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Inspection Questionnaire for purpose of inspection of offices of Department other than Revenue by Divisional Commissioners.

GOVERNMENT OF BOMBAY.

REVENUE DEPARTMENT.

Resolution No. INS. 1057/76329-G (60)

Sachivalaya, Bombay, 18th August 1958.

Joint letter No. LBD. 4981, dated the 24th April 1958, from Divisional Commissioners.

"We invite your attention to Government Resolution, Revenue Department, No. RVA. 2557/170960-R, dated 28th February 1958, on the subject 'Divisional Commissioners Powers and functions—delegation of — to'. In paragraph 4 (2) of the above Government Resolution the Commissioners have been made responsible for six items of which one is 'general inspection of offices of all departments within the Division'. We consider it necessary to prescribe a *pro forma* for inspection of these offices. We discussed this matter in Conference on the 23rd instant and have prepared the enclosed *pro forma*. Orders of the Government may please be obtained approving this *pro forma*. The Government Printing Press may be directed to print adequate number of copies of this *pro forma** and to supply the same to the Commissioners."

RESOLUTION.—Government is pleased to approve the *pro forma* ~~proposed~~ recommended by the Commissioners for general inspection of offices of all Departments within the Division.

2. Government is also pleased to direct that, for the present, copies of the *pro forma* should be either got typed or roneoed instead of getting them printed.

By order and in the name of the Governor of Bombay,

V. C. THAKORE,
Assistant Secretary to Government.

To

All Commissioners,

All Heads of Departments and Offices under the several Departments of the Sachivalaya,

All Departments of the Secretariat (except the Separate Department and the Legal Department).

£ 29.9.58

*Printed as an accompaniment to this Government Resolution.

Accompaniment to Government Resolution, Revenue Department, No. INS. 1057/76329-G, dated the 18th August 1958.

Pro forma *for the Inspection of Government Offices by the Commissioner.*

(Please omit items which do not apply to a particular office).

1. Name of office.
2. Location.
3. Jurisdiction.
4. Name of Officer-in-charge.
5. Since what date he is holding charge.
6. Names of all the officers who have held charge in the last 36 months.
7. Is the office accommodation adequate ?
8. Is the office furniture and equipment adequate ?
9. What is the strength of office staff ?
10. Is the staff adequate according to the standards laid down ?
11. Does each member of the staff (other than supervising staff) keep daily worksheet and a weekly abstract of arrears ?
12. How often does the supervising staff inspect the work of each member of the staff ?
13. When was this office last inspected by a superior officer ?
14. Has the inspection memo. been complied with in full ?

14A. Does each clerk arrange his papers systematically such as—

(*a*) pending action ;

(*b*) await ;

(*c*) to be filed ;

Are papers pending action arranged chronologically, oldest papers being placed on top ?

15. In case of await papers, are reminders being issued periodically to the officers concerned ?

What is the number of cases over 12 months old pending final disposal ?

16. Are papers which are to be recorded sent regularly to the record room ?

Are papers due for destruction destroyed promptly ?

17. Does each clerk maintain the Standing-orders File ?

Is it up-to-date and properly arranged ?

18. Are all prescribed registers of accounts maintained properly ?
19. Has a register for watching disposal of Legislature questions been maintained in the prescribe form ?

Is it periodically scrutinised by the Head of the office ?

20. Are there any departmental proceeding pending against any member of the staff ? If so, whether enquiries are being conducted according to the time-limit prescribed by

21. Are pension papers prepared in time ?

    Are there any cases of delay ?

22. Is there a dead stock register ? Has it been verified and certified correct by the Head of the office within the last 12 months ?

23. Is a register of periodical returns (PRA) maintained ?

24. Is a register of actual dates of submission of periodical returns (PRB) maintained ?

25. Is a register of references received from the Government or heads of Departments maintained ?

26. What are the targets for different schemes in the Second Five-Year Plan and what is the progress in each scheme ? Budget provision and plan expenditure, sanctioned for plan schemes.

27. Are there any suggestions for improving the work of the office ?

28. Any other problems requiring immediate attention.

For P. W. D. Offices only.

29. Are running bills of contractors being paid in time ?

30. Is there an adequate stock of instruments, implements and other equipments ?

31. Is the log book of all motor vehicles in the use of the department properly maintained ?

32. Are plans and estimates received for technical scrutiny being approved in time ?

33. Are the stocks held in stores adequate ? Have they been verified and certified by an officer as prescribed by Government within the last 12 months ?

For Police Offices only.

34. What is the state of crime in the district ?

35. Is the strength and distribution of the police force adequate ?

36. Is the log book of the vehicles in use of the Department maintained properly ?

For Educational Department Offices only.

37. Are the grants-in-aid being paid to the receipients in time ?

No. of 1958.

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