written regularly?
- c) Have adverse remarks, if any, been communicated to the concerned officials and their acknowledgement filed in the concerned personal files?
- d) Whether the Government instructions regarding transfer of Government employees who have stayed for more than three years at being implemented? If not, reason thereof.
- e) Whether seniority lists have been prepared and finalized after calling objections? If not, reasons thereof.

- f) Whether increment/E.Bar is sanctioned as and when it accure? If not, reason thereof.
- g) Whether all the Government servant are subscribing towards G.P Fund and Insurance? If not, reason thereof.
- h) Are there any appeals/representations of any official pending with the Department of any Government official? Give details of pendency.
- i) What is the number of pension cases pending with the Department (own office/subordinate offices)? With reason of pendency.
- j) Whether a list of government servants who attain the age of superannuation during a particular year hence circulated and their pension cases processed 18 months before the date of superannuation, if not, reason thereof?

XIII. INSPECTION:

- a) Whether annual inspection has been conducted by the ARI Department/Head of the office?
- b) Observations made and action taken for removal of the defects found be furnished?
- c) Whether annual inspections of the office under the Administrative Control of the office in question have been conducted?
- d) Is action taken on the observations made during the last year communicated to the concerned and their reply received?
- e) How many subordinate offices were inspected during the last year?
- f) Whether copies of inspection notes are being furnished to next higher authority through the Department of Administrative Reforms and Inspections to the Chief Secretary?
- g) Whether Audit has been conducted by AG Office? If so...
 - i. Put up a statement of audit objections/audit notes/Draft Paras pending disposal.
 - ii. What is the total amount involved in the objections (both in respect of the concerned office and the offices under the Administrative Control) with reason of pendency?
 - iii. Whenever the office audited last by the Accountant General?

XIV. OFFICE ACCOMMODATION:

- a) Is it sufficient for all members of the staff?
- b) Is the seating arrangements being made properly?
- c) Is the building kept neat and clean?

- d) Is the building government property? In case of private building has certificate of non-availability been obtained from the PWD/Estates Department?
- e) Is the rent fixed by the PWD authority/Rent Assessment Committee?
- f) Has rent been paid up to date, if not, reason thereof?

XV. STATIONERY AND FORMS:

- a) Are the Registers of Forms and Stationery maintained properly? Are these registers checked by the officer concerned?
- b) Are the stocks physically verified periodically?
- c) Are receipts of stocks from the Stationery report being verified at the time of receiving such stocks in the office and the bills entered with attestation of officer in-charge?
- d) Are acknowledgements obtained for each item of issue?
- e) Are the instructions regarding economy in the use of Stationery Articles being implemented?

XVI. SUPPLY OF UNIFORMS:

- a) Particulars of Orderlies to whom uniforms have been supplied.
- b) Whether all the Orderlies do wear the uniforms so supplied? If not, what action is taken against the defaulters?
- c) Any other item the concerned Head of Office want to discuss and bring to the notice of the Government.

XVII. VIP REFERENCES AND GRIEVANCES:

- a) References received from VIP/with date, receipt number and date from the office received.
- b) Disposal of the Grievance
- c) Date of disposal.

XVIII. FOR ENGINEERING DEPARTMENTS ONLY:

- a) Name of the Scheme.
- b) Year of Execution.
- c) Total cost of the scheme.
- d) Present position of the work done.
- e) Spill-over work, if any.
- f) Causes of delay, if any for execution of the work.
- g) Name and designation of the Executive Engineer of the scheme.