

Inspection of District Offices :

By Collectors.

GOVERNMENT OF BOMBAY.

POLITICAL AND SERVICES DEPARTMENT.

Circular No. INS-2259-(O & M)-B.

Sachivalaya, Bombay, 27th October 1959.
Kartika 5, 1881.

CIRCULAR.

In Government Circular, Political and Services Department, No. CDR-1055-D, dated the 27th August 1955, Collectors were nominated as representatives of the Inspection and Organization and Methods Section and they were authorised to pay co-ordination visits to other offices in their districts. These orders were made applicable to the whole State of Bombay by Government Circular, Political and Services Department, No. DCM-1159, dated the 28th April 1958. In Government Circular, Political and Services Department, No. INS-2259-(O & M), dated the 16th April 1959, Collectors were requested to send copies of their inspection reports to Heads of Departments and the Administrative Departments concerned in addition to Organization and Methods Section in Political and Services Department. From the reports regarding the number of offices other than revenue offices inspected by Collectors during the year 1958-59, it is observed that the number of such inspections is very small. While the frequency of such inspections has been left to the discretion of each Collector, it is necessary that this authority to inspect other offices by paying co-ordination visits should not be left unexercised. Collectors are, therefore, requested to undertake a few such inspections every year in future. The form of inspection given in Annexure A may be used by Collectors, while carrying out such inspections. Copies of inspection reports drawn should please be sent to the Organization and Methods Section in Political and Services Department, the Head of Department concerned and the Administrative Departments, soon as the inspection is over.

2. A report giving the number of such inspections carried out during the year 1959-60 may kindly be sent to the Organization and Methods Section by the 30th April 1960.

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

M. N. SAWANT,
Assistant Secretary to the Government of Bombay,
Political and Services Department.

To

All Collectors of Districts.

Copy forwarded for information and guidance to

All Commissioners of Divisions,
All other Heads of Departments and Heads of Offices,
All Departments of the Secretariat.

(G.C.P.) L-B P. & S. H 773 (7,501—11-59)

**Accompaniment to Government Circular, Political and Services
Department, No. INS. 2259-(O & M)-B, dated the 27th October
1959/Kartika 5, 1881.**

ANNEXURE "A".

PROFORMA FOR THE INSPECTION OF GOVERNMENT OFFICES
BY THE COLLECTOR.

(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 an 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 prescribed 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 Government ?

- 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 recipients in time?