

PRO FORMA FOR INSPECTION OF GOVERNMENT/SEMI GOVERNMENT OFFICES/ HEADS OF DEPARTMENTS/ DIVISIONAL LEVEL OFFICES BY CONCERNED ADMINISTRATION DEPARTMENTS/ARI 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 a 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 therefore?
- b. What is the progress of expenditure under each head?
- c. What is the method adopted to closely watch the pace of 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 with cash? If not, reasons therefore.
- e. Are the journeys being performed in accordance with approved programme?
- f. Is disbursement certificate recorded?
- g. Are the account registers page marked?
- h. Is the Pay Acquittance 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.

(A 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 registers 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 or 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 reasons 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 intervals? If not, reasons therefore.
- 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 regulations in vogue? If not, reasons therefor.
- f. What is the number of cases pending with the Department (give Section wise details) with reasons 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 OF BUSINESS AND CLEARANCE OF PENDING CASES:

- a. Preparation of Fortnightly Arrears Statement of each Section and its consolidation/submission on due date to concerned quarters.
- b. Inter Departmental meetings 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 types 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 formulating annual plan 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 therefor.

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/Minist 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 the 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 Department, Law Department and Public Service Commission? If not, reasons thereof.
- b. Whether seniority lists have been prepared 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 reasons 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 are being implemented? If not, reasons 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 accrues? If not, reasons thereof.

- g. Whether all the Government servants are subscribing towards G.P. Fund and Insurance? If not, reasons 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 reasons of pendency?
- j. Whether a list of government servants who attain the age of superannuation during a particular year being circulated and their pension cases processed 18 months before the date of superannuation if not, reasons thereof?

XIII. INSPECTIONS:

- 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 offices 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 reasons 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, reasons 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 wants 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 executing engineers of the scheme.