

**Proforma for inspection of Govt./ Semi Govt. Offices by Head of the Department/  
Div. Level Offices by Concerned Administrative 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: \_\_\_\_\_ Conduct 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 distribution of subject 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 public business?
- e. Is the office adequately staffed? ( comment with reference to the average turn over of work and other relevant factors).
- f. What is the sanctioned strength of the office under each category?
- i. Permanent.
- ii. Quasi Permanent
- iii. Temporary
- iv. Daily Wages
- 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 result 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 the 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 Acquaintance Roll maintained properly?
- i. Are proper receipts being obtained from 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 these registers upto 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 Article 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 register?
- 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 the 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:

- i. Is the attendance register maintained properly in the prescribed form?
- ii. Is late attendance counted towards casual leave or any other leave due to the officers / officials as prescribed under rules?
- iii. Is a register showing casual leave/ restricted holidays availed of by the staff maintained upto date?
- iv. 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 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, the reasons therefore?
- f. What is the number of cases pending with Department ( give section wise details) with reasons for pendency:
  - i. Between one and three months.
  - ii. Between six and one year.
  - iii. Between one and two years.
  - iv. Over two years.

VII. SPEEDY TRANSACTION OF BUSINESS AND CLEARANCE OF PENDENCIES:

- a. Preparation of Fortnightly Arrears Statement of each section and its consolidated / 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 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 adopted 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 therefore.

IX. PROPERTY RETURNS:-

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

X. RECIEPT AND DISPATCH:

- 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 receipt obtained by the receipt clerk from the officials at the time of delivering the Dak?
- e. In the Stamp Register being maintained as laid down under rules, monthly balances shown upto 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 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 form 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 therefore?
- 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 have 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 upto 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 instruction regarding transfer of government employees whose have stayed for more then three years are being implemented . If not, reasons therefore?
- e. Whether seniority lists have been prepared and finalized after claim objections? If not reasons therefore?
- f. Whether increment / E. Bar is sanctioned as and when it accrues ? If no reasons therefore?
- g. Whether all the government servants are subscribing towards G.P. Fund and Insurance. If not, reasons therefore?
- h. Are there any appeals / representation of any officials pending with the office.
- 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 are of superannuation during a particular year being circulated and their pension cases processed 18 months before the date of superannuation if not, reasons therefore?

### 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. In action taken on the observations made during the last year communicate 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 Para's 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 ACCOMODATION:

- a. Is it sufficient for all members of the staff?
- b. Is the seating arrangement 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 upto date, If not, reasons therefore.

### 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 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 items the concerned Head of office wants to discuss and bring to the notice of the Government.

## XVII. TRAININGS GENERAL:

- A.
  - i. Land available for the institute:
  - ii. Actual area occupied by the building/s of the institute:
  - iii. Detail of hostel facility available, if any:
  - ix. Library facility available, if any:
  - v. Seminars/Workshops if any, organized for the awareness of the benefits of industrial training among the public.
  - vi. Need of introduction of new trades in accordance with the local demand/new technological trend.
  
- B.
  - a. Number of the Trades sanctioned/actually functioning:
  - b. Number of Trades affiliated:
  - c. Number of Trade unaffiliated:
  - d. Reasons for non-affiliation:
  - e. Number of Trades ready for Standing Committee's Inspection for Affiliation.
  - f. Trades in which the 2<sup>nd</sup> shift is being conducted:
  - g. Trades in which the 2<sup>nd</sup> shifts could be conducted.
  - h. Propose timing for conducting 2<sup>nd</sup> shifts.
  - i. Name of the Women Wings/Trades:
  - j. Trade-wise intake capacity of ITI:
  - k. Trades in which admissions are made.
  - l. Trade-wise roll position as on date:

## XVII TRADE-WISE TRAINING PROGRESS (On separate sheet for each Trade Unit):

- i. Name of Trade:
- ii. Name of the Instructor:
- iii. Date of joining the institute:
- iv. Whether affiliated to NCVT/SCVT:
- v. Course duration with date of actual start of the ongoing session:
- vi. Subject-wise name of the Chapter, lesson where the trainees are reading as on date:
- vii. Name of the practical which the trainees are taught as on date:
- viii. %age of machinery, tools and equipment available in the Trade as per syllabus:
- ix. Name of the Machinery, tools and equipment surplus, if any:
- x. Details of idle machinery if any, with specific reasons for idleness:
- xi. Arrangements made for the repairs of out-of-order machinery:
- xii. Name of the Machinery, tools and equipment deficient, if any:
- xiii. Detail of obsolete/unserviceable machinery:
- xiv. %age of availability of Raw-materials :
- xv. No. of trainees appeared in the Trade in the preceding All India Trade Test(NCVT)/State Trade Test(SCVT):
- xvi. No. of Trainees Passed:
- xvii. Pass Percentage of trainees:
- xviii. Subject-wise pass %age:
- xix. Arrangements made for the improvement of Trade:
- xx. Fresh proposals if any, for improvement of the Trade:

## XVII MONITORINF OF TRAININGS

- i. Are the note books prepared by the trainees and regularly checked by the instructors:
- ii. Do the supervisory staff check the note books weekly:
- iii. Does the HOI make random checks of the note books of trainees:
- iv. No. of jobs prepared/ manufactured in the Trade during normal course and Trade Tests up to date:
- v. What disposal has been done for the previous Jobs.
- vi. Are the daily diaries and progress cards maintained; indicate latest position?
- vii. Whether the Track Record of ITI Passed outs/Record Card of Ex-trainees is maintained as per the provisions of Training Manual.
- viii. Are the log books of heavy machinery maintained?
- ix. Name/s of the instructor/s who have drawn best results with pass %age and awards if any, to be proposed:
- x. Name/s of the Instructor/s of different subjects on whom the responsibility of poor results could be fixed:
- xi. No. of trainees deputed for on-the-job training during the current session:
- xii. Name of establishments/Workshops etc. where deputed for on-the-job training:
- xiii. Guest lecturers arranged if any:
- xiv. Name of the trainees, who have attained 1<sup>st</sup>/2<sup>nd</sup> or 3<sup>rd</sup> position in the previous All India Trade Test for their nomination in the All India Skill Competition/State Competition.