A Performance Management initiative of Government of Assam

SELF INSPECTION FORMAT
FOR THE
OFFICES OF THE DEPUTY COMMISSIONER/
SUB-DIVISIONAL OFFICER

Periodicity: Once a Year

Format Version: 2013

O/o Commissioner, Hills & Barak Valley Division, Assam
GOVERNMENT OF ASSAM
Guwahati: Dispur
2013

Vision of the Format

To improve the performance of the establishments of Deputy Commissioner / Sub-Divisional Officer for outcomes/ results /impact.

Objectives

1. To know the present status of office procedure/ processes and deficiencies in various branches of the establishment.
2. To help the Branch officers of their role and responsibility towards office procedure.
3. To encourage Branch Officers to take up need based improvements using Government Business Process Re-Engineering and e-Governance.
4. To enable the Deputy Commissioner / SDO (Civil) as a checklist / ready reckoner to enforce accountability of manpower and improve service delivery and better regulation.
5. To enable the Government to know the difficulties being faced by the District / Sub-Divisional Establishments to show results as per the mandate and to remind the pending policy matters at State Government level.

Outcome / Utility of the Format

1. *To use the format for proper and systematic inspection -by the Branch Officers, SDO (Civil) & DC and by the Divisional Commissioner.*
2. To enable the Divisional Commissioner to know the performance of DC/SDO(Civil) establishment under individual leadership and team work; and to guide and offer suggestions appropriately and to take up matters with the State Government.

How to use the format/ Timelines	
April	The Office of Divisional Commissioner will circulate the format to all the DCs/SDOs for needful action.
	The Deputy Commissioners /SDOs will circulate the branch specific formats to respective branch officers with in April.
August	The branch officers to undertake inspections of their respective branches in the prescribed format as on 1st August and submit the reports to the DC by 16th Aug.
September	The DC will take 4 more weeks for inspection / verification and comments;
October	The DC will submit the self inspection report in the prescribed format to the O/o Divisional Commissioner by 31st October both in soft and hard copies. The SDOs © will submit their report through their respective Deputy Commissioners.
November-December	The Divisional Commissioner will undertake inspection of the offices of Deputy Commissioner and Sub-Divisional Officer (Civil) as per inspection schedule informed to the DC /SDO (Civil) in advance.
January	The Divisional Commissioner will provide his/her observations based on their reports and inspection to the DCs/SDO © and Government Departments for their comments / clarifications/ follow up action and will hold a meeting.
February	The DCs / SDOs will submit action taken report to the Div. Commissioner.
March	Revision / improvement of the format if any based on experience.

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Note:

1. Every Branch Officer is expected to prepare an Annual Plan of Action (APA) in the beginning of every year (end of April). The APA shall comprises of the mandate /objective of the branch, pending works and likely works in the new year, Tasks to be undertaken to achieve the objectives of the branch; targets of each of the task in terms of quantity and timelines and officers/ staff responsible.
2. SDO(Civils) may mention "NOT RELEVANT" for branches on which they do not have authority/jurisdiction.
3. Under Development branch: only the activities that are directly administered by the O/o Deputy Commissioner and for which there is no-line Department functionary /District / Sub-Div. officer is not available, are listed.

PART-I

1.1. Details of Past Inspection by the Divisional Commissioner

S.No	Past Inspection Dates	Divisional Commissioner Name	Date of Report	*Follow up action taken report of DC Lr.No. with Dates submitted to Commissioner	No. ofSuggestions made by the Commissioner*	No. of Suggestions yet to be considered

*: Please make available reports and follow up action for inspection

Note: All the inspection reports are to be hosted in the District website for proper database and posterity. Please make available the URL.

1.2.Organogram of the Deputy Commissioners / SDO (Civil) establishment

(Diagrammatic)

1.3. **Names of Officers in the DC / SDO (Civil) Establishment**

A. List of officers of DC/SDO Establishment

S.No	Designation (DC,ADC,SDO, EAC, AO, HA, RS)	Officer Name	Native District	Contact No and email id

B. List of Branch Officers

S.No	Branch	Branch Officer Name & Designation	Native District	Contact No and email id

1.4. Posts –Sanctioned, in-position and vacancy and remarks

Establishment/ Branch	Category (I./II/ III/ IV)	Designation	Sanctioned No	In position No	Vacancy No	Remarks

1.5. Status of Training on Office Management and Financial Management
(During the last 12 months)

Establishment/ Branch	Grade/ Category	In position	Undergone training In-house	Undergone training at AASC/Outside	Undergone Fin.Mgt.
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				

1.6. Latest District data sheet of Census of India (www.censusindia.gov.in)

1.7.Human Resource Development of the District

(to be tabulated based on the available data/reports)

S.No	Human Development Indicator in various sectors (Education/Health/ Gender/Poverty etc.)	District Status		Ranking in the State	National Average	Ideal value/ Targetted Value@
		2003 *	Present Status #			

*: Based on Assam Human Development Report 2003
#: Based on latest data sources viz., census, NFHS, NSS, Assam CM Vision for Women & Child Welfare etc.
@: Government / DDC/DC

Illustrative Indicators viz., IMR, MMR in Health; Literacy, NER, Out of School children, Gender Ratio; BPL population; % of SC/ST/Minorities in employment etc.

PART.II

BRANCH WISE FORMAT

Branch	2.1	PERSONNEL
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissionerto improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level	
	9. Abstract of dak pending for disposal for over a month	
	10. Register for keeping watch on MLAs/MPs communications	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak issued during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
2	**Records / Registers-Updation**	Properly Maintained / Improperly Maintained/ Newly opened/ Not Maintained
	1. Guard file of- Circulars/Govt.instructions/	

	Guidelines and Formats	
	2. Attendance Register- Arrival and Departure	
	3. CL Register	
	4. EL Register	
	5. HQ leave Register	
	6. Register of Posts (Permanent and Temporary)	
	7. Roster Register for SC/ST/OBC etc.for reservation	
	8. Compassionate cases Register	
	9. Audit notes/ Paras/ Objections and Action taken reports	
	10. Cash book	
	11. Court Cases / Litigations Register	
	12. Status of implementation of Court / CAT Judgments	
	13. Loan register of Books	
	14. Public Grievances Register	
	15. Inspection Register	
	16. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)**- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO	

	(if not done already, the BO are to submit immediately for the current Year)		
6	**Punctuality**		
	1. Is attendance register maintained properly		(Yes/No)
	2. Is attendance register checked by an officer daily		(Yes/No)
	3. No.of employees absent unauthorizedly during the last one month.		
	4. Name of the employees who are regularly late and early goers		
	5. Action taken on the unauthorized and late attendees		(Yes/No)
	6. Register on – Follow up on absenteeism and late reporting.		(Yes/No)
7	**Service Books Maintenance**		
	1. Total Number of Employees in the Establishment – category wise	Gr.I	
		Gr.II	
		Gr.III	
		Gr.IV	
	2. No.of employees whose service book entries are not up-to-date	Gr.I	
		Gr.II	
		Gr.III	
		Gr.IV	
	3. Total Number of Employees yet to be confirmed in the service	Gr.I	
		Gr.II	
		Gr.III	
		Gr.IV	
8	**Gradation list**		
	a. Maintenance of Gradation list and publication at regular intervals /yearly following due procedure.		
	b. Last gradation list published date – category wise		
9	**Job chart**		
	a. Work allotment / Job chart : is it rational & objective deployment		
	b. Date of Last comprehensive work allotment to the officers.(Please enclose a copy)		
	c. Date of Last comprehensive work allotment to the staff. (Please enclose a copy)		

10	**ACR / PAR and Performance Targets**	
	a. Date on which all the officers are fixed targets with due consultation in the beginning of the year as per PAR/ACR Rules. Make available the targets during the inspection.	
	b. No.of personnel for which ACRs are pending / not updated as on last financial Year. (enclose details person wise)	
	c. Names of officers whose ACRs are with adverse entry in the last 2 Yrs.	
	d. In case of adverse comments, whether concerned officer / staff are informed	Yes/No
11	**Assets and Liabilities**	
	Total Number of Employees that have not submitted Assets & Liabilities statements as per Govt.Policy/Timeline — I	
	II	
	III	
	IV	
12	**Bill preparation & Advances**	
	1. System: Manual / Computerised	
	2. Whether Absentee statement is considered in Pay bill preparation	(Yes/No)
	3. Whether proper deductions viz., rent, HBA, IT etc. are made?	(Yes/No)
	4. Maintenance of Register of Advance/ loans etc.	(Yes/No)
	5. No.of cases pending for a decision on EB crossing, stagnant increment etc.	
	6. No.of cases pending –Medical Reimbursement, LTC etc.	
	7. Whether bills received from revenue circles are examined properly?	(Yes/No)
13	**Vigilance, Departmental Proceedings / enquiries as on date**	
	1. Total no.of vigilance cases pending	
	2. Total no.of DP cases pending	
	3. Pending DP cases till date against each of the Enquiry Officer for >3 Months	
	4. No.of DP cases pending for review / Appeal	
	5. No.of personnel on suspension	
	6. No.of personnel on subsistence allowance	

	7. Any case of Sexual Harassment / communal discrimination	
14	**Pension Matters (As on date)**	
	1. No.of personnel superannuated but whose superannuation statements are pending for submission to AG.	
	2. No.of Persons to be superannuated in the next 1 Year.	
	3. No.of persons to be retired with in next 6 months but pension papers not submitted to AG, Assam	
	4. No.of complaints pending on pension matters if any.	
15	**Leadership and Organisation**	
	1. Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
	4. No.of officers/ staff attended the last in house training with date.	
16	**Public Grievances / Public Services as on date**	
	1. Whether a Fixed Day of the week is designated as Public Grievance Day. (DC/SDO and other HODs are to be available in the Hq for meeting the people)	
	2. No.of Public grievances / complaints on the subject disposed off during the last 12 months	
	3. No.of Public grievances pending on the subject against each official.	
	4. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	5. Name of the Nodal officer –Public Grievances and contact Number	

17	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications -information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

18. Timely submission of statements / reports/ Certificates to higher authorities in the current year.

Name of the Report if any to be submitted to the Higher Authority	Higher Authority viz., Commissioner HBV and Government/ GOI	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

19	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)

20	**e-Governance** of any of the process taken up	
21	**Any other matter** to be provided by the Branch Officer.	
22	**Innovation** undertaken in the District	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.2	NAZARAT (& FINANCE & ACCOUNTS)
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Name of the DDO for the last 2 Years		
Name of the FAO for the last 2 Years		
Action taken on the immediately previous inspection of the Divisional Commissionerto improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level-	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.

2	**Records / Registers-Updating**	Properly Properly Maintained / Improperly Maintained/Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. General Cash book	
	3. Stock Register	
	4. Asset Register	
	5. Work order Register	
	6. Re-appropriation Register	
	7. DCR Register	
	8. Bill Register	
	9. Stamp Account Register	
	10. Transit Register	
	11. Vehicle Register	
	12. Inspection Register	
	13. Audit Register	
	14. Register of occupation of Peons	
	15. Register of Court cases/ Litigations/	
	16. Status of implementation of Court / CAT Judgments	
	17. Public Grievances Register	
	18. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt.guidelines	
	6. Last date of destruction of records with the approval of DC/ Competent Authority	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)**- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its	Prepared/Not Prepared

	progress	
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Cash Registers**	
	1. Proper maintenance of General Cash Book and its updation and regular verification	
	2. Total No. subsidiary Cash Books	
	3. Last date of reconciliation of General Cashbook and all Subsidiary cash books with bank Statements	
	4. Name of branch that is not keeping the Subsidiary Cashbook update and not reconciled with the General Cash Book and Bank Statements till the last month	
	5. Last date of monthly physical verification of cash based on the certificate / attestation of the DDO	
	6. Whether all files having financial implications are routed through the FAO to the competent officer before taking decision	(Yes/No)
	7. Compliance to Govt.guidelines in financial matters.	(Yes/No)
	8. Initiatives to prevent financial irregularities	(Yes/No)
	9. No.of Bank Accounts and details (as per the format) below on year ending (31st March)	

Year	DC/ SDO Branch	Opening Balance	Cash in Hand	DCR	Un adjusted advance

7	**AC /DCC Bills**	
	1. Amount drawn in AC Bills during the current Year and Govt.Sanction	
	2. No.of AC bills pending for regularization till date.	
	3. Amount drawn in AC Bills pending	

	regularization till the last fin. Year and Govt.Sanction	
8	**Contingent Register**	
	1. Whether prescribed register / format is followed?	
	2. Date of last verification by the DDO	
	3. Date of surprise verification by the DC	
9	**Permanent Advance if any.**	
	1. Govt.Sanction No	
	2. Total Amount	
	3. Balance as on date	
	4. Last date of recoupment	
10	**Stock Register & Asset Register**	
	1. Name of the official entrusted to issue and receipt of stocks of Stock Register	
	2. Dates of verification of stock and name & Designation of officers inspected during the last 2 Yrs.	
	3. Current Year inspection date if any	
	4. Date of surprise inspection by DC	
	5. Whether value of the items is mentioned in the Asset Register	
11	**Enforcement of AFRBM Act in all financial transactions viz., appointments, procurements, sanctions, budget etc.**	(Yes/No)
12	**Office Cleanliness**	
	1. General Cleanliness and Hygiene of Deputy Commissioner/ SDO (Civil) Office including toilet facilities both to the staff and visiting citizens.	Excellent/Good/Average/Poor
	2. Name of Officer responsible for supervising general cleanliness / Hygiene	
	3. Facility for public visitors-seating, drinking water, Men & Women toilets, and their hygiene.	Excellent/Good/Average/Poor
13	**Circuit House / Dak Bunglow**	
	1. General Cleanliness and Hygiene of Circuit House including toilet facilities	Excellent/Good/Average/Poor
	2. Billing system for the services and money dues.	(Yes/No)
	3. Amount pending for depositing in Treasury as on date.	
	4. Officer responsible for supervision	
	5. No.of suggestions of Visitors pending for action.	

14	**Proper observation of Independence Day/ Republic Day/ Integration –day & Week/ Education Day etc.**	
	1. Whether social diversity (religious, linguistic, ethnic etc) and scholarship is celebrated and displayed in the Independence/ Republic Day function	(Yes/No)
	2. Whether the members of District /Sub-Div.Committee on National Solidarity and Integration Committee are invited on the national days.	(Yes/No)
15	**Service of Notices**	
	1. Performance of service of notices timely.	(Yes/No)
	2. Time taken to service a notice on average. No.of Days	
	3. No.of notices pending for service for more than 2 days as on date.	
16	**Counter Insurgency**	
	1. Whether proper procedure is followed for requisitioning of vehicles upon sample check.	(Yes/No)
	2. Whether vehicle requisition counterfoils with unique Sl.No.are under bound register form or not?	(Yes/No)
	3. Is there delay in derequisition of vehicles based on surprise inspections?	(Yes/No)
	4. No.of vehicles under requisition as on date	
	5. Whether proper System is followed in issuing POL to CI operations.	(Yes/No)
	6. Amount spent on vehicle repairs and POL during the last 12 months.	
	7. Amount of Bills outstanding / pending for payment as on date	
	8. Whether transparency and fairness is followed in the payments to different parties.	(Yes/No)
	9. Whether payments are made through bank account payee to the parties.	(Yes/No)
17	**Forms and Stationary**	
	Whether indents are being placed regularly to Dir. Printing & Stationary	(Yes/No)
18	**Library**	
	1. Officer in-charge	
	2. Catalogue of books-last updation date.	(Yes/No)
	3. Whether books Catalogue is hosted in the	(Yes/No)

	website.	

19	**Vehicle Repairing Expenditure** (make available vehicle history sheet for inspection)						
S.No	Vehicle No.	Model & Company	Date of purchase	Nature of allotment	Expenditure on Repairs		MVI report for the expenditure (Yes/No)
				Individual/ Pool	Expenditure during the Year	Expenditure cumulatively since the purchase	

20	**Pool Vehicle POL Expenditure**					
S.No	Pool Vehicle Reg.No	Make of Vehicle/ Model	Log Book maintenance (Yes/No)	POL Consumption		Purposes/ Remarks
				Last Fin.Yr	Current Fin.Yr	

21.Status of Condemnation of items (as per Government guidelines)

Items	Vehicles	Old broken furniture/ furnishings	Other itmes	Remarks
Numbers				
Evaluation of items for use/ condemnation (Yes/No)				
Proposed date of condemnation and Valuation				
Follow up action date				

22.Ceilings received during the last 3 Years and Amount withdrawn without submitting vouchers being below Rs.1000/-				
Year	Total Ceiling Amount received	No.of times ceiling received	Total amount drawn without submitting vouchers (below Rs.1000/-)	Remarks

23.Audit Status	

A.Is internal Audit being done every year	
B.Date of last visit of external AG Audit Team	
C. AG Inspection Report (IR) Status	

S.No	Year / Period of Audit Objection	I.R. Date	Out standing Para	Name of Branch	Action taken (Yes/No)	Action taken by the AG (Yes/No)

D. Pending Audit Paras							
Period of Audit	Branch	No.of pending Audit Paras	No.of Audit Paras having financial Implications	No.of cases of Mis-appropriation/ Embezzlement if any	No.of Audit Paras pending action	Reason for delay in taking corrective action	Remarks

24	**Leadership and Organisation Dev.**	
	1. Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	2. Whether DDO undergone training on Financial Management during the last 2 Yrs	

	3. No. officers who undergone training – Financial Management during the last 2 Yrs	
	4. Whether Nazir and Asst.Nazir undergone training on Financial Management during the last 2 Yrs	
	5. No.of Sr/ Jr.Assistants trained on Record Management	
	6. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
25	**Public Grievances / Public Services as on date**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 -No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
26	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	(Yes/No)
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications -information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

27. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted to the Higher Authority	Higher Authority viz., Commissioner HBV and Government/ GOI	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

28	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
29	**e-Governance** of any of the process taken up	
30	**Any other matter** (Including the adequacy of Budget provision) to be provided by the Branch Officer.	
31	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.3	MAGISTRACY BRANCH
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level-	
	9. Abstract of dak pending for disposal for over a month	
	10. Register for keeping watch on MLAs/MPs communications	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak pending- yet to be attended	Nos.
	16. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Register of L/O arrangements festival wise viz., Bihu/Eid/Puja/Christmas/ Diwali	
	3. Audit notes/ Paras/ Objections and Action taken reports	

	4. Cash book	
	5. Register of Executive Magistracy cases/ Litigations/	
	6. Trial register	
	7. Witness register	
	8. Register of convicts	
	9. Register of Civil / Criminal cases	
	10. Status of implementation of Court / CAT Judgments	
	11. Cases before various Commissions- Human Rights-AHRC/NHRC/NCM/ NWC/NSTC/NSCC/NCPCR	
	12. Court fees register	
	13. Non-FIR Cases Diary / Register	
	14. Public Grievances Register	
	15. Inspection Register	
	16. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock?	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)**- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
	3. Whether fortnightly pending list is placed before the DM /ADM/SDM?	Yes/No

6. Present Status of CrPC Cases:

A. Officer wise number of cases pending:									
	Section wise No.of Cases Pending on the date of the report								
Executive Magistrate Name & Designation	94	97	107	109	133	144	145	147	Total
Total									

B.Disposal rate of CrPC Cases by the Executive Magistrates during the last 6 months A. Officer wise									
	Section wise No.of Cases disposed during the last 6 months Period:……								
Executive Magistrate Name & Designation	94	97	107	109	133	144	145	147	Total
Total									

C. Cr.PC Section wise						
CrPC	No.of cases pending at the beginning of last month	New cases of the last month	Total No.of Cases at the end of last month	No.of cases disposed off in the last month	Pending Cases at the beginning of this month	Remarks
94						
97						
107						
109						
133						
144						
145						
145/146(1)						
147						
Others						
Total						

D	Total No.of Cr.PC cases pending for more than 6 months.	

7	**Action Plan / Timeline for the expeditious disposal of the cases including submission of a monthly report to the Divisional Commissioner**	
8	**No.of Character Verification cases/ Antecedents cases pending:**	
9	**National Solidarity and Integration Committee-at District & other levels**	
	1. Whether equitable opportunity provided to different communities (religious/ethnic/linguistic/gender etc.) , social capital and scholarship are considered in the constitution of Committees as per guidelines (Annexure)	Yes/No
	2. Date of the last constitution of District & Sub-Divisional level National Solidarity and Integration Committee	
	3. Enclose the Composition / members list of District & Sub-Divisional level National Solidarity and Integration Committee	
	4. The Composition / members list of Revenue Circle / Police Station National Solidarity and Integration Committee during inspection.	
	5. Provide dates of meetings of District/Sub-Divisional level/ Rev.Circle/Police Station level meetings during the last one year for inspection.	
	6. Whether proceedings of the committee are maintained at all levels?.	(Yes/No)
	7. Enforcement of Supreme Court judgment on Secularism in S.R Bommai v.Union of India (1994) 2 SCR 644 AIR 1994 SC 1918 case that (i) the State has no religion, (ii) state stands aloof from religion, (iii) state does not promote or identify with any religion.	(Yes/No)
10	**Law & Order**	
	1. Detailment order of Executive Magistrates PS wise. Provide during inspection.	
	2. Whether there is a system of permission to hold mass rallies/meetings etc.based on local police report. Please enclose a	

	copy of the model order.	
	3. While permitting any mass rally / meetings etc. whether the conditions viz., prohibition to create hatred / enmity among communities, religions etc. and restrictions on using loud speakers are incorporated in the nights.	(Yes/No)
	4. Standard Operating Systems (on the role of EM & Police) in managing law and order situations-(Bandh calls/ dharnas/processions etc.) events (Festivals viz., Bihu/Eid/Pooja/ Christmas etc) / other problems to be prepared in partnership with the SP at Circle / Sub-Division/ District level. Make available during inspection.	
	5. No.of DLCC Meetings held in the last 12 months with dates	
	6. Status of compliance of a format for the DLCC proceedings as approved in the Joint Civil-Military Review meeting dated 4.3.13	
	7. Dates for which army was requisitioned for the law and order duty under S.130 Cr.PC during the last 10 Years.	
	8. Nos. of Administrative enquiries ordered by the Government / DC –pending on law and order as on date.	
	9. No.of reports pending to be submitted to the Divisional Commissioner.	
	10. No. operations / drives undertaken to seize unlawful arms in the district	
11	**Crime Review**	
	1. Last date of District Crime review attended by the DC.	
	2. The latest District Crime Report (to be made available during inspection)	
	3. No.of Un natural Deaths during the last one Year with break up (Annex).	
	Cause / Nature	Number of deaths
	4. No.of Post Mortems reports pending as on date.	
	5. Last date of monthly review of –Traffic	

	accidents with Police, Transport, PWD, HFW, IWT etc. ; safety audit. And / Review of Human Trafficking /NDPS Act/ National High Way Patrolling.	
	6. No.of Custodial deaths in the last 2 years if any	
	7. Last date of review of prosecution of cases pending.	
	8. No.of arrest warrants pending for execution	
	9. No.of persons prosecuted under NSA	
12	**Communal Violence cases of last 10 Years**	

1. Persons affected

Year	No.of incidents	No.of Persons missing	No.of deaths with community	No.of Injuries with community	No.of Properties affected with community	Value of Property affected	No.of persons yet to receive compensation

B.Case status

Year	No.of Cases /FIR	No.of FIR named accused	No.of arrests of FIR Named accused	No.of arrest warrants pending for execution	No. of other arrests	Under Investigation	Disposed		Judicial Process			Remarks
							CS	FR	Under Trial	Convicted	Acquitted	

13	**Number of Police Stations inspected during the last 12 months**	

Police Station	Date of Inspection	Officer inspected name and Designation	Date of submission of inspection report to SP	SP Action Taken Report No. Date

14	**Human Rights and NHRC / SHRC/Other Commissions**	
	1. No.of encounters where magisterial enquiries are pending for morethan 30 days.	
	2. Last date of orientation on Human Rights to all Executive Magistrates and OC/SHO of Police Stations and circulation of guidelines to all Executive Magistrates and Police Officers (once in 6 months)	
	3. Provide sample reports submitted to NHRC/AHRC/etc. for verification / compliance to NHRC/AHRC guidelines.	
	4. No.of reports pending for submission to NHRC/SHRC/NMC/NSC/NSC/NWC.	
	5. No.of HR Cases in AHRC/NHRC & Other Commissions viz., (as per Police and Commission etc.)	
	a. Custodial Death in Jail	
	b. Custodial Death in Police Custody	
	c. Custodial Torture	
	d. Custodial Rape	
	e. Death in Police Encounters as reported by Police, District Magistrate, Government	
	f. Death due to allegedly Fake Encounters as reported by the media/ public	
	g. Rape	
	h. Illegal Detention / arrest	
	i. Police Excess and Negligence	
	j. Jail Conditions	
	k. Violation of the Rights of Prisoners	
	l. Dowry Torture / Death	
	m. Indignity to Women/ Sexual Harassment at Workplace	
	n. Minority rights	
	o. Hatred /Hate speech	
	p. Violation of the Rights of the Child	
	q. Violation Of The Legal Rights Of Mentally Retarded Children	
	r. Violation Of The Legal Rights Of Physically Challenged	
	s. No.of missing persons	
	t. Mysterious Death	
	u. Mysterious Disappearance	
	v. Abduction	
	w. Electrocution	

	x. Cases of Pollution		
	y. Condition of inmates in relief camps set up during natural calamities / riots		
	z. Violation Of The Right To Religion		
	aa. Erosion of River and Resultant Threat to Life		
	bb. Ragging in Educational Institutions		
	cc. Hill Cutting and Threat to Life		
	dd. Loss caused to life and properties by Wild Animals Menace : Negligence by Forest Deptt		
15	**Empowerment of Civil Society**		
	1. No.of orientation programme to Civil Society/ NGOs/ SHGs esp.of marginalized sections (SC,ST, Minorities, Women, Char & Tea Garden communities) on Human Rights, NHRC/SHRC Guidelines during the last 12 months.		
	2. No.of orientation programme to Civil Society/ NGOs/ SHGs esp.of marginalized sections (SC,ST, Minorities, Women, Char & Tea Garden communities) State Police Accountability Commission during the last 12 months.		
	3. No.of orientation programme to Civil Society/ NGOs/ SHGs esp.of marginalized sections (SC,ST, Minorities, Women, Char & Tea Garden communities) on RTI Act, 2005 during the last 12 months.		
	4. No. of Police Stations not operationalising the Community Policing –Community Liaison Groups at each PS involving weaker sections viz., SC/ST, Minority, BC, Tea Garden community and others (both men and women) as per Assam Police Act, 2007 and ensure monthly meetings in co-ordination with the SP.		
	5. No.of Fire and other safety audit of Jails, Govt.offices, Hospitals, Schools, Factories/ Industry etc. and mock drills of disaster response during the last 12	DC Estt.	
		Hospitals	
		Schools	
		Factories	
		Others	

	months.	
16	**Leadership and Organisation**	
	1. Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
17	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
18	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications –information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

19. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted to the Higher Authority	Higher Authority viz., Commissioner HBV and Government/ GOI	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

20	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
21	**e-Governance** of any of the process taken up	
22	**Any other matter** to be provided by the Branch Officer.	
23	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.4	ARMS & EXPLOSIVES
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level	
	9. Abstract of dak pending for disposal for over a month	
	10. Register for keeping watch on MLAs/MPs communications	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak pending- yet to be attended	Nos.
	16. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Gun Register	
	3. Register of Court cases/ Litigations/	
	4. Status of implementation of Court / CAT	

	Judgments	
	5. Public Grievances Register	
	6. Inspection Register	
	7. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether the District Database of licenses /Gun Register is computerized as per Govt. instructions?**	
7	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
8	**Arms licenses**	
	1. No.of arms dealers in the District	
	2. Total Arms licenses granted for Prohibited (PB) Weapons	
	3. Total Arms licenses granted for Non-Prohibited (NPB) Weapons	
	4. Total number of NPB Arms license issued- State level, Adjoining states & National permits	
	5. No.arms licenses issued without police	

	verification		
	6. No.of cases where in the police report has been received after 45 days during the last 2 years.		
	7. No.of licenses granted under family heirloom policy		
	8. No.of cases where in quantity of ammunition was granted more than the uniform annual norm/ policy with the approval of the State Govt.		
	9. No.of cases where in use of ammunition was not reported as per guidelines.		
	10. No.of licenses granted to Overseas Citizens of India (OCI)		
	11. No.of licenses pending for re-verification at the time of renewal as per Govt.guidelines.		
	12. Last date of audit of obsolete, obsolescent, confiscated and recovered weapons as per guidelines.		
	13. No.of Arms deposited in various police stations as on today provide details during inspection.		
	14. No.of Licenses renewed till date	Renewed in the District	
		Renewed in other districts	
	15. No.of licenses not renewed till date and follow up action taken		
	16. No.of licensee residing in the District		

Police Station	Category of Weapon	Total Numbers issued	Nos.of licensees residing at PS now	Nos.of licensees not residing now	Nos. not renewed as on date
	Total				

	17. No.of applications pending	for new arms licenses	
		Transfers	
		Renewals	
		Others	
	18. No.of applications pending for want of Police verification		

	19. No.of applications for new licenses rejected with reasons if any.	
	20. Average no.of days taken by the branch to process and dispose any application.	

Service	Opening Balance as on 1st January	New Applications till date	Total	Pending for Police verification	Disposed	
					Issued	Rejected with reasons
Renewals						
New Applications						
Transfers						

9	**Explosives NOC**	
	1. Whether police reports are obtained before issuing NOC against Explosive License as per the law with in time limit.	
	2. Average no.of days being taken by the Police to provide its verification report.	
	3. Average no.of days taken by the branch to process and dispose any application.	
	4. No.of pending cases as on date.	
	5. Last date of of physical verification, stock verification, sale of explosives by the Manufacturers/ Dealers under Rules 125 & 135 of Explosive Rules 2008 and discrepancies if any	
	6. Date of submission of physical verification report to the Government in the current Year.	
10	**Prosecutions under Arms Act**	
	1. No.of cases pending for prosecution under Arms Act	
	2. No.of coordination meetings held with Police on prosecution sanction during the last 12 months with dates.	
	3. Last date of armoury inspection	
	4. No.of drives undertaken against unlawful arms in the district.	
11	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff	

	meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
	4. No.of officers/ staff attended the last in house training with date.	
12	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
13	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

14.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

15	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
16	**e-Governance** of any of the process taken up	
17	**Any other matter** to be provided by the Branch Officer.	
18	**Innovation** undertaken in the District	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.5	PASSPORT
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissionerto improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Register of Court cases/ Litigations/	
	3. Status of implementation of Court / CAT	

	Judgments	
	4. NOC Registger	
	5. Indo-Bangladesh Passport Register	
	6. Public Grievances Register	
	7. Inspection Register	
	8. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	(Yes/No)
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**No.of India-Bangladesh Passport (IBP) applications pending for issuance**	

Pending applications at the beginning of last month	New applications received during the last month	Total pending	Total IBP issued	Pending at DC Office	Pending at IGP SB	Remarks

8	**Verification process**	
	1. Average No.of days taken for disposing the Passport application verification process	
	2. Average No.of days taken by the SP office for verifying the Passport application	
9	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
10	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject as on date.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
11	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	

	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

21. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

13	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
14	**e-Governance** of any of the process taken up	
15	**Any other matter** to be provided by the Branch Officer.	
16	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.6	HOTEL & SARAI
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Stock / Asset Register	
	3. Register of Hotels/ Sarais	

	4. Court Cases / Litigations Register	
	5. Status of implementation of Court / CAT Judgments	
	6. Public Grievances Register	
	7. Branch Inspection Register	
	8. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer /staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Compliance of Hotels to the Rule of Law**	

Sub-Division	Town / locality	Category of Hotel	Numbers	Compliance to Foreigners Act.etc.

8	**Matters pending in the Branch**	
9	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
10	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
11	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

22. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

13	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
14	**e-Governance** of any of the process taken up	
15	**Any other matter** to be provided by the Branch Officer.	
16	**Innovation** undertaken in the District if any	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.7	CINEMA ETC
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Stock / Asset Register	
	3. Register of Hotels/ Sarais	
	4. Court Cases / Litigations Register	

	5. Status of implementation of Court / CAT Judgments	
	6. Public Grievances Register	
	7. Branch Inspection Register	
	8. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars including the Assam Cinema Regulation Act, 1953 and Rules 1960 issued by the Govt. from time to time are properly read and followed.**	
7	**Date of constitution of District Level Monitoring Committee**	
8	**Dates of Meetings held during the last 12 months.**	
9	**Licensing**	
	1. Whether all applications + enclosures are properly scrutinized	
	2. Status of enforcement of related legislations and rules enforced	
	3. Total Number of Cinema & Cable TV	

	Operators up-to-date in the district	
	4. Names of Cinema Halls/ Theatres that are not certified /audited for fire safety, electrical safety and building safety and action taken	
	5. Last dates of Inspection of all Touring Cinemas status and facilities to the public	
10	Safety Status of licensees for the current Year	Specify expiry dates

Category of Licensee	Name of licensee	Building Safety	Electrical	Health	Pollution	Fire	Earth Quake	Dates of verification by officer*

*: Officer should be not below the rank of SDM.

11	**Matters pending in the Branch**	
12	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
13	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
14	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	

	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

15.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

16	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
17	**e-Governance** of any of the process taken up	
18	**Any other matter** to be provided by the Branch Officer.	
19	**Innovation** undertaken in the District	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.8	CERTIFICATE
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissionerto improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level	
	9. Abstract of dak pending for disposal for over a month	
	10. Register for keeping watch on MLAs/MPs communications	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak pending- yet to be attended	Nos.
	16. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Court Cases / Litigations Register	
	3. Register of Court cases/ Litigations/	
	4. Public Grievances Register	
	5. Inspection Register	

	6. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer /staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Availability of Checklist for all certificates to be followed in processing the requests**	(Yes/No)

	List of various Certificates issued by the DC Office	Branch concerned	No.of days prescribed for processing each*	Average No.of days being taken in practice	Nodal Officer for each certificate

*: As per Citizen Charter / ARPSA 2012

8	Disposal status					
List of various Certificates issued by the DC Office	Name of the Officer with Designation Responsible	Pending at the beginning of the last month	Total Appl. Received during the last Month	Total	Disposed during the last month	% of Disposal

9	**Leadership and Organisation**	
	4. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	5. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	6. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
10	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject as on date.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
11	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	

	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

12.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

13	**Branch Inspection**	
	3. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	4. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
14	**e-Governance** of any of the process taken up	
15	**Any other matter** to be provided by the Branch Officer.	
16	**Innovation** undertaken in the District if any.	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.9	CENSUS
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level	
	9. Abstract of dak pending for disposal for over a month	
	10. Register for keeping watch on MLAs/MPs communications	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak pending- yet to be attended	Nos.
	16. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Stock / Asset Register	
	3. Register of Court cases/ Litigations/	
	4. Public Grievances Register	
	5. Inspection Register	
	6. Others	

3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt.guidelines	(Yes/No)
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	

7	**Issues and steps being taken**		
S.No	Census / Socio-economic surveys/Agri.Census etc.	Activity with dead line	Status / Steps being taken

8	**Leadership and Organisation**	
	Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	Date / Day fixed for In-house capacity	

	building / training (at least once in a month) on need based areas for improved performance	
9	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject as on date.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
10	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI Applications pending for a decision	
	6. No.of RTI First Appeals pending for decision	
	7. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	1. Name of PIO and First Appellate Authority	

11.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

12	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
13	**e-Governance** of any of the process taken up	
14	**Any other matter** to be provided by the Branch Officer.	
15	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.10	FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS
Location		
Name of the Branch Officer/DDS/ADS for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Stock / Asset Register	

	3. Licenses Register under various Acts/ Control orders-category wise (Wholesaler/Sub-wholesaler/ Retailor/ Kerosene Retailor/hawkers etc.)		
	4. Register of various cases		
	5. Register of Appeals		
	6. Register of Court cases/ Litigations/		
	7. Status of implementation of Court / CAT Judgments		
	8. Public Grievances Register		
	9. Inspection Register		
	10. Register of items of out of utility		
	11. Others		
3	**Safety of files and Record Keeping**		
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.		(Yes/No)
	2. Are records kept safely under lock		(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years		
	4. Security of records		Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt.guidelines		Yes/No
	6. Status of classification of records for preservation and destruction		
4	**Names of Legislations / Acts/Rules etc. administered by the Branch** with		
5	**Annual Plan of Action** (APA): (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer/staff responsible and Timelines)		
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress		Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)		
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**		
7	**Service Books Maintenance**		
	4. Total Number of Employees in the Establishment –	Gr.I	
		Gr.II	
		Gr.III	

	category wise	Gr.IV	
	5. No.of employees whose service book entries are not up-to-date	Gr.I	
		Gr.II	
		Gr.III	
		Gr.IV	
	6. Total Number of Employees yet to be confirmed in the service	Gr.I	
		Gr.II	
		Gr.III	
		Gr.IV	
8	**Gradation list**		
	c. Maintenance of Gradation list and publication at regular intervals following due procedure.		
	d. Last gradation list published date – category wise		
9	**Job chart**		
	1. Work allotment / Job chart : is it rational & objective deployment		Yes/No
	2. Date of Last comprehensive work allotment to the officers.(Please enclose a copy)		
	3. Date of Last comprehensive work allotment to the staff. (Please enclose a copy)		
10	**ACR / PAR**		
	1. No.of personnel for which ACRs are pending / not updated (enclose details person wise)		
	2. No. of ACRs with adverse entry?		
	3. In case of adverse comments, whether concerned officer / staff are informed		
11	**Assets and Liabilities**		
	Total Number of Employees that have not submitted Assets & Liabilities statements as per Govt.Policy/Timeline	I	
		II	
		III	
		IV	
12	**Bill preparation & Advances**		
	1. System: Manual / Computerised		
	2. Whether Absentee statement is considered in Pay bill preparation		
	3. Whether proper deductions viz., rent, HBA, IT etc. are made?		
	4. Maintenance of Register of Advance/ loans etc.		
	5. No.of cases pending for a decision on EB		

	crossing, stagnant increment etc.	
	6. No.of cases pending –Medical Reimbursement, LTC etc.	
13	**Vigilance, Departmental Proceedings / enquiries as on date**	
	1. Total no.of vigilance cases pending	
	2. Total no.of DP cases pending	
	3. No.of DP cases Pending till date against each of the Enquiry Officer for >3 Months	
	4. No.of DP cases pending for review / Appeal	
	5. No.of personnel on suspension	
	6. No.of personnel on subsistence allowance	
	7. Any case of Sexual Harassment / communal discrimination	
14	**Pensions**	
	1. No.of personnel superannuated but whose superannuation statements are pending for submission to AG..	
	2. No.of Persons to be superannuated in the next 1 Year.	
	3. No.of complaints pending on pension matters if any.	

15.Coverage under PDS for the District as a whole

Target Group/ Scheme		Number of Families	No.of Ration cards Up to date.
1. BPL families (identified as per GOI guidelines)			
2. BPL under Annapurna			
3. BPL covered under AAY			
4. BPL covered under TPDS			
5. MMASY			
6. APL			
7. No.of Applications pending for new FI Cards	AAY		
	BPL		
	APL		
	MMASY		

16.. PDS & Essential Commodities Network in the District & Inspections:

Institution	Numbers	Numbers inspected during the last 12 months.
1. No.of FP Shops (Urban)		
2. No.of FP Shops (Rural)/ Agents		
3. No.of GPSS		
4. No.of LAMPS		
5. No.of Wholesaler Consumer Co-operative Societies		
6. No.of SK Oil Depots		
7. No.of SK Oil Sub-Wholesaler		
8. No.of SK Oil Retailor		
9. No.of SK Oil Hawker		
10. No.of Roller Floor Mills		
11. No.of Modern Chakki Mills		
12. No.of MS/HSD/Lub Depots		
13. No.of LPG Distributors		
14. No.of villages which do not have FP Shops.		-
15. No.of villages which do not have rice allocation with reasons if any		
16. No.of villages which do not have Kerosene allocation with reasons if any		
17. No.of villages which do not have Sugar allocation with reasons if any		
18. No.of Intermediate Storage Structure and capacity if any		

17.Access to marginalized sections: FOR THE LAST MONTH

Marginalized Section/ area (Tea Garden Area/ Chars/Slums/ Border areas etc.)	Population	No.of FP Agents	Commodity	Allocation	Lifting
Tea Garden Area					
Chars					
Border Areas					

Border areas					
Slums					

18.Schemes, Commodities, Monthly Allocation and Lifting-District level (incl.of Sub-divisions)

a. Web hosting of all allocations and Lifting and Media

1. Web hosting of all Allocations of all Schemes at GPSS, FP Shop/Agent level on the District web site during the last 12 months	(Yes/No)
2. Web hosting of lifting of commodities under all Schemes at GPSS, FP Shop/Agent level on the District web site during the last 12 months	(Yes/No)
3. Web hosting of distribution of commodities under all Schemes at GPSS, FP Shop/Agent level on the District web site during the last 12 months	(Yes/No)
4. Whether all allocations are marked a copy to DIPR for media (Provide during inspection)	(Yes/No)

B. Time taken for allotment in the last month

Scheme	Commodity	Date on which F&CS Assam allocated	Date on which FCI made its allocation	Date on which District /Sub-Div.Allocate	Date on Which GPSS allocated	Date of lifting by FP Shops (Mode date)
AAY	Rice					
BPL	Rice					
Additional BPL rice (Rs.5.65/Kg) [MMAY]	Rice					
Additional APL rice	Rice					
Village Grain Bank Scheme	Rice					
	Sugar					

C. Quantities of Allocation, lifting and distribution in the last month

Scheme	Commodity	Allocation for the last month	Lifting		Distribution	
			Amount	%	Amount	%
AAY						
BPL						
Additional BPL rice [MMASY]						
Additional APL rice						
For both BPL and APL	Sugar					
	Kerosene					
For APL Only	Wheat					
	Wheat Products					
Open Market Sales Scheme	Rice					
	Wheat					
Annapurna						
Village Grain Bank Scheme						

D. Price of commodities (Enclose the DC Office order notifying the price of the Commodity based on geography (Plains/ Reverines/ Hills) and distance under clause 19 of APDA)

Scheme / Commodity	Commodity	Category (Plains/ Hills/ Reverine)	Distance	Price Prescribed	Unit price being paid by the FI Card holder	Commission for unit wt. to the FP Agent
AAY	Rice					
BPL	Rice					
Additional BPL rice [MMASY]	Rice					
Additional APL	Rice					
BPL & APL	SK Oil					
Annapurna	Rice					
Village Grain Bank	Rice					

19.Last Year Allocation, Lifting and Distribution:

Units:……..

Commodity	Scheme	Opening Stock	F&CS Assam allocation	Lifting by nominees		Distribution	Remarks
				Qty	%		
Rice	BPL						
	BPL Addl.						
	AAY						
	APL						
	APL Addl.						
	Total						
Wheat	1. APL						
	2. Addl.APL						
	3. Addl.heat						
	Total						
Kerosene	BPL & APL						
Sugar							

Other schemes where food grains are provided during the last Year:

S.No	Scheme	Target Group	Department	Allocation/	Lifting/
	Mid-Day Meal Scheme (6-14Yrs)	School children	Education		
	Annapurna	Poorest of the poor	P&RD		
	ICDS	6m to 6 Yr	Social Welfare		
	Wheat Based Nutrition Programme (WBNP)				
	Scheme For Supply of Foodgrains to Welfare Institutions				
	SC/ST/OBC Hostels				
	Annapurna Scheme				
	Rajiv Gandhi Scheme for Empowerment of Adolescent Girls (RGSEAG)- SABLA				
	Emergency Feeding Programme				
	Randhanjyothi(Free LPG)				
	MM Samabay Sabalikaran Yojana				

20	**Capacity building / Training**	
	1. No.of F&CS officials trained during the last 12 months	
	2. No.of FP Shop Vigilance Committees trained on their functioning during the last 12 months	
	3. No.of FP Shop agents/ Dealers trained during the last 12 months	
21	**Monitoring of PDS etc.**	
	1. Dates of District /Sub-Div.level Committee review meeting held on allocation, lifting & distribution of PDS items in the last 12 months –incl. the members of Civil Society	
	2. Dates of review meeting held on LPG supply with Companies, Distributors and Civil Society	
	3. No. FP Shop level Vigilance Committees constituted in the Districts	
	4. Nos.of FP Shops level Vigilance Committees held (min.6 meetings) during the last 12 months.	
	5. Nos.of FP Shops inspected by the F&CS officials	
	6. No.of FP shops displaying the Information board comprising : Population tagged, No.of FI Cards, Allocation, Lifting, distribution, Balance stock, entitlements, prices, timings etc.	
	7. FP Shops No.of working days and working hours	
	8. No.of bogus /Ineligible/ghost FI Cards detected during the last 12 months.	
	9. Whether decantation of SK Oil was done under official supervision.	
	10. No.of LPG Distributors inspected during the last 12 months.	
	11. No.of MS/HSD/Lub Depots inspected during the last 12 months.	
	12. Enclose a brief note on the status of computerization of Supply Chain Management- uploading by different agencies in District Websites	
	13. No.of SMS sent for every allotment and lifting (annex the SMS receiver list) (Whether SMS list includes all Vigilance Committee Members, PRI/ ULB members,	

	Media persons, DIPR etc.) Yes/No	
	14. No.of Cases detected / filed/ status prosecution under PDS Control order; LPG Control order, Essential Commodities Act etc.	
	15. No.of Anti-adulteration drives taken up for quality control of MS/HSD/Lub Depots during the last 12 months and follow up action taken.	
	16. No.of persons arrested/prosecuted/convicted for the last 12 months.	
22	**Inspection Formats**	
	Availability of format for inspection of	
	1. FP Shops	
	2. HS/MSD/ Lub Depot	
	3. SK Oil Depots	
	4. LPG Distributor	
23	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
24	**Public Grievances /Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject as date.	
	3. Assam Right to Public Services Act, 2012 – No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
25	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12	

	months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

26. Timely submission of statements / reports /Certificates to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

27	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Date of inspection by the Sr.State level official	
	3. Follow up action taken after the last inspection by the DC/ branch/Sr. officer	(Yes/No)
28	**e-Governance** of any of the process taken up	
29	**Any other matter** to be provided by the Branch Officer.	
30	**Innovation** undertaken in the District	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.11	EXCISE
Location		
Name of the Excise Superintendent for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. License Registers of IMFL/IMFL	

	Retailor/Bonded Warehouse/Country spirit.	
	3. Distillers Register	
	4. Permit Register	
	5. Challan Register	
	6. Case Detection Register	
	7. Tour diary register	
	8. Stock / Asset Register	
	9. Register of Court cases/ Litigations/	
	10. Status of implementation of Court / CAT Judgments	
	11. Public Grievances Register	
	12. Inspection Register	
	13. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt.guidelines	(Yes/No)
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Service Books Maintenance**	
	1. Total Number of Gr.I	

	Employees in the Establishment – category wise	Gr.II	
		Gr.III	
		Gr.IV	
	2. No.of employees whose service book entries are not up-to-date	Gr.I	
		Gr.II	
		Gr.III	
		Gr.IV	
	3. Total Number of Employees yet to be confirmed in the service	Gr.I	
		Gr.II	
		Gr.III	
		Gr.IV	
8	**Manpower Position**		

Designation	**Sanctioned No**	**In position No**	**Vacancy No**	**Remarks**

9	**Job chart**		
	1. Work allotment / Job chart : is it rational & objective deployment		
	2. Date of Last comprehensive work allotment to the officers.(Please enclose a copy)		
	3. Date of Last comprehensive work allotment to the staff. (Please enclose a copy)		
10	**ACR / PAR**		
	1. No.of personnel for which ACRs are pending / not updated (enclose details person wise)		
	2. No. of ACRs with adverse entry?		
	3. In case of adverse comments, whether concerned officer / staff are informed		
11	**Assets and Liabilities**		
	Total Number of Employees that have not submitted Assets & Liabilities statements as per Govt.Policy/Timeline	I	
		II	
		III	
		IV	
12	**Bill preparation & Advances**		
	1. System: Manual / Computerised		
	2. Whether Absentee statement is considered in Pay bill preparation		
	3. Whether proper deductions viz., rent, HBA, IT etc. are made?		

	4. Maintenance of Register of Advance/ loans etc.	
	5. No.of cases pending for a decision on EB crossing, stagnant increment etc.	
	6. No.of cases pending –Medical Reimbursement, LTC etc.	
13	**Vigilance, Departmental Proceedings / enquiries as on date**	
	1. Total no.of vigilance cases pending	
	2. Total no.of DP cases pending	
	3. No.of DP Cases Pending till date against each of the Enquiry Officer for >3 Months	
	4. No.of DP cases pending for review / Appeal	
	5. No.of personnel on suspension	
	6. No.of personnel on subsistence allowance	
	7. Any case of Sexual Harassment / communal discrimination	
14	**Pensions**	
	1. No.of personnel superannuated but whose superannuation statements are pending for submission to AG.	
	2. No.of Persons to be superannuated in the next 1 Year.	
	3. No.of complaints pending on pension matters if any.	

15	**Excise Collection**						
	Revenue			Performance		Target for the current year	Current Year Achievement till date with %
Year (for the last 3 years)	C. Spirit	IMFL	VAT	Target	Achievement		

16	Fixed date of Monthly Reconciliation of Excise revenue with Treasury records and discrepancies if any	

17	**Defaulter of Govt. revenue, if any**				
	Name of the licencee/firm	Kind of licence	Nature of default	Amount involved	Steps taken to recover

18	**Consumption of liquor**			
	Period	*IMFL*	*Beer*	*C/S*
	Last Yr till last month			
	Current Yr till last month			

19	**Licencee details**	
	1. Total no. of IMFL 'ON' licencees	
	2. Total no. of IMFL 'OFF' licencees	
	3. Total no. of IMFL Bonded warehouse	
	4. Total no. of IMFL Bottling Plants	
	5. Total quantity produced in the bottling plants	
	6. Receipt and issue from country spirit warehouses	
	7. No.of applications pending for conversion from 'ON' to 'OFF'	
	8. No. of excise licencees violating the norm of distance from that of educational and religious institutions.	
20	**Monitoring /Inspections/ Cases/ Raids in the current Year**	
	1. Dates of Inspection of country spirit warehouse (Quarterly as per Excise Rule)	
	2. Dates of Inspection of bonded warehouses (Quarterly as per Excise Rule)	
	3. No. of licencees inspected during the last 12 months	
	4. No. of raids conducted during the last 12 months	
	5. Total amount of fine collected during the last 12 months	
	6. No. of cases filed during the last 12 months	
	7. Total no. of cases pending till date	

	8. Total no. of Conviction during the last 12 months	
	9. No. of persons arrested/prosecuted/convicted	
	10. No.of NDPS cases detected and quantity seized.	
21	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
22	**Public Grievances /Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject as on date.	
	3. Assam Right to Public Services Act, 2012 – No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
23	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

24. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

25	**Excise Branch/ Circle Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Excise Circle office inspections undertaken during the last 12 months.(Quarterly)	
	3. Last inspection by the State level officer and follow up action.	
	4. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
26	**e-Governance** of any of the process taken up	
27	**Any other matter** to be provided by the Branch Officer.	
28	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.12	REGISTRATION
Location		
Name of the Deputy/ Sr./Sub-Registrar Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak issued during the last 12 months	Nos.
	17. No.of Dak pending- yet to be attended	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Sub-registrar Diary	
	3. Fees Book	

	4. Stock & Asset Register	
	5. Register of Court cases/ Litigations/	
	6. Status of implementation of Court / CAT Judgments	
	7. Public Grievances Register	
	8. Inspection Register	
	9. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officer / staff Responsible and Timelines)	
	Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Status of e-panjiyan**	

S.No	Services	Pending at the end of last Yr	No.of cases in current Year	Disposed off/ completed till date	Pending
A	Sale deeds registered for movable properties				
b	Sale deeds				

	registered for immovable properties				
C	Certified copies issued				
D	No.of Marriages performed				
E	Deeds copied				
F	Non-encumbrance Certificate issued				
G	No.of documents pending				
H	Total No.of Deed Writers				

8	**Registration Collection for the last 3 Years**

Year	Target	Achievement	% Achievement
Current Year (till date)			

9	**Reconciliation and Compliance**	
	1. Last date of monthly reconciliation of Registration Collection (fees book) with Treasury Challan and Cash Book and discrepancies	
	2. No.of sale deeds registered without NOC from the O/o DC	
	3. No.of cases where registration is done for land value less than that is valued by O/o DC in stamp duty calculation	
10	**Integrity of Registration process**	
	Whether endorsements correctly recorded by the Sub-registrar himself and are they signed by the him and the parties (based on sample inspection).	**Yes/No**
11	**Stock Register**	
	1. Name of the official entrusted to issue and receipt of stocks of Stock Register	
	2. Dates of verification and name & Designation of officers inspected during the last 2 Yrs.	
	3. Last inspection date and officer Name	

	4. Current Year inspection date if any	
	5. Date of surprise inspection by DC if any	
12	**Contingent Register**	
	1. Date of last verification by the DDO	
	2. Date of surprise verification by the DC	
13	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a month)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a month)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
	4. No.of officials are trained during the last 12 months	
14	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Status of Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
15	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement	(Yes/No)

	of Applications and Appeal status to Information Commission	
	9. Name of PIO and First Appellate Authority	

16.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

17	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Last date of inspection of the Registration office by the DC/SDO as per Assam Schedule L III (Part I) Form No.51. and name of the DC/SDO	
	3. Last inspection by the State level officer and follow up action.	
	4. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
	5. Does the office staff permit touts/middle men to frequent the office	
18	**e-Governance** of any of the process taken up	
19	**Any other matter** to be provided by the Branch Officer.	
20	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.13	CIVL DEFENCE
Location		
Name of the Deputy Comptroller of Civil Defence/ Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Stock / Asset Register	
	3. Register of Court cases/ Litigations/	

	4. Status of implementation of Court / CAT Judgments	
	5. Public Grievances Register	
	6. Inspection Register	
	Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	1. Whether Leave petitions submitted by civil defence officials are forwarded to Appropriate Authority timely.	(Yes/No)
	2. Last date of review of Civil Defense deployment	
	3. No.of persons trained during the year.	
	4. No.of mock drills organized.	
8	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a month)	1.
	2. Fixed day / Dates of officers and staff	7.

	meeting by the Branch Officers. (Minimum once in a month)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
9	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
10	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

11.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

12	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
13	**e-Governance** of any of the process taken up	
14	**Any other matter** to be provided by the Branch Officer.	
15	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.14	Home Guards
Location		
Name of the District Commandant/ Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Stock / Asset Register	
	3. Register of Court cases/ Litigations/	

	4. Status of implementation of Court / CAT Judgments	
	5. Public Grievances Register	
	6. Inspection Register	
	7. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Role of Home Guards**	
	1. Whether Call out of Home Guards is maintained and submitted to DC quarterly:Requisition and Deployment of last year and current Yar	Yes/No
	2. Raising and Training of Home Guard Volunteers details in the current year.	
	3. Budget, Fund receipt and proper utilization for the current year based on sample inspection.	Proper/Irregular
8	1. Whether Leave petitions submitted by Home Guards officials are forwarded to	

	Appropriate Authority timely.	
	2. Last date of review of home guards deployment	
	3. Status of training of Home Guards	
	4. Whether computerization of any of the process taken up	
9	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a month)	5.
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a month)	7.
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
10	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject as on date.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
11	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)

	9. Name of PIO and First Appellate Authority	

12.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

13	**Branch Inspection**	
	3. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	4. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
14	**e-Governance** of any of the process taken up	
15	**Any other matter** to be provided by the Branch Officer.	
16	**Innovation** undertaken in the District	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.15	JAIL BRANCH / PRISON
JAIL LOCATION		
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. No.of Dak received during the last 12 months	Nos.
	14. No.of Dak issued during the last 12 months	Nos.
	15. No.of Dak pending- yet to be attended	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Duty register of Guarding Staff	
	3. Cash book	
	4. Admission Register of UTPs & Convicts	

	incl. Case No., Address, PS, Medical record, Photograph, time etc.	
	5. Record of Money and other articles taken from the prisoner	
	6. Food stock Register	
	7. Register of Food Quality Monitoring	
	8. Register on Hygiene/ Santiation	
	9. Visitors Book	
	10. Stock / Asset Register	
	11. Register of Court cases/ Litigations/	
	12. Status of implementation of Court / CAT Judgments	
	13. Public Grievances Register	
	14. Inspection Register	
	15. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Details about Jail Inmates both Male and Female (viz., UTP, convicts etc. with break**	

	up)	
8	**Number of Women Warden**	
9	**Breif note on Jail infrastructure and arrangements- accommodation including for women inmates, Food, Drinking Water, health, toilets, skill development, education, recreation, security, safety etc.**	
10	**No.of deaths of inmate during the last 12 months.**	
11	**Jail Inspection report and follow up**	
	1. No.of inspections undertaken by the CJM during the last 5 years	
	2. No.of suggestions offered by the CJM last inspection report and follow up action taken and action pending. (Please enclose the last inspection report along with action taken report)	
12	1. Whether Leave petitions submitted by Jail officials are forwarded to Appropriate Authority timely.	
	2. Last date of review of Jail officials work performance	
13	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	3.
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	8.
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
14	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
15	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published	

	in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

16.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

17	**Branch Inspection**	
	1. Last date of inspection of Jail by the DC (Make available the inspection report during inspection)	
	2. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	3. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
18	**e-Governance** of any of the process taken up	
19	**Any other matter** to be provided by the Branch Officer.	
20	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.16	ELECTION BRANCH
Location		
Name of the Election Officer for the last 2 Years	Period	Officer Name & Designation
Name of ADC/ looking after Elections Branch		
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	

	2. Stock / Asset Register	
	3. Register to maintain the electoral registration during normal course (other than the specified summary revision period)	
	4. Register of Court cases/ Litigations/	
	5. Status of implementation of Court / CAT Judgments	
	6. Public Grievances Register	
	7. Inspection Register	
	8. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Status of Photo electoral revision**	
	1. Have all the voters provided with forms for providing photo and other particulars' for preparation of PER	
	2. Percentage of voters against whom supplied forms have been collected?	

	3. Percentage of PHOTO MERGING	
8	**Status of Summary revision**	
	1. Date of EROs training and absentee %	
	2. Dates of training of BLOs and Designated Officers and absentee %	
	3. Dates of meeting with the Political Parties and Parties absent.	
	4. Dates of meeting with the Rural and Urban Bodies for their cooperation	
	5. Dates of reading out of photo electoral rolls in local bodies (Rural & urban)	
	6. No.of applications received for electoral roll registration during the Year. LAC wise	
	7. No.of calls received in the District Call Centre / Help line during the summary revision period.	
	8. Effectiveness of Multi-media campaign especially for linguistic minorities of the LAC esp. different tribes and others.	
	9. Dates on which the BLOs names are published in the print media in local language along with their contact numbers and designation.	
	10. No.of transfer applications received and issued LAC wise.	
	11. Period taken for issuing transfer application LAC wise.	
	12. Whether Designated Officer for each Polling station appointed.	Yes/No
	13. Whether register of BLOs with important particulars have been maintained. If not why?	Yes/No
	14. No.of BLO registers not inspected by the Election Officer during the current year.	
	15. A copy of Statistical Analysis be enclosed. LAC wise	
	16. Population –Voter Ratio LAC wise	
	17. Gender gap of Voters LAC wise	
	18. Measures taken for the enrollment of all eligible voters of ST, SC, Muslim, Tea	

	Tribe and border and other marginalized areas and for improving population-voter ratio and gender ratio as per national / state average.	
	19. Whether works as per the checklist prepared for Electoral Roll Observers has been completed	Yes/No
	17. Languages in which the electoral rolls are published.	

9	**Status of D-Voter**	
	1. No of D Voters in the District as on date	
	2. No.of cases where Tribunal/ Court passed orders as on date	
	3. No.of cases pending for action as per Tribunal/ Court orders	
	4. No.of cases where D is declared indian	
	5. No of Cases where D is declared foreigner	
10	**Finance & Accounts**	
	1. Whether FAO is consulted for all the financial transactions	
	2. Pending Payment to vehicles requisitioned during the last elections. If any	
	3. Pending Payment to POL bills if any	
	4. Payments to others –pending bills	
	5. Amount of AC bills pending for regularisation	
	6. Compliance to Govt.guidelines in procurements/ services hiring	Yes/No
11	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
12	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12	

	months	
	2. No.of Public grievances pending on the subject as on date.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
13	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

14.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

15	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
16	**e-Governance** of any of the process taken up	
17	**Any other matter** to be provided by the Branch Officer.	
18	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	2.17	Treasury
Location		
Name of the Treasury Officer for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Ceiling control Register-Deptt. wise	
	3. Budget control Register-Deptt.wise	

	4. PPO Index Register	
	5. Provisional Pension Register (DCRG/Leave encashment)	
	6. Token Register	
	7. Cheque Payment Register	
	8. Deposit Work Register	
	9. Civil Deposit Register	
	10. Stock / Asset Register	
	11. Register of Court cases/ Litigations/	
	12. Status of implementation of Court / CAT Judgments	
	13. Public Grievances Register	
	14. Inspection Register	
	15. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Treasury inspections**	
	1. Last date of inspection of Treasury as per	

	Assam Schedule XXVII Form (2) by the DC /SDO. Enclose the last inspection report.	
	2. Nos. pending action points based on the last DC/SDO Inspection	
	3. Dates of six monthly inspection of Strong room by the DC /SDO and action report	
	4. Last date of surprise verification of Stamp paper (in addition to routine inspection) by the DC/SDO	
	5. Last date of inspection token register & Discrepancies if any.	
	6. No.of pending bills against each Asst/Accountant/ Supdt /TO for more than 3 days based on movement register as on date.	
8	**Pensions**	
	1. No.of persons getting pension from treasury	
	2. PPOs pending for disposal	

	Opening balance at the beginning of the Year	New PPOs received from AG in the current Year	Total PPOs	Disposed off	Pending as on date
PPOs					

9	**No.of cases pertaining to fake drawal detected by treasury during the last year and current Year and action taken**			
Department	Period	DDO	Nature of Bill	Total Amount involved
	Last Yr			
	Current Yr			
	Last Yr			
	Current Yr			

10. Status of submission of Monthly Accounts for the last 6 months			
Month	Prescribed date	Actual date of Submission	Remarks

10	**Leadership and Capacity building**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	6.
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	9.
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
	4. No.of officials are trained during the last 12 months	
11	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
12	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

13.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

14	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
15	**e-Governance** of any of the process taken up	
16	**Any other matter** to be provided by the Branch Officer.	
17	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

PART	3	DEVELOPMENT BRANCH
	3.1	DEVELOPMENT BRANCH
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Sr.Planning Officer Name		
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level-	
	9. Abstract of dak pending for disposal for over a month	
	10. Register for keeping watch on MLAs/MPs communications	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak pending- yet to be attended	Nos.
	16. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Work order / purchase register	

	3. Scheme Register (Annexure)	
	4. Branch Stock Register	
	5. Scheme Asset Register	
	6. Register of Court cases/ Litigations/	
	7. Status of implementation of Court / CAT Judgments	
	8. Public Grievances Register	
	9. Inspection Register	
	10. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**FAO: Whether the views of FAO are taken before financial sanction and before fund release etc.**	
8	**DDC /Sub-Div.Dev.Commitee Meetings**	
	1. No.of DDC Meetings chaired by the DC in the last 12 months	
	2. Fixed date / Day of DDC meeting	
	3. No.of Sub-Div.Dev.Committee chaired	

	by the SDO © in his/her sub-division during the last 12 months.	
	4. Whether the DDC Minutes are hosted in the District website along with the Physical & Fin.Progress report	(Yes/No)
	5. Whether the monthly Physical & Fin.Progress report is hosted in District Web site along with DDC minutes?	(Yes/No)
9	**Cash Registers**	
	1. Proper maintenance of General Cash Book and its updation. What is the last verification date.	
	2. No.of Bank Accounts and details (as per the format)	
	3. No.of Accounts which do not have Finance Deptt. approval	
	4. Last date of reconciliation of Subsidiary cash book with General Cash book & with bank Statements	
	5. No.of sample entries cross verified in the cash book of DC office with that of the Treasury.	
	6. No.of sample entries cross verified in the cash book of DC office with that of the cash book of executive agency.	
	7. Amount of money remained unutilized under various schemes/ programmes for the last 3 Years.	

Scheme	Amount lying idle	Year from which it is lying idle

10	**Contingent Register**	
	1. Date of last verification by the DDO	
	2. Date of surprise verification by the DC	
11	**Stock Register**	
	1. Name of the official entrusted to issue and receipt of stocks of Stock Register	
	2. Dates of verification and name & Designation of officers inspected during the last 12 months.	
	3. Last inspection date and officer	
	4. Current Year inspection date if any	
	5. Date of surprise inspection by DC if any	

12	**Enforcement of AFRBM & Other Acts, guidelines, instructions etc.**	
	1. Proper procurement procedure of various items and compliance to Government guidelines/ Policies.	(Yes/No)
	2. Compliance to Govt.guidelines in financial matters.	(Yes/No)
	3. Initiatives to prevent financial irregularities	(Yes/No)

13	**MP/MLA LAD**
	Amounts remain unutilized under MLA/MPLAD till date year wise and public representative wise. The follow up action proposed (make available during inspection)

A.Public representative wise fund status

Name of Constituency/ Hon'ble MP/MLA	Amount					
	Opening Balance	Current Yr Allocation	Current Year Receipt	Total fund available	Total Expenditure till the report	UC Submitted

B.MP & MLA LAD Fund status Year wise for the last 3 Years:

Year	Opening Balance	Current YrAllocation	Current Year Receipt	Total fund available	Total Expenditure till the report	UC Submitted

C.MP & MLA LAD works progress for the last 3 Years:

Year	Opening Balance/ In complete works*	In the current Year			Incomplete works as on date	
		No.of newly approved works	Completed works			
			Old	Current Yr	Old	Current Yr

*: at the end of last financial year.

14.Issues and steps being taken	
Issues	Status
1. Compliance to scheme guidelines	(Yes/No)
2. No.of works taken up –which are under prohibited category for the last 5 Years	(Yes/No)
3. Timely receipt of schemes from the Hon'ble Member. (compare the prescribed period and that of the practice)	(Yes/No)
4. Timely assessment of the technical feasibility and adequacy of scheme recommended (Average no days taken to assess the feasibility)	(Yes/No)
5. Due consideration to SC/ST/Minority habitations as per guidelines if any.	(Yes/No)
6. Finalization of Implementation / execution agency as per the guidelines and the estimate (Average No. days being taken)	(Yes/No)
7. Timely sanction of scheme. Average time taken to sanction the feasible scheme	(Yes/No)
8. Proper record keeping and file Management and notings	(Yes/No)
9. Present system of maintaining Accounts, Vouchers, APRs, MRs etc for each work.	Satisfactory/Not satisfactory
10. Compliance of Procurement to AFRBM and other Govt.guidelines	(Yes/No)
11. Proper procedure of Non-Duplicity certificates adopted in the district.	(Yes/No)
12. Status of Peoples participation from the work site area	(Yes/No)
13. Usage of Transparency- Sign board / Peoples estimate	(Yes/No)

15	**No.of physical inspections undertaken during the last year and in the current year**	Designation	Nos. officers	During the last financial Yr	During the current Yr
		DC	1		
		ADC			
		SDO			
		EAC			
		CO			
		BDOs			
		Others			
		Total			

16	**Capacity building / Training**	
	No.of officials are trained during the last 12 months	
17	**Monitoring / Inspections**	
	Availability of Checklist/ formats for physical inspection –before/during/after the completion of work –scheme wise for schemes of DC Estt & Line Departments (Annexure)	
	How many department submitted Annual Action plan of Inspection of their works at the beginning of the Year.(if not submitted already are to submit immediately).	

18.Schemes of all line Departments of the District (incl. MP/MLALAD, NLCPR, NEC, CSS, State Schemes etc.)- Allocation, receipt, expenditure, UC etc.

A.Physical Progress in the last year and current Year

Scheme	Activity/ Work	Units/ Nos.	Last year			Current Year till date		
			Target	Achievement	% Achievement	Target	Achievement	% Achievement

B. Financial Progress in the current Year

	Funds available				Utilisation		
Scheme	OB	Current Year Allocation	Receipt	Total fund	Expenditure	Amout for which UC Submitted	% of Utlisation

C. Physical Inspections:

Scheme	Year (2 Years)	No.of works taken	Mandatory % of inspections	No.of works completed	Works for which inspections are taken up*			Follow up taken
					Before	During	After the	

		up	to be taken up		work start	the work progress	work completion	up on inspec tions No.*
	Last Yr							
	Current Yr							
	LR							
	CR							

*: Make available to the Commissioner during inspection. Photographs are mandatory at every stage.

D. Transparency and Peoples participation: for 2 years

Scheme	Year	No.of Works	No.of works that have sign board/ Peoples estimate	No.of works where local people of the work site / stakeholders are involved in the form of committees.	No.works that are undertaken by the contractors.	No.works where social audit was under taken

E. Web hosting of Scheme details of all line Departments in the District Website (Yes/No)

Scheme	Scheme guidelines (Yes/No)	Fund Allocation, receipt, expenditure and UC details (Yes/No)	List of Beneficiaries (Yes/No)	Scheme Inspection report (Yes/No)	Remarks

F. Convergence and Synergy Meetings of Inter-Departments @

Issue	Departments / Agencies	Action points of convergence	Dates of meetings during the last 6	Proposed date of next meeting

	involved		months at District level.	
Ex.				
Drinking Water Schemes	PHE, PRIs, NGOs			
Sanitation & Drinking Water in Edu.Institutins	PHE, Education Deptt., PRIs / Ubs, NGOs			

@: related to schemes/works that involve coordination of 2 or more government departments and other agencies.

G	Enclose the last month 20-point Programme progress report.	

19.Audit Status	

A.Is internal Audit being done every year	
B.Date of last visit of external AG Audit Team	
C. AG Inspection Report (IR) Status	

S.No	Year / Period of Audit Objection	I.R. Date	Out standing Para	Name of Branch	Action taken (Yes/No)	Action taken by the AG (Yes/No)

D. Pending Audit Paras							
Period of Audit	Branch	No.of pending Audit Paras	No.of Audit Paras having financial Implications	No.of cases of Mis-appropriation/ Embezzlement if any	No.of Audit Paras pending action	Reason for delay in taking corrective action	Remarks

20	**For Local Body (PRI & ULB) Elections**	
	1. Availability of Ballot boxes / EVMs adequately as per requirement considering the damaged/ unserviceable	Yes/No

	ones	
	2. Status of Election Petitions- Nos.pending with reasons	
	3. Nos. of PRI/ ULB vacancies as on date and date of reporting of each of the case to SEC and duration of vacancy. Enclose a separate note.	
	4. Amount of pending liabilities of PRI/ULB elections	
	5. Any other matter pending	
21	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	5.
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
22	**Public Grievances / Public Services**	
	1. Whether a Fixed Day of the week is designated as Public Grievance Day. (DC/SDO and other HODs are to be available in the Hq for meeting the people)	
	2. No.of Public grievances / complaints received on the subject during the last 12 months	
	3. No.of Public grievances pending on the subject as on date.	
	4. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	5. Name of the Nodal officer –Public Grievances and contact Number	
23	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was	

	rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	1. Name of PIO and First Appellate Authority	

24. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

25	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
26	**e-Governance** of any of the process taken up	
27	**Any other matter** to be provided by the Branch Officer.	
28	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	3.2	MINORITY WELFARE
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level	
	9. Abstract of dak pending for disposal for over a month	
	10. Register for keeping watch on MLAs/MPs communications	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak pending- yet to be attended	Nos.
	16. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Stock & Asset Register	
	3. Register of Court cases/ Litigations/	
	4. Status of implementation of Court /	

	CAT Judgments	
	5. Public Grievances Register	
	6. Inspection Register	
	7. Others	
3	**Safety of files and Record Keeping**	
	9. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	10. Are records kept safely under lock	(Yes/No)
	11. No of cases of missing files, dak etc. if any during the last 5 Years	
	12. Security of records	Satisfactory/Not Satisfactory
	13. Proper upkeeping of record room in compliance to Govt.guidelines	
	14. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Status of Haj matters pending and action taken**	
8	**Char Areas No. & Area & Pattas status**	

No.of Chars	Area	Population	Literacy	Area under	
				Annual Patta	Periodic Patta

9	Action plan for the Socio-economic development of Char Areas:		
S.No	Issue / concerns (Education-Elementary/Secondary/Health & FW; Drinking Water, Sanitation, Roads, Transport, Child Nutrition, Skills development, livelihood etc.)	Department responsible	Action proposed

10	**15- Point Programme**	

	Total Population in the District and Census Year	
	Minority Population in the District and Census Year	
	Minority population % in the District:	
	Date on which District level 15-Point Programme Committee is constituted. (Enclose a copy)	

Break up of Minorities at District level

	Minority Community			
	Muslim	Christians	Sikhs	Others
Population				
%				

Minority Concentrated Blocks, GPs and Villages

	Blocks Nos.	No. of GPs	No. of Villages	Population
District Total				
Minority (Concentrated)				

11	Enclose 15-Point Progress Report	Annexure-5
12	Enclose Action plan for better implementation of 15- Point Programme	Yes/No

13**. Schemes- Allocation, receipt, expenditure, UC etc. (esp.MSDP and others)**

A.Physical Progress in the last year and current Year

Scheme	Activity/ Work	Units/ Nos.	Last year			Current Year till date		
			Target	Achievement	% Achievement	Target	Achievement	% Achievement

B. Financial Progress in the current Year

	Funds available				Utilisation		
Scheme	OB	Current Year Allocation	Receipt	Total fund	Expenditure	Amout for which UC Submitted	% of Utlisation

C. Physical Inspections:

Scheme	Year (2 Years)	No.of works taken up	Mandatory % of inspections to be taken up	No.of works completed	Works for which inspections are taken up*			Follow up taken up on inspections No.*
					Before work start	During the work progress	After the work completion	
	Last Yr							
	Current Yr							
	LR							
	CR							

*: Make available for inspection reports by the Commissioner. Photographs are mandatory at every stage.

D. Transparency and Peoples participation: for 2 years

Scheme	Year	No.of Works	No.of works that have sign board/ Peoples estimate	No.of works where local people of the work site / stakeholders are involved in the form of committees.	No.works that are undertaken by the contractors.	No.works where social audit was under taken

E. Web hosting of Scheme details of all line Departments in the District Website (Yes/No)

Scheme	Scheme guidelines (Yes/No)	Fund Allocation, receipt, expenditure and UC details (Yes/No)	List of Beneficiaries (Yes/No)	Scheme Inspection report (Yes/No)	Remarks (Yes/No)

F. Convergence and Synergy Meetings of Inter-Departments @

Issue	Departments / Agencies involved	Action points of convergence	Dates of meetings during the last 6 months at District level.	Proposed date of next meeting
Ex.				
Drinking Water Schemes	PHE, PRIs, NGOs			
Sanitation & Drinking Water in Edu.Institutins	PHE, Education Deptt., PRIs / Ubs, NGOs			

@: related to schemes/works that involve coordination of 2 or more government departments and other agencies.

14	**Monitoring / Inspections**	
	1. Availability of Checklist / format for physical inspection –before/during/after the completion of work –scheme wise for schemes of DC Estt & Line Departments (Annexure)	
	2. Number of department submitted Annual Action plan of Inspection of their works at the beginning of the Year.	
15	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
16	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
17	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a	

	decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

18.Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

19	**Branch Inspection**	
	5. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	6. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
20	**e-Governance** of any of the process taken up	
21	**Any other matter** to be provided by the Branch Officer.	
22	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	3.3	Tea-Garden Tribes
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissionerto improve the Branch		

Tea Gardens and Population

Tea Garden	Area	Labour Population			Literacy
		Total	Male	Female	

Ex-Tea Gardens

S.No	Ex- Tea Garden hamlet/ village	Population			Literacy
		Total	Male	Female	

Issues and action plan

S.No	Issue / concerns (Education-Elementary/Secondary/Health & FW; Drinking Water, Sanitation, Roads, Transport, Child Nutrition, Skills development, livelihood etc.)	Department responsible	Action proposed

Scheme Progress: Please submit physical and financial progress of schemes of Tea Tribes.

Branch	**3.4**	**Women & Child Welfare (CMs vision for Women and Children)**
Location		
Name of the Nodal Officer	Period	Officer Name & Designation

Please enclose the progress on 16 points of CMs Vision on Women and Children in the District as on date.

REVENUE ADMINISTRATION*

PART	4	REVENUE
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

*: Not applicable to Karbi Anglong and Dima Hasao

Note: Format tables may be modified to reflect the information appropriately as per land laws.

Revenue at a Glance

1. Circle wise Area and survey status

S.No	Name of the Circle	Name of the Circle Officer	Date of Joining	Area of the Circle	No.of Villages	
					Cadastral	Non-Cadastral

2. Government land (Area in Ha)

S.No	Name of the Circle	Government Land in General Areas					Government Land in Backward /Tribal belts/blocks		
		Total	Free from encroachment	Under encroachment	% under encroachment	VGR /PGR	Total	Free from encroachment	Under encroachment

3. Status of distribution of Ceiling Surplus land (Area in Ha)

S.No	Rev.Circle	Land acquired under various Ceiling Acts	Already distributed		Persons benefited	Area to be distributed
			No.of allotment Certificates issued	Area		

4.**Status conversions from AP to PP as on date**

Revenue Circle	Annual Pattas as on 1st January of current Year		Conversion to Periodic Pattas as on date			Area not fit for conversion
	No	Area	No	Area	%	

5. Statement of settled land for the year ending 30th September

Revenue Circle	Area	Total Settled	Govt.Land	Annual Patta		Periodic Patta		Lakheeraj	
				No.	Area	No.	Area	No.	Area

6. Doul (Demand) & Revenue Collection of current Year

S.No	Rev. Circle	Name of the Mauzadar/ Tahsildar	Doul and Total Collection		
			Demand	Collection	% Deposited in Treasury

7. Status of Tenancy Khatian (Area in Ha)

Rev. Circle	Periodic Khatian		AP Khatian		Nispi Khiraj		Lakhiraj		Grant land NLR/FS	
	No.	Area	No.	Area	No.	Area	No.	Area	No.	Area

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats for each of sub-branches	
	2. Sadar Jamabandi	
	3. Touzi	
	4. Annual register of mutations	
	5. Local rates register	
	6. Register of Petitions for settlement	
	7. Register of settlement Proposals from Circle Officers	
	8. Encroachment Register of different kinds	
	9. Register of Lot wise AP Land (Annexure)	
	10. Register of NR Cases –Circle Wise	
	11. Register of Ceiling Surplus land –Circle wise	

	12. Register of submission of mandatory reports/ returns by the Circle Officers	
	13. Record of Land Revenue Collection-Mouza/Tahsil wise	
	14. Land Allotment Register	
	15. Register of land settled for setting up brick kilns	
	16. Register of land settled with Central /State Govt and PSUs	
	17. Register of land converted into Tea Periodic	
	18. Register of Allotment of land to Religious (Hindu/Muslim/Others) /Charitable institutions	
	19. List of Wakf Institutions/ Properties	
	20. MNP Allotment Register	
	21. Fishery Register	
	22. Register of land transferred to Non-Agriculturists	
	23. Register of Bakijai	
	24. Register of annulment of settlements for arrears of revenue S.90	
	25. Register of sale of Immovable property under S.91(1) of ALRR	
	26. Register of certificates issued under S.91(2) ALRR	
	27. Register of Land requisition and acquisition	
	28. Register of Record Room Records	
	29. Gaon bura register	
	30. Inspection Register	
	31. Stock / Asset Register	
	32. Register of Revenue Cases	
	33. Register of Revenue Appeals	
	34. Register of Court cases/ Litigations/	
	35. Status of implementation of Court / CAT Judgments	
	36. Public Grievances Register	
	37. Register for Assam Right to Public Service Act, 2012	
	38. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of	(Yes/No)

	files/registers/records etc.	
	2. Are the records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
4	**Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** for each of the sub-branch (Every branch to prepare –its (i) Goals / Administrative Object (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action /Calendar of various activities of the last year (viz., settlement, conversion, eviction, Mutation, Partition, Revene Collection, Office inspections etc.) and achievement (Please enclose)	Prepared/Not Prepared
	2. Annual Plan of Action /Calendar of various activities of the current Year (Please enclose)	Prepared/Not Prepared
	3. Date on which the Branch officer to submit the APA to the DC / SDO and compliance status (if not done already, the BO is to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Circle Office / Mouja inspections**	
	Number of Revenue Circles inspected during the last 12 months by the DC/ADC/SDO with dates.	
	Number of Mouza/Tahsils inspected during the last 12 months by the DC/ADC/SDO with dates.	

7.A.Circle Office inspections

Circle Office	Last inspection date	Officer inspected with Designation	Follow up action taken (Yes/No)

7.B.Mouza/Tahsil Inspections

Mouza/Tahsil Office	Last inspection date	Officer inspected with Designation	Follow up action taken (Yes/No)

4.1	SETTLEMENT AND ALLOTMENT	

	1. Proper Compilation of old policies / circulars/ instructions and latest Government Circulars etc.	(Yes/No)
	2. Nos. and Dates of LAC meetings held during the last 12 months and status of proceedings register	
	3. Follow up action on LAC meetings to improve the performance of Land settlement/ allotment in the districts properly.	(Yes/No)

4.Status of LAC proposals for the last 5 Years					
Year	No.of LAC Meetings held	Pending proposals at the beginning of the current Year	Decisions		
			Submitted to Govt.	Rejected	Pending

Year	5..Govt.approved / settled proposals details –Area						
	MNP	Erosion affected families	Govt Dept/PSU	others	Religious		
					Hindu	Muslim	Others

6. Annual Patta Issued to land less communities belonging to **during the last 5 Years**											
SC		ST		Minority		Ex Tea tribes		General		Total	
No	Area	No	Area	No	Area	No	Area	No	Area	No	Area

7.AP land conversion into Periodic Patta of following categories **during the last 5 Years**											
SC		ST		Minority		Ex Tea tribes		General		Total	
No	Area	No	Area	No	Area	No	Area	No	Area	No	Area

	8. Total Landless in the District as on date	
	9. How many landless cultivators/laborers were allotted land during the last 5 Years incl. certificates and possession.	
	10. Nos. of MNP house sites distributed during the last 5 years to the landless-category wise – SC/ST/Minorities/OBC/General.	
	11. No.of cases and area of land settled / allotted to Government Institutions but remain unutilized for more than 3 Years.	
	12. The Settlement/Allotment Register, MNP Register, Register of allotment to Religious Institutions (Hindu/Muslim etc.) may be made available to Inspection.	
	13. How many erosion affected families were allotted house site during the last 5 years.	
	Rajah Adalats & NR Cases	
	14. No.of Rajah Adalats (Last & Current Yr Target and achievement)	
	15. No. & Names of villages where Jamabandi Reading were made by the Circle Officers (Circle wise) in the last 6 months.	
	16. Nos. of Mutation cases pending in circles (circle wise)	
	17. Total No.of NR Cases initiated during the last 12 months.	
	18. Mining and Prospecting lease cases if any	
	19. Reclamation of Waste Land if any.	

19	Mutation Statement for the current year as on 30th September						
Circle	Classification of Pattas					No.of Field Mutation	No.of Mutation by regular procedure
	Annual	Periodic	Lakhiraj	Nispikhera	Others		

20. Status of Chars					
No.of Chars	Area	Population	Literacy	Area under	
				Annual Patta	Periodic Patta

	21.Action plan for converting the AP into PP in chars. Provide during inspection	Yes/No
	Survey including *Non-cadastral villages*	
	22. No.of Inter-state boundary pillars lost	
	23. No.of Inter-district boundary pillars lost	
	24. No.of damaged & un-repaired inter-state boundary pillars	
	25. No.of damaged & un-repaired inter-district boundary pillars	
	26. Joint verification of lands of dispute between forest and revenue authorities if any	
	27. No.of non-cadastral villages in the District	
	28. No.of non-cadastral chars in the district	
	29. Action plan for the survey of non-cadastral villages/ chars. Provide during inspection.	**(Yes/No)**
	30. Appointment status of Personnel for un-surveyed villages and steps taken	(Yes/No)
	31. No.of proposals pending at DLR/Govt for cadastral survey	
	32. No.of Non-cadastral Cases pending for the confirmation of O/o DC	
	Reclassification of Land	
	33. No of cases of re-classification and re-assessment received during the calendar year and number of cases pending for disposal on date of inspection.	
	34. Total revenue involved before/after re-assessment in the cases pending.	
	35. Total area of Agriculture allowed for conversion into Non-Agricultural purposes during the last 5 Years (Year wise)	
	36. No.of applications pending for conversion of Agricultural into Non-Agricultural purposes etc.	

4.2	ENCROACHMENTS	

	1. Proper Compilation of old policies / circulars/ instructions and latest Government Circulars etc.	(Yes/No)
	2. Annual Calendar of Activities of branch – of last Year and of the current Year	(Yes/No)
	3. Encroachment Register- Sarkari land	(Yes/No)
	4. Encroachment Register- Reserved land (VGR/PGR etc.)	(Yes/No)
	5. Encroachment Register- NH, Natural Drainage, Water ways, wet lands etc.	(Yes/No)
	6. Total Government Land available as on date	
	7. Area of Govt.land under encroachment	
	8. No.of eviction drives taken up and area cleared during the last 12 months.	
	9. Government land made encroachment free during the last 12 months.	
	10. Total Wakf area in the District	
	11. No.of properties of Wakf land / Property under encroachment and Area (in Ha).	
	12. No.of proposals of eviction received from Wakf Board	
	13. No.of evictions undertaken under Wakf Act, 1955	
	14. Govt.land under the encroachment of Tea Gardens and action taken	
	15. No.of cases of encroachment of ceiling surplus land by the Tea Gardens and the Area	
	16. Eviction cases as per HC/SC/ Court orders.	
	17. Number of encroachment proposals pending for eviction orders.	

4.3	DOUL / REVENUE Collection	

	1. Proper Compilation of old policies / circulars/ instructions and latest Government Circulars etc.	(Yes/No)
	2. Date on which Doul was finalized in compliance to ALRR/ manual	
	3. Current Year –Demand and Collection	

Status of Land	Nature of Collection	Total (Current + Arrears)	Total	% of Total Collection	% of Collection deposited in Treasury
TSE/PSE	Land Revenue	Demand			
		Collection			
		Deposit in Treasury			
	Local Rates	Demand			
		Collection			
		Deposit in Treasury			
	30% Surcharge on Land Revenue	Demand			
		Collection			
		Deposit in Treasury			
	Tea Garden Revenue	Demand			
		Collection			
		Deposit in Treasury			
	TB Revenue	Demand			
		Collection			
		Deposit in Treasury			
	TB Local Rate	Demand			
		Collection			
		Deposit in Treasury			

	4. Dates of review meetings with the Mouzadars/ Tahsildars in the last 12 months	
	5. Names of Mouzadars/ Tahsildars not depositing collected amounts by the Mouzadars/ Tahsildars in Treasury	
	6. Names of Mouzadars/ Tahsildars who are violating the Govt.guidelines on the retention of excess cash in hand and action taken	
	7. Action plan to improve the revenue collection performance. Provide during inspection.	Yes/No

	8. Amount of commission due to Mouzadars/ Tahsildars but pending for payment.	
	9. Number of Mouza/Tahsil inspection conducted during the last 12 months.	
	10. Mouza/Tahsil Inspection Register & Follow up action on Mouza/Tahsil inspection reports, if any.	(Yes/No)

4.4	**FISHERY**	
	1. Proper Compilation of old policies / circulars/ instructions and latest Government Circulars etc.	(Yes/No)
	2. List of Govt. Fisheries –Names, Area, output, Mahaldar name, annual revenue etc.for 2 Years	

Year	No.of Fisheries	Area	No.of Fisheries		Revenue		Arrear	Amount deposited in Treasury with Challan No. and Date
			Under Lease	Under Govt	U/Lease	U/ Govt	U/Lease	

4.5	LAND ACQUISITION	

	1. Proper Compilation of old policies / circulars/ instructions and latest Government Circulars etc.	(Yes/No)
	2. Annual Calendar of Activities of the branch – of last Year and of the current Year	Prepared/ Not prepared.
	3. Cases:	
	a. No.of Cases under the Land Acquisition act and Assam Land (Requisition & Acquisition) Act	
	b. No. of cases under The Petroleum Pipelines (Acquisition of Right of Use) Act	
	c. No.of cases under the requisition and acquisition of immovable properties Act	
	4. Nos of Land Acquisition cases finally disposed of.	
	5. No.of Land Acquisition cases which are disposed off but where in the land record correction has not been undertaken	
	6. Amount of compensation released for compensatory afforestation and its utilization.	
	7. The Cheque Register of Land Acquisition cases may be made available for scrutiny in Inspection	
	Pending cases:	
	8. Nos of Land Acquisition cases preliminary survey not done as yet.	
	9. Cases under process-Notification under S.4(1) Declaration under 6(1) LA Act under 5(A) preparation of Award etc.	
	10. Nos of Land Acquisition cases pending for collector's final order.	
	11. Nos of Land Acquisition cases possession of which not handed over.	
	12. No.of cases referred to Civil Court u/s 18	
	13. Un-disbursed amount of compensation, if any, case-wise with reasons of non-disbursement.	
	14. Land acquisition cases pending for final payment of compensation/Award-Year wise and Amount and Acquiring Departments.	

	LA Case No.	Requiring Department/ Agency	LA Final Order Date and amount	Compensation / Amount pending for release by the requiring department	Remarks

4.6	**LAND Reforms: Land Ceiling**	

	1. Proper Compilation of old policies / circulars/ instructions and latest Government Circulars etc.	(Yes/No)
	2. Annual Calendar of Activities– of last Year and of the current Year	Prepared/Not prepared.
	3. Total Ceiling Surplus land identified in the District till date (Area)	
	4. Ceiling surplus already distributed till date (Area)	
	5. Ceiling surplus area/ land available as on date.	
	6. Safe custody of counterfoils of Allotment Certificates of land distributed	(Yes/No)
	7. Verification of possession of land by the allottees: Present Status by DC/ADC/SDO	(Yes/No)
	8. Of all the Allotment Certificates how many are converted into AP and how many into PP.	
	9. No.of allotments & conversions that are not reflected in Records/ Chitha and Jamabandi.	
	10. No.of Land Ceiling cases instituted with total area involved	
	11. No.of cases disposed off with area	
	12. No.of cases of encroachment of ceiling surplus land by the Tea Gardens and the Area	
	Cases:	
	13. No.of Cases under Assam Fixation of Ceiling on Land Holding Act, 1956	
	14. No.of cases under Assam State Acquisition of Land belonging to Religious and Charitable Institutions of Public Nature Act, 1959	
	15. No. of cases of Assam Consolidation of Land Holdings Act, 1960	
	16. No.of cases under Assam Bhudan Act, 1965 and status and Gramdan Act	
	17. No.of cases under Assam Temporary Settled Areas Tenancy Act, 1971 and status	
	18. No.of cases under Urban Land (Ceiling & Regulation) Act, 1976 and status	

19.Present Status of Ceiling Surplus land:for the last 5 Years

Year	Cases pending at the beginning of the Year		New cases		Total		Disposed		Pending	
	No.	Area	No.	Area	No.	Area	No.	Area	No.	Area

4.7	**LAND RECORDS/ RKg**	

	1. Proper Compilation of old policies / circulars/ instructions and latest Government Circulars etc.	(Yes/No)
	2. Annual Calendar of Activities of RKG branch – of last Year and of the current Year	Prepared / Not prepared
	3. Maintenance of Service Book-updated data of Patwaries, SKs and Chainmen	(Yes/No)
	4. Timely confirmation/promotion/appointment of lot mandals / patwaries and maintenance of Gradation list.	(Yes/No)
	5. No. of Pension cases / retirement benefits – pending.	
	6. No.of Lot Mandals and SKs undergone /not undergone the prescribed training	
	Classification of records and Record Room	
	7. No.of records pending for classification	
	8. Maintenance of the register showing receipt and disposal of records.	(Yes/No)
	9. Steps taken by the Record Keeper to ensure return of records issued without undue delay.	(Yes/No)
	Reports from Circle Officers-	
	10. Dates of receipt of Diaries and Annual Statement of Mutations, Annual Returns etc. from Circle Officers last year and in the Current Year (as per the format)	

10.A..Timely submission of reports / returns by the Circle Officer to the DC Office.

Circle Officer	Year	Dates of submission of reports/ returns etc.under Land records manual					
		Diaries R.205	Annual Statement of Mutations,	Annual Returns R.222	Area & Crop /Irrigation Abstract R.112	Regular and Suppl. Settlement statement	Instrument return, Survey marks return (R.179)
	Last Yr						
	Current Yr						
	Last Yr						
	Current Yr						
	Current Yr						

12. Report of SK:

S.No	Supervisory Kanungo	Dates of submission of reports/ returns etc. Returns u/r 179	Remarks

	13. Verification of Diaries, statements, returns submitted by the Circle officers.	(Yes/No)
	14. Names of Circle Officers who are irregular and not filled in reports/returns/statements properly.	
	15. Action taken on the COs Diaries and reports/ returns/statements.	(Yes/No)
	16. Computerisation of Land records under Dharitri –progress and problems –steps taken for solving the issues. Please provide during inspection.	
	17. Status of land records correction	

S.No	Circle	Age of Chitha at Circle	Dates of Jamabandi updation in DC Office	Date till which the Jamabandi was made update

4.8	**BAKIJAI**	

	1. Proper Compilation of old policies / circulars/ instructions and latest Government Circulars etc.	(Yes/No)
	2. Annual Calendar of Activities– of last Year and of the current Year	(Yes/No)
	3. Total No.of Bakijai cases pending till the last financial Year and the amount and No.of Institutions under BPDR Act.	
	4. Total No.of Certificate Officers	
	5. Total no. of cases registered during the Year and the amount	
	6. Whether Realisation sheets are available in the case records.	
	7. No.of arrest Warrants issued under BPDR Act pending for execution.	
	8. Computerisation of Bakijai cases	(Yes/No)
	9. Amount of collection yet not deposited in the Treasury till date	
	10. Dates of branch inspection / Bakijai Collection Register and Cashbook by the officer in the last 12 months	
	11. Steps taken / proposed for improved collection. Provide during inspection	
	12. Status of Bakijai cases and collection	

Year	No.of cases pending at the beginning of the year	No.of new cases till date	No.of cases disposed off/ dropped during the Year	No.of cases pending as on date	Amount pending at the beginning of the year	Amount pending as on date	Total Amount realized during the Year	% Realized (compared to beginning of the Year)
Last before Year								
Last year								
Current Year till date								

	13. No. & amount of involved in Bakijai cases under ALRR	

4.9	**Chapter X**	
	1. Proper Compilation of old policies / circulars/ instructions and latest Government Circulars etc.	(Yes/No)
	2. Name of Protected Backward Classes (including Tribals) belts and Blocks with area and year / date of creation-Govt.Notification	
	3. Presently notified protected classes	
	4. Total land settled since the belt/block creation under PP for each category of protected classes.	
	5. Total land settled since the belt/block creation under AP but not converted into PP in 3 Years.	
	6. Area and No.of unauthorized persons in unsettled land under Rule 165(1) ALRR	
	7. Area settled in violation of Rule 165(2) ALRR	
	8. Area under invalid occupation of PP Land under Rule 165(3)(a) of ALRR	
	9. Action plan for compliance to Chapter X. Provide during inspection.	

17. Summary of Pending cases

S.No	Case-Nature	Opening Balance	Current Yr Cases	Total	Disposed off	Pending
	Mutation					
	Partition					
	Conversion from AP to PP					
	Eviction					
	Ceiling Surplus					
	Acquisition					
	Requisition					
	Revenue Demand					
	Others					
	Total					

18. Summary of Appeal cases

S.No	Case-Nature	Opening Balance	Current Yr Cases	Total	Disposed off	Pending
	Mutation					
	Partition					
	Conversion from AP to PP					
	Eviction					
	Ceiling Surplus					
	Acquisition					
	Requisition					
	Revenue Demand					
	Others					
	Total					

19	**Leadership and Organisation**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
	4. No.officials trained on Assam Land Policy, ALRR and other Manuals etc. during the last 12 months.	
20	**Public Grievances / Public Services**	
	1. Whether a Fixed Day of the week is designated as Public Grievance Day. (DC/SDO and other HODs are to be available in the Hq for meeting the people)	
	2. No.of Public grievances / complaints received on the subject during the last 12 monthsreceived till date.	
	3. No.of Public grievances pending on the subject against each official as on date.	
	4. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	5. Name of the Nodal officer –Public Grievances and contact Number	
21	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received (incl. transfers) during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	

	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority with Designation	

23. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

24	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
	3. Last date of inspection by a state level official and action taken	
25	**e-Governance** of any of the process taken up	
26	**Any other matter** to be provided by the Branch Officer.	
27	**Innovation** undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

Branch	4.10	DISASTER MANAGEMENT (Releif)
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	**Dak –Communication & Tracking System**	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Section level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	**Records / Registers-Updating**	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Death register (related to Disasters)	
	3. Injured persons(grievous and others)	

	4. Relief Camps Register-Disaster wise	
	5. Relief distribution register	
	6. Damage Register (Revenue & Non-Revenue) based on SDRF guidelines	
	7. Ex-gratia register	
	8. Rehabilitation grant register	
	9. Stock Register	
	10. Stock / Asset Register	
	11. Register of Court cases/ Litigations/	
	12. Public Grievances Register	
	13. Inspection Register	
	14. Others	
3	**Safety of files and Record Keeping**	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt.guidelines	Yes/No
	6. Status of classification of records for preservation and destruction	
4	**Names of Legislations / Acts/Rules etc. administered by the Branch**	
5	**Annual Plan of Action (APA)-** (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	**Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.**	
7	**Disaster Preparation**	
	1. Date on which Sub-Div. Relief Committee meeting was held for the current Year	
	2. Date on which Sub-Div. Relief Committee	

	meeting is proposed for the next Year	
	3. Whether District/Sub-Division Disaster Management Plan is prepared and got approved by the competent authority.	(Yes/No)
	4. Dates of District Disaster Management Authority meetings during the last 6 months.	
	5. Date of constitution of District Level Crisis Management Group	
	6. Dates of meeting of District Level Crisis Management Group during the last 12 months	
	7. No.of Seminars/Workshops/ Mockdrills/ campaign organized if any for Disaster Preparedness	
	8. Whether Incident Response System (IRS) is being implemented in the District.	(Yes/No)
	9. District Disaster Info.& Response Centre Number and its awareness and utility and follow up	
	10. No.of Revenue Circle Disaster Info.& Response Centres not operational	
8	**Disasters-Works**	
	1. Nature and numbers of Disasters occurred during the last 6 months. Make available the damage reports during inspection.	
	2. Whether daily report is being sent to State Centre and to the Commissioner of Div.	(Yes/No)
	3. No.of Schemes recommended by the DDMA under SDRF in the current year	
	4. No.of schemes approved with ex-post-facto approval in the current year	
	5. No.of Schemes approved by the SEC in the current year	
	6. No.of Schemes sanctioned/ funds released by the SEC/ASDMA in the current year	
	7. No.of current year Schemes completed till date.	
	8. Proper maintenance of APRs	(Yes/No)
	9. Proper record keeping and documentation	(Yes/No)
9	**Relief & Rehabilitation**	
	1. No.of ex-gratia payments pending till date and the action taken.	
	2. No.of rehabilitation grants pending till date and the action taken.	

10	**Finance & Accounts**	
	1. Maintenance of Subsidiary Cash Book	(Yes/No)
	2. No. AC Bills pending for regularization with DCC bills	
	3. Compliance of Govt.guidelines in expenditure and procurement	(Yes/No)
	4. Amount for which APRs are pending from implementing Agencies.	
	5. Maintenance of Asset Register –Year wise and GP / village wise	
	6. Follow up action on AG observations on accounts	(Yes/No)
11	**Monitoring / Inspections**	
	1. Availability of Checklist /formats for physical inspection –before/during/after the completion of work –scheme wise for schemes of SDRF Schemes.(Annexure)	(Yes/No0
	2. No.of departments that submitted Annual Action plan of Inspection of their works at the beginning of the financial Year.	

12**. Schemes- Allocation, receipt, expenditure, UC etc.**

A. Physical Progress in the last year and current Year

Scheme	Activity/ Work	Units/ Nos.	Last year			Current Year till date		
			Target	Achievement	% Achievement	Target	Achievement	% Achievement

B. Financial Progress in the current Year

	Funds available				Utilisation		
Scheme	OB	Current Year Allocation	Receipt	Total fund	Expenditure	Amout for which UC Submitted	% of Utlisation

C. Physical Inspections:

Scheme	Year (2 Years)	No.of works taken up	Mandatory % of inspections to be taken up	No.of works completed	Works for which inspections are taken up*			Yes/No
					Before work start	During the work progress	After the work completion	
	Last Yr							
	Current Yr							
	LR							
	CR							

*: Make available for inspection reports by the Commissioner. Photographs are mandatory at every stage.

D. Transparency and Peoples participation: for 2 years

Scheme	Year	No.of Works	No.of works that have sign board/ Peoples estimate	No.of works where local people of the work site / stakeholders are involved in the form of committees.	No.works that are undertaken by the contractors.	No.works where social audit was under taken

E. Web hosting of Scheme details of all line Departments in the District Website (Yes/No)

Scheme	Scheme guidelines (Yes/No)	Fund Allocation, receipt, expenditure and UC details (Yes/No)	List of Beneficiaries (Yes/No)	Scheme Inspection report (Yes/No)	Remarks

F. Convergence and Synergy Meetings of Inter-Departments @

Issue	Departments / Agencies involved	Action points of convergence	Dates of meetings during the last 6 months at District level.	Proposed date of next meeting
Ex.				
Drinking Water Schemes	PHE, PRIs, NGOs			
Sanitation & Drinking Water in Edu.Institutins	PHE, Education Deptt., PRIs / Ubs, NGOs			

@: related to schemes/works that involve coordination of 2 or more government departments and other agencies.

13	**Leadership and Capacity building**	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
	4. No.of officials are trained during the last 12 months	
14	**Public Grievances / Public Services**	
	1. No.of Public grievances / complaints on the subject disposed off during the last 12 months	
	2. No.of Public grievances pending on the subject against each official as on date	
	3. Assam Right to Public Services Act, 2012 -No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
15	**RTI**	
	1. Whether *suo moto* disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last	

	12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

16. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

17	**Branch Inspection**	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
18	**e-Governance** of any of the process taken up	
19	**Any other matter** to be provided by the Branch Officer.	
20	**Innovation** undertaken in the District	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil), ……District/Sub-division.

PART.V		**e-Governance**
Location		
Name of the Branch Officers / Executive Magistrate (EM) for the last 2 Years	Period	Officer Name & Designation
Name of the DIO, NIC for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

A	**District Website and Officers list**

	1. Last date of updating of the District website and frequency of updating		
	2. Name of the District Website Coordinator-Executive Magistrate		
	3. Whether all the line Deptts. opened web pages and linked to the District website		(Yes/No)
	4. Whether all the line Deptts. Designated Website coordinators for fortnightly updating and hosted the list in the District website. Provide the list during the inspection.		(Yes/No)
	5. Status of SWAN		
	i. No.of POPs sanctioned		
	ii. No.of POPs operational		
	iii. No.of POPs –not having electricity provision		
	iv. On Average % uptime of SWAN at each POP		
	6. Status of Common Service Centres		
	i. No.of CSCs sanctioned		
	ii. No of CSCs operationalised	Online	
		Off line	
	7. Enclose the issues pending and action plan for operationalising the CSCs.		
	8. Whether DC office and all line Deptts. Officials list is hosted on the website with contact numbers and email ids.		

B	**e-Projects**

S.No	e-Gov/ NeGP Project under Implementation	Nodal Officer	Status of Implementation (Operational/ Not operational)	Pending Matters

C	**DC / SDO Establishment –Branch wise infrastructure & Manpower /e-Gov.Applications**

Infrastructure and Manpower:

Branch	No.of computer Systems	No.of staff with IT / typing knowledge	Applications available with the NIC/IT Deptt./ Developed in the District/ Other Districts*	Status of implementation in the District (Operational/ Not operational)

*: Available with the DIO, NIC of the District

D	**DC / SDO Establishment –Branch wise e-Services if any**

Branch	e-Service if any	Nodal Officer	Nature of application: Web based/ stand alone	Status of implementation in the District (Operational/ Not operational)

*: Available with the DIO, NIC of the District

PART . VI	**List of Committees chaired by the Deputy Commissioner/ SDO (Civil) and Calendar followed in holding such meetings in the last financial Year.**

S.No	Committee / Society/ etc Name	Mandate	Line Department	Prescribed Meetings frequency	Last Year No.of meetings	No.of meetings held during the current year

PART	VII	INSPECTIONS

A: Schemes	**Availability of Check list (Format) for Scheme/ Programme Inspections**

S.No	DC Establishment / Line Department	Scheme / Programme/ Project	Availability of Checklist for Inspection of works (Yes/No)	Remarks

B: Schemes	SCHEME INSPECTIONS

Number of Monitoring/Physical Inspection/ Social Audit of schemes/ projects/ programmes/ services / service outlets/ institutions by all the officers of DC/SDO © establishment.

	Areas / Subject Matter /Grouping	No.of Physical Inspections in the last 12 months	No.of Social Audits in the last 12 months
1.	Schemes/ Programmes/ Projects / Services in TSP (Tribal Sub-Plan)/SCCP (Scheduled Castes Component Plan) Areas		
2.	Schemes/ Programmes/ Projects / Services in Minority people Areas		
3.	Schemes/ Programmes/ Projects / Services in Backward class /Tea Garden people Areas		
4.	Elementary Education & Secondary Education Department. Schemes/ Programmes/ Projects / Services		
5.	Public Health Engineering Department & Urban Development Schemes/ Programmes/ Projects / Services		
6.	Health and Family Welfare Department. Schemes/ Programmes/ Projects / Services		
7.	Food, Civil Supply and Consumer		

	Affairs Deptt. Schemes/ Programmes/ Projects / Services		
8.	Panchayat and Rural Development /AH& Vety/Fishery/ Handlooms, Textiles and Sericulture Departments		
9.	Public Works Department. (Roads) and Transport Schemes/ Programmes/ Projects / Services		
10.	Social Welfare Department. Schemes/ Programmes/ Projects / Services		
11.	Agriculture/Horticulture/Soil Conservation/ Irrigation/ Water Resources /Disaster Management		
12.	Other Departments		

C: INSTITUTIONS	**INSPECTION OF ATTACHED / SUB-ORDINATED OFFICES (Treasury Office, Circle Offices etc.)**

Name of Office inspected	Dates of Inspection	Name and Designation of Officers who conducted inspection	No.of Suggestions/ Defects pointed	No.of suggestions not implemented yt	Remarks

D: INSTITUTIONS	**INSPECTION OF OTHER DEPTT. INSTITUTIONS (Police Stations, Hospitals, BDO, Schools, other Deptt. offices tc.)**

Name of Office / Institution inspected	Dates of Inspection	Name and Designation of Officers who conducted inspection	No.of Suggestions/ Defects pointed	No.of suggestions not implemented yet	Remarks

E	**Past Inspection by the Deputy Commissioner/ SDO (Civil) and Follow up Action taken: Schemes & Institutions**

S.No	Past Inspection Dates	DC Name	Date of Report	No. of Suggestions made	No. of Suggestions yet to be considered	Follow up action taken

F	STATUS OF SUBMISSION OF INSPECTION REPORTS (OF SCHEMES AND SOCILA AUDITS) TO DIVISIONAL COMMISSIONER

	Areas / Subject Matter /Grouping	No.of Physical Inspection reports submitted during the last 12 months	No.of Social Audits reports submitted in the last 12 months
1.	Schemes/ Programmes/ in TSP (Tribal Sub-Plan)/SCCP Areas		
2.	Schemes/ Programmes/ Projects / Services in Minority people Areas		
3.	Schemes/ Programmes/ Services in Backward class /Tea Tribe Areas		
4.	Elementary Education & Secondary Education Department. Schemes/ Programmes/ Projects / Services		
5.	Public Health Engineering Department & Urban Development Schemes/ Programmes/ Projects / Services		
6.	Health and Family Welfare Department. Schemes/ Programmes/ Projects / Services		
7.	Food, Civil Supply and Consumer Affairs Deptt. Schemes/ Programmes/ Projects / Services		
8.	Panchayat and Rural Development /AH& Vety/Fishery/ Handlooms, Textiles and Sericulture Departments		
9.	Public Works Department. (Roads) and Transport Schemes/ Programmes/ Projects / Services		
10.	Social Welfare Department. Schemes/ Programmes/ Projects / Services		
11.	Agriculture/Horticulture/Soil Conservation/ Irrigation/ Water Resources /Disaster Management		
12.	Other Departments		

G	STATUS OF SUBMISSION OF INSPECTION REPORTS OF INSTITUTIONS TO DIVISIONAL COMMISSIONER

F..1

S.No	A.Name of **attached/Sub-ordinate office**	No.of institutions in the district	No.of Institutions inspected	No.of reports submitted to Div.Commssioner

F.2.

S.No	B.Name of **Line Deptt. District Office/ Institution**	No.of institutions in the district	No.of Institutions inspected	No.of reports submitted to Div.Commssioner

PART **VIII** | **INFRASTRUCTURE /EQUIPMENT/LOGISTICS STATUS**

Branch Name	Accommodation	Furniture etc	IT /connectivity	Vehicles	Others

PART IX	RTI ACT, 2005 IMPLEMENTATION

Establishment/ Branch	Suo moto declaration U/S 4(1) (b) in District website (Yes/No)	No.of RTI Applications pending for reply till date	No. of Appeals pending	No.of RTI Applications received during the last 12 months	No.of RTI Applicants information was provided in the last 12months	No.of RTI Applicants information was rejected in the last 12 months	Timely submission of Annual Statement to Information Commission (Yes/No)

PART X	**Assam Right to Public Services Act, 2012 implementation**

Services	No.of Applications pending at the beginning of last month	No.of Applications received during the last month	Total Applications at the end of last month	Of Total Applications till last month – services provided	Of Total Applications till last month – services rejected	Total No.of Appeals pending	Total Appeals pending

PART XI	**Issues of Regional Disparity / Social inequities in the implementation of Schemes/ Programmes/ Projects**

1	Whether a database of Development Equity Village/Habitation wise tabulation of schemes/ programmes /projects/services of all Departments-year wise for the current Year and the last Year	(Yes/No)
2	Whether a database of Development Equity (Village/Habitation)of schemes/ programmes /projects/services-year wise for the current Year and the last Year -hosted in the District website.	(Yes/No)
3	No.of villages / GPs/ etc.that are neglected from development during the lat 2 years.	
4	Areas of marginalized sections / social groups viz., ST, SC, Minorities, Tea Tribes that needs emphasis.	
4	Action plan for equity based development of the district-geographically and socially and that of areas of marginalized sections of socieites. (Please enclose)	

PART XII	SPECIAL INITIATIVES

Special Initiatives/ Innovation: Illustrative fields

Welfare of the orphans, the widows with no income source, the destitute, the aged and beggars, the disabled, Juvenile homes, the victims of human trafficking, child labour, construction labour, the girls education, SC/ST/ and minorities education, Rickshaw/Thela Pullers, Domestic workers, Cobblers/Barbers, Jail inmates, Tea Garden labourers, Ex-Tea Garden labourers, victims of insurgency/terrorism/communal riots, Women victims of crime, Human rights, promotion of Communal harmony,/Pluralism/National Integration, NGO/Civil Society development etc

PART XIII	BURNING / PENDING ISSUES AT DISTRICT / SUB-DIVISION

(Including the adequacy of sanctioned posts)

PART **XIV**	**PENDING MATTERS AT GOVERNMENT LEVEL**

Department	Pending Subject matter	Reference Number / Lr.No

PART XV. SUGGESTIONS TO THE GOVERNMENT FROM THE DISTRICTS TO IMPROVE SERVICE DELIVERY AND ORGANISATIONAL PERFORMANCE

Estt./ Department	Domain / Sector/ Scheme / Programme	Issue	Present Scenario and Issues	Suggestion / Re-engineering of Government process for improved quality / performance/Service Delivery

PART **XVI**	**SUGGESTIONS/ OBSERVATIONS TO IMPROVE THE FORMAT**

CHAPTER	BRANCH	Performance question	SUGGESTION

SUMMARY

S.1 Maintenance of File Index /Guard File/ Weekly Pendency statement in DC / SDO Establishment

S.No	**Establishment/ Branch**	File Index register Maintenance (Yes/No)	Guard File of Circulars/Govt.instructions/Guidelines and Formats/ Maintenance (Yes/No)	Weekly / Monthly Dak Pendency reporting system (Yes/No)	No.cases of file missing in the last 5 Years

S.2.Bank Accounts & Subsidiary Cash Book status

S.No	Establishment/ Branch	Bank A/C				Drawal authority	Amount as on date	Last date of reconciliation of Cashbook with Bank account statements
		Name of the Bank	Nature of Account (SB/CA etc)	Date of A/C Opening	Govt. sanction Lr.No. & Date for A/C opening			

S.3.A.**Fund received during the previous Year**
- By the DC/SDO Establishment only

A: Non-Schematic

Branch	Head	Opening Balance	Amount received	Amount / expenditure	Balance till now	Amount for which UC submitted	Remarks
Total							

A: Schematic

Branch	Scheme	Opening Balance	Amount received	Amount / expenditure	Balance till now	Amount for which UC submitted	Remarks
Total							

S.3.B..**Fund received during the Current Year**
- By the DC/SDO Establishment only

A: Non-Schematic

Branch	Head	Opening Balance	Amount received	Amount / expenditure	Balance till now	Amount for which UC submitted	Remarks
Total							

A: Schematic

Branch	Scheme	Opening Balance	Amount received	Amount / expenditure	Balance till now	Amount for which UC submitted	Remarks
Total							

ANNEXURE

Annexure-1

Name: District /Sub-Divisional National Solidarity and Integration Committee

I. Public Representatives
• Hon'ble Member (s) of Parliament
• Hon'ble Members of Assam Legislative Assembly / Hon'ble Chief Executive Member of Autonomous Councils
• The Chairperson and Members of Zila Parishad./ (ZP Members and AP Chairpersons at Sub-Division level)
• District Presidents of Recognised Political Parties (Sub-Div. representatives at Sub-Division level)
• Hon'ble Ex-Ministers/MLAs from different communities.
II. Persons of Eminence and Voice / opinion makers for peace, harmony and development
1. Religious Scholars of eminence from renowned religious institutions of different faiths in the District / Sub-Division known for promoting peace, national integration, tolerance and Pluralism among different communities.
2. Eminent Educationists / Cultural Exponents (Arts/Literature/Philosophy)/Freedom fighters –One from each of the different communities (Sahitya Sabha/Writers Association/Others) etc
3. Persons of Eminence in Science/Technology–One from each of the different communities.
4. Individuals known for exemplary public / social service –One from each of the different communities.
5. Reputed Doctor known for philanthropy –from different communities.
6. Representatives of District Bar /Advocates Association –One from each of the different communities.
7. Representatives of Press Club/ Journalists Association/Electronic Media Association from different communities known for promoting peace, national integration, tolerance and Pluralism from different communities
8. Secretary of Indian Red Cross Society.
9. District Co-ordinator, Nehru Yuvak Kendra
10. Officer In-charge of NCC
11. Secretary, Bharat Scouts and Guides
12. Representative of major employees'& college Teachers organizations from different communities
13. Representative of Traders/Chambers Association from different communities known for promoting peace.
14. The Chief Manager of leading / Nationalised Bank who has social bearing.
15. Representative of reputed NGO working for the poor/informal workers/labourers- One from each of the different communities.
16. Representative of reputed NGO working for the Women and Child Welfare-One from each of the different communities.
17. Representative of reputed NGO working for the Sports –One from each of the different communities.
18. Representative of reputed NGO working for the Environment –One from each of the different communities.
19. Representative of reputed NGO working for the Human Rights/Right to Information/Education- One from each of the different communities.
20. Representative of reputed NGO working for the marginalized communities in border areas/ insurgency affected areas –One from each of the different communities
21. Representative of Grahak Suraksha Committee.
22. Representative of District level Gaon Burah and Village Defence Party
23. Any other Personality of Eminence / influence (including from Panchayats, GPSS, Civil Society etc.)

III. Leading Citizens from Sensitive Areas
1. Educationists/ Business personalities/ Religious Scholars/ Gaon Burah/ VDP / Political party representatives/ Other important personalities of different communities.
IV. Officials:
1. The CEO, Zila Parishad
2. The Superintendent of Police (at District level)/ SDPO (at Sub-Division level)/ +CO of Local Army/CPMF
3. The Addl.Deputy Commissioner (Magistracy & Development)
4. The Sub-Divisional Officer (Civil) in case of District Committee.
5. The Chairperson Municipalities / Town Committees
6. The Chairperson, Development Authority
7. Heads of Universities/ Professional Higher Education Institutions
8. The DIPR, Heads of AIR and DD
V. Special Invitees (Based on the context / circumstances)
The persons so decided by the Deputy Commissioner/ SDO © in public interest (including students unions / associations reflecting the social diversity)

Note on Category-II

1. Due consideration be given to Women representation (from all communities) in every category with in the composition
2. Should be free from criminal background and not engaged in communal hatred and other unlawful activities and should not be associated with the communal organizations with criminal past history in any part of the country.

Guidelines:

Objective / Mandate: TO assist the District /Sub-Divisional Administration in the promotion of National Solidarity, Integration, Communal Harmony and Peace in the District and to Celebrate Unity in Diversity

Responsibilities:

1. To create awareness about the provisions of the Constitution of India, values of rule of law, justice, liberty, equality and Fraternity, respect for human rights and duties of Citizens.
2. To lay emphasis on the collective task of promoting national unity, solidarity and integration by all citizens, people of all walks of life, public representatives, intelligentsia, artists, writers, business, unions and all others irrespective of linguistic, religious, ethnic or cultural affiliations.
3. To promote respect, solidarity, inclusiveness and understanding of different cultures, religions, languages, races, regions etc. and regard for Pluralism; and prepare future generation accordingly through education, sports, culture, media, scholarship etc.
4. Using scholarship to serve the unity and harmony in our society.
5. To offer suggestions to ensure easy access of administration by all sections of society for inclusive development so that the divisive tendencies are not harboured by any.
6. To identify sensitive localities/areas and causes of discord / sensitivity between social groups and endeavor to remove misunderstanding if any and to facilitate resolutions on mutual basis on consensus in the spirit of brotherhood as enshrined in the Constitution of India.

7. To undertake joint community activities viz., sports, academics, trainings to build harmony and brotherhood among the social groups especially in areas of historical discord.
8. To mobilize constructive forces of society including media in the cause of national solidarity.
9. To fight against communalism, regionalism, chauvinism, divisive forces and disruptive tendencies with understanding, reasoning and law; and to wean away the misguided elements from the paths of communal ill-will, hatred, violence etc.
10. To work for the elimination of discrimination and prejudices in the society (in social opportunities/interactions) and Working for equity and social justice in cementing integration.
11. To condemn the acts of miscreants and crimes involving different communities and to ensure that such acts are not given communal colour.
12. To collectively endeavor for restoring normalcy in the situations of communal / social volatility proactively.
13. To help / rehabilitate the victims of communal/ ethnic etc.violence (including that of NFCH)

The Composition:

1. The meetings are to be organized and chaired by the Deputy Commissioner/ SDO (Civil).
2. The composition / names of the Committee should be inclusive of all communities/ social groups reflecting the richness of diversity, social capital and scholarship present in the District / Sub-Division. The ADC (Magistracy)/EAC (Magistracy) will be the Member Secretary.
3. The composition will be dynamic to meet the needs, to be decided by the Deputy Commissioner /SDO © and will be reviewed at every two years.

Periodicity and working of Committee:

1. Meetings are to be held at least once in 2 months and before the celebration of all major festivals and as and when necessitated by the District/Sub-Div. Administration based on the situation.
2. The meetings are to be started with the recitation of *Preamble* of the Constitution of India and *Art.51 A* (Fundamental Duties of Citizens of India).
3. The meetings offer an opportunity for the Administration to demonstrate secularism and neutrality in its functioning.
4. To organize National Integration Day (19th Nov)/Week and Human Rights Day (10th Dec') with the activities viz., street plays, drama, peace march, sports, competitions in edu.institutions etc.
5. The minutes of the meetings are to be submitted to the Divisional Commissioner and Government.
6. The members of the Committee are formally invited for the national functions viz., Independence Day and Republic Day and are properly seated.
7. During Republic /Independence Day celebrations social diversity and scholarship (religious, linguistic, ethnic etc.) will be celebrated to demonstrate unity in diversity by including activities by different communities/ students/children.
8. To guide the Sub-Divisional and Revenue Circle-Police Station level Committees.

Annexure-2

Model Scheme Register for Development Branch and Minority Welfare Branch

Scheme/Programme wise:

Register columns:

1. **Code No.**
2. **Name of the Work**
3. **Date of Administrative Approval & Authority**
4. **Date of Technical Sanction & Authority**
5. **Name of the Execution Agency**
6. **Date of issuance of work order**
7. **Date of commencement of work**
8. **Date of completion of work**
9. **Amount sanctioned**
10. **Dates and Amounts /fund release**
11. **Total expenditure**
12. **Amount of UC with date**
13. **Savings if any**
14. **Dates of inspections** (Photograph is must)
15. **Before the start of work**
16. **During the work progress**
17. **After the completion of work**
18. **Date of Work Completion issued & Authority**
19. **Reasons for Delay**
20. **Complaints any**
21. **Signature of ADC (Dev.)**

Photographs should be maintained properly in an Album and also in Computer.

Annexure-3

Scheme Fund receipt and utilization register
(Illustrative / Model format)

Scheme/ Programme	Cheque/DD No. with date	Receipt		
		From	Date	Amount
1	2	3	4	5

Release				Work and Code No.
Installment No	Date	Cheque/DD No	Amount	
6	7	8	9	10

Date of submission of UC to the Government	Remarks			
11	12	13	14	15

Annexure-4
In local language

Model Sign board

GOVERNMENT OF ASSAM
(Front side)

Name of the Scheme	
Name of the Department	
Name of the Work	
Work order No. and date	

1. Year of Work	
2. Date of Starting of the Work	
3. Location of Work	
4. Village/ Habitation/Ward	
5. Panchayat/Urban Local Body	
6. Block/ULB	
7. Sanctioned Amount	
8. District level Government Establishment / Deptt. implementing the scheme/ work	
9. Name of the official / Person / Contractor executing the work at field level /Executing Agency with contact Number	
10. Name and Address of receiving complaints in the implementation of the scheme	
a. MP	
b. Local MLA	
c. Chairperson ZP/ULB/Sr.most District level Deptt. official	
d. Local BDO	
e. Deputy Commissioner	
Others	

Note: DDC / DC may determine the size and colours of the sign boards based on the quantum of estimate. The sign board may also mean painting on the walls.

In local language

Model Sign board
(back side/ second side of sign board)

A: For Buildings

Name of the Scheme	
Name of the Implementing Department	
Name of the Work	
Sanctioned Amount	

S.No	Description of Work (illustrative)		Units	Quantity	Approved Estimate cost
1	**Total**				
	Length of Building		Meter		
	Height		Meter		
	Breath		Meter		
	Doors		Nos		
	Windows		Nos		
2	**Construction Materials**				
	MS rod	12 MM dia	Quintal		
		10 MM dia	Do		
		6 MM dia	do		
	Gravel		Truck		
	1st Class Brick		Nos		
	1st Class timber/Steel		Cft		
	2nd Class timber/Steel		Cft		
	Sand		Truck		
	Shuttering		Cft		
	GCI Sheet		Nos		
	Cement		Bags		
3	**Sign Boards**		No		
4	Others				
5	Contingency				
	TOTAL				

Note: 1 Truck= 5 Cubic Metre, 1 Bag Cement: 50 Kgs.

Rough sketch of the building:

In local language

Model Sign board
(back side/ second side of sign board)

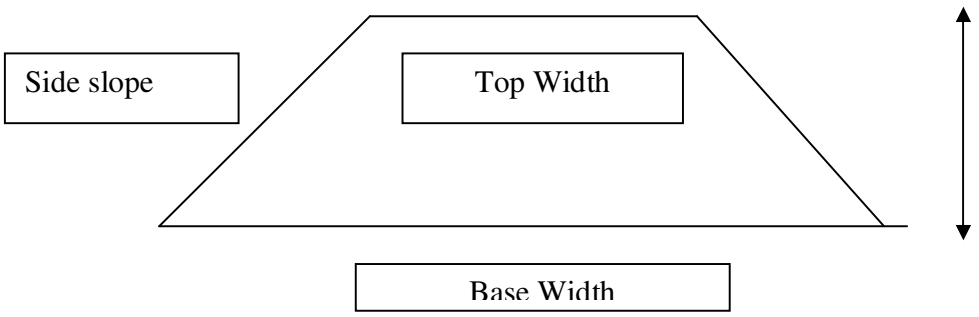
B: For Roads

Name of the Scheme	
Name of the Implementing Department	
Name of the Work	
Sanctioned Amount	

S.No	Description of Work (illustrative)		Units	Quantity	Approved Estimate cost
1	**Total**				
	Length of road		Meter		
	Height of road		Meter		
	Width of road		Meter		
	Side Slope		Meter		
	Quantity of earth work		Truck		
	Sand gravel				
	Stone dust				
2	**Construction Materials**				
	Hume Pipe	90 Cm dia	Quintal		
		60 CM dia	Do		
	Gravel		Truck		
	1st Class Brick		Nos		
	Sand		Truck		
	Cement		Bags		
3	**Sign Boards**		No		
4	Others				
5	Contingency				
	TOTAL				

Note: 1 Truck= 5 Cubic Metre, 1 Bag Cement: 50 Kgs.

Rough sketch of the building:



Progress of 15 Point Programme in the current Year

Point	Task	Scheme/ Programme	Components	Units	Total provision in the District		Provision to Minority areas		% of implementation against the provision	
A	**Nutrition and Education**				Physical	Financial	Physical	Financi	Physic	Fin
	1. ICDS Centres									
	2. Improved Access to School Education	SSA	No.of schools							
			No.of teachers							
		KGBV								
		All other								
	3. Urdu Teaching									
	4. Modernization of Madrasa Education									
	5. Scholarship to Minority Students	Pre-Metric								
		Post-M								
		Merit cum Means								
	6. Improving Edu.Infrastructure under MAE									
B	**Employment & Skill Development**									
	6. Self Employment and Wage Employment for the Poor	SGSY/ NRLM								
		SJSRY								
		UWEP								
		Others								
	7. Up-gradation of Skills –									

Deputy Commissioner/ SDO, _____District

	technical training (ITI)									
	8. Enhanced credit support for economic activities									
	9. Recruitment to state Service (Annexure)	DC Estt								
		Other Deptts								
C	**Improved Living Conditions**									
	11. Equity in Rural Housing (IAY)									
	12. Urban Housing and infrastructure									

Deputy Commissioner/ SDO, _____District

D	13. Communal incidents (Year wise for 10 years)	Year	No.of incidents	No.of Persons missing	No.of deaths with community	No.of Injuries with community	No.of Properties affected with community	Value of Property affected

	14. Prosecution of Communal Offences (10 years)	Year	No.of Cases/FIR	No.of FIR named accused	No.of arrests of FIR Named accused	No.of other arrests	No.of Arrest warrants pending for execution	No.of Witnesses protected	Under Investigation (Nos)	Disposed		Judicial Process		
										CS	FR	Under Trial	Convicted	Acqui-tted

	15. Rehabilitation of victims of Communal riots (sheet-10 years)	Year	No.of Persons missing	No.of deaths with community	No.of Injuries with community	Ex-gratia paid to the victims family/		Rehabili-tation Paid	Ex-gratia due / pending	Rehabilitation grant pending	
						For the killed	For the injured				

Note: enclose separate sheet for B.9 and D.13,14 and 15.
For minimum allocation to minorities in each of the related schemes please read scheme guidelines.
The related webpage is : ***http://www.minorityaffairs.gov.in/pm15point***

Deputy Commissioner/ SDO, _____District

DISTRICT:

SCHEME	PMs 15-POINT PROGRAMME	POINT	12	Recruitment to state Services	QUARTER	I Apr-June/II July-Sept/III Oct-Dec/IV Jan-Feb

Annexure.6.A:. No.of Minoriity employees in the DISTRICT/SUB-DIVISION at the end of the last financial Year

Organisation	Category	As on 31st March of Last Financial Year			Break up: Minority Religion wise number and % of employees							
		Employees Total	Minorities		Muslims		Christian		Sikhs		Others	
			No.	%	No	%	No	%	No	%	No	%
DC Establishment	I											
	II											
	III											
	IV											
	Total:A											
	C											
All Line Deptts	I											
	II											
	III											
	IV											
	Total:B											
	C											
Grand Total	GT:A+B											

C: Contractual

Deputy Commissioner/ SDO, _____District

DISTRICT:

SCHEME	PMs 15-POINT PROGRAMME	POINT	12	Recruitment to state Services	QUARTER	I Apr-June/II July-Sept/III Oct-Dec/IV Jan-Feb

Annexure.6.B.: No.of Minorities employed/ recruited during the Current Year

Organisation	Category	Total No.of Employees as on last 31st March	No.of persons employed during the year	Minority persons employed / recruited during the Year		Break up- religion wise Minority persons employed during the year								Minority persons employed / recruited during the last Year	
						Muslims		Christians		Sikhs		Others			
				No.	%	No	%	No	%	No	%	No	%	No	%
DC Establishment	I														
	II														
	III														
	IV														
	Total:A														
	C														
All Line Departments (Annexure-Deptt. wise)	I														
	II														
	III														
	IV														
	Total:B														
	C														
Grand Total	GT:A+B														

C: Contractual

Deputy Commissioner/ SDO, _____District

Annexure-5

Annual Inspection Plan Register

(Pages are to be earmarked for each officer)

Columns 2,3 & 4 are to be decided at the beginning of the Year/ when a new officer joins and work is allotted

Establishment: DC/SDO/ _____Line Department district Office

S.No	Name of the Officer	Institutions / Schemes to be inspected	Dates proposed for inspection	Dates of inspection	Date of submission of inspection register	Follow up action taken Y/No
1	2	3	4	5	6	7

Deputy Commissioner/ SDO, _____District