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Inspections.
— of revenue offices.

GOVERNMENT OF BOMBAY.

REVENUE DEPARTMENT.

Resolution No. 9178/33.

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Bombay Castle, 18th February 1939.

RESOLUTION OF GOVERNMENT.

Commissioners and Collectors should be requested to see that the orders in Government Resolution, No. 8626, dated the 30th August 1907 (copy appended) regarding the periodical inspection of the offices of Collectors and Prant officers are observed. In addition to the examination of the Prant offices by Collectors, Commissioners should inspect every year at least one Prant office in each Collectorate, except the Bombay Suburban and the Kolaba Collectorates where an inspection every other year will be adequate.

2. The Commissioners should submit to Government before 15th August of each year a report on the inspections of offices made by them during the preceding revenue year and the results together with copies of their inspection notes.

By order of the Governor of Bombay,

M. J. DESAI,

Deputy Secretary to Government.

To

The Commissioner, N. D.,
The Commissioner, C. D.,
The Commissioner, S. D.,
All Collectors.

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No. of 1939.

Copy forwarded for information and guidance to *The P O S I N S*

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Chitani & Dy Chitani.
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Accompaniment to Government Resolution, No. 9178/33,
dated the 18th February 1939.

Orders regarding the periodical examination of the offices of Collectors and
Sub-Divisional Officers.

No. 8626 of 1907.

REVENUE DEPARTMENT.

Bombay Castle, 30th August 1907.

RESOLUTION OF GOVERNMENT.

The Governor in Council is pleased to issue the following instructions regarding the periodical examination of the offices of Collectors and Sub-Divisional officers in continuation of those issued in Government Resolution No. 2810, dated 16th March 1907, in respect of the offices of Mamlatdars.

2. Collectors should make an annual surprise examination of their offices with a view to the improvement of their business methods. The examination should be particularly directed to such matters as (1) the amount of arrears in different hands, (2) the prompt submission to the head of the office of references from below not less than from above, (3) the degree of tendency shown in the office or by particular members of it to shelve difficult and troublesome cases, by the numerous and well-known devices common in most offices, (4) promptitude and regularity in (a) registration of communications, inward and outward, including reminders, (b) recording, and (c) indexing, and (5) judicious distribution of work among various members of the establishment.

3. In addition the Commissioner should from time to time when he visits the headquarters of a district make a detailed examination of the Collector's office. It is important that the Treasury, Revenue Records, English and Vernacular offices should be subjected to careful examination and that remarks should be placed on record as to their general condition.

4. Collectors should also make a practice of annually examining the offices of Assistants and Deputies with the aid so far as may be necessary of the head clerk and chitnis. They should at the same time personally inquire into the methods of work of the Assistant or Deputy himself. This duty is of special importance in the case of more inexperienced Assistants, who with a little timely guidance may have instilled into them business-like methods, which will save much work both to themselves and others.

5. It should be understood that these examinations are not to result in long strings of minute criticisms on comparatively indifferent matters of detail. The results of the examination should be immediately brought to the notice of the head of the office concerned, and so far as possible nothing should be left for subsequent report and explanation. Many points can be cleared up and much correspondence often saved by oral comment and discussion on the spot. The degree of minuteness of the examination will vary with the knowledge which the superior officer has of the business capacity of his subordinate and the closeness of the supervision over his office establishment. Where these qualifications are known to be good, the examination may be very slight, when once made with thoroughly satisfactory results it may even be dispensed with, and an assurance of the subordinate officer that his office continues in good order may be accepted as sufficient.

M. K. NARIMAN,

Acting Under Secretary to Government.

To

The Commissioner, N. D.,
The Commissioner, C. D.,
The Commissioner, S. D.,
All Collectors in the Presidency proper.

No. of 1907.

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