



Government of Jammu and Kashmir
ARI and Trainings Department

Civil Secretariat, J&K

Subject:- Proforma for Inspection of Government/Semi-Government Offices/Head of Department/Divisional Level Offices by Concerned Administrative Department/ARI & Trainings Department.

Reference: U.O No. GAD-ADM0II/416/2022-09-GAD dated 19.02.2024 of General Administration Department.

Government Order No: 09-JK(ARI & Trgs) of 2024
Date: 06.03.2024

In supersession of all previous orders issued on the subject, a "Revised Proforma" forming "**Annexure-A**" to this order is hereby notified for the purpose of Inspection of Government/Semi-Government/Head of Department/Divisional Level Offices by Concerned Administrative Department/ARI & Trainings Department.

This is accordingly brought to the notice of all the concerned for compliance.

By Order of the Government of Jammu and Kashmir

Sd/-

(Shabnam Kamili) JKAS

Secretary to the Government

Dated: 06/03/2024

No:-ARI-AI/1/2022-01 (178854)

Copy to the:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General, J&K Institute of Management, Public Administration and Rural Development.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor, J&K.
5. All Commissioner/Secretaries to the Government.
6. Joint Secretary (Jammu, Kashmir & Ladakh), Ministry of Home Affairs, Government of India.
7. Divisional Commissioner, Kashmir/Jammu.

8. All Head of Departments/Managing Directors.
9. Secretary, J&K Public Service Commission.
10. Director Archives, Archeology and Museum.
11. Director Information, J&K.
12. Secretary, J&K Service Selection Board.
13. Private Secretary to the Chief Secretary, J&K.
14. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
15. Private Secretary to Secretary to the Government, ARI & Trainings Department for information.
16. PA to Secretary (Technical), ARI & Trainings Department.
17. I/c website.
18. Government Order file/Stock file.

(Mohammad Arshad Jan)

Under Secretary to the Government






06/03

**"Annexure-A" to Government Order No.09–JK(ARI & Trgs) of 2024
dated 06.03.2024**

**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: _____

1. Organizational set-up of the department:

- a. Please furnish the flow chart showing the organizational set-up of the Department.
- b. Is the distribution of work between Head of the Department and staff properly and suitably made? (A copy of the distribution of subjects/work may be furnished)
- c. Does any Gazetted Officer/Non-Gazetted Official submit the papers/files 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 each category?
- i. Permanent
 - ii. Quasi Permanent
 - iii. Temporary/Out sourced
 - iv. Daily wagers