

Dr.M.Ariz Ahammed IAS

Commissioner
Hills & Barak Valley Division: Assam &
Commissioner & Secretary to the Government of Assam
Hill Areas Department

*Housefed Complex,
Dispur, Guwahati
Tel.0361-2261444
Email: arizahmed@yahoo.com*

No.HGG.45/2012-2013/
Dispur Dated 25th March 2013

**To The Deputy Commissioner, Cachar
Silchar.**

Sub:	Observations / Report on the inspection of the O/o Deputy Commissioner using the Self Inspection Reports submitted by the Deputy Commissioner-regd.
Ref:	N0.HGG.45/2012-2013/21 Dated Dispur the 29th September/2012

Sir,

At the outset the undersigned hereby sincerely thank you and your team of officials and staff for extending total co-operation during my inspection of your office on 03.12.2012. Further more I am very much encouraged with the positive attitude of your team members towards inspection. In addition, I am delighted to see the resolve of your team of officers and the staff to improve the performance /organizational efficiency and service delivery during the debriefing session at the end of inspection.

Me and my teams' observations on the inspection are submitted in the following format viz.,

Report	Head
I	Illustrative and important observations for action / comments by the Deputy Commissioner.
II	<i>Action points for the Government Departments.</i>
III	Observations on the Self Inspection reports submitted by the Deputy Commissioner:
	a. Provision of information as per the prescribed format (recorded as complete or satisfactory or as incomplete
	b. The performance of the branch – rated as Good/ Satisfactory/ Need improvement/ Not satisfactory
IV	Detail report on Nazarat by Mr.A.Nath, Treasury Officer, Karimganj.
V	Detail report on Revenue and Disaster Management by the SO to Commissioner.
VI	Detail report on Development Branch by Sri. P.B.Roy ACS ADC Karimganj

You are earnestly requested to carefully examine the observations / report and circulate the same to all the Branch Officers and take appropriate action. You are welcome to submit any corrections if any in the report including suggestions to improve the effectiveness of inspection. Action taken may please be submitted before 30th April 2013.

Further I reiterate that the inspection is an annual exercise to consolidate team building with the Deputy Commissioners as a performance management tool but is not a fault finding exercise.

Yours truly,

(Dr.M.Ariz Ahammed)
Commissioner
Hills & Barak Valley Division, Assam, Dispur.
Email:comm.hbv@assam.gov.in/
comm.hbv@gmail.com/arizahmed@yahoo.com
Contact: 94350-09006

No.HGG.45/2012-2013/	Dated Dispur the 25 th March /2013
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Copy to:

1. The Principal Secretary to Hon'ble Chief Minister Assam for the kind information of the Chief Minister Assam.
2. The Staff Officer to the Chief Secretary, Assam, Dispur for the kind information of the Chief Secretary Assam.
3. The Director General of Police, Assam for kind information.
4. The Principal Secretary to the Government of Assam, Administrative Reforms and Training Department, Dispur.
5. The Principal Secretary to the Government of Assam, Personnel Department, Dispur.
6. All the Principal Secretaries/ Commissioner & Secretaries/ Secretaries to the Government of Assam, AR&T / Personnel/ Finance/ P &D / HAD/ Home & Political/ Revenue & DM/ Food, Civil Supply & Consumer Affairs/ Excise / Minority Welfare/ Tea Tribe / Social Welfare Department, Dispur for kind information and necessary action.
7. The Commissioner & Secretary to the Govt. of Assam, General Administration Department. for information.
8. All the Divisional Commissioners-LAD Guwahati /NAD Tezpur /UAD Jorhat.
9. The Special Officer, HBV Division, Assam.

(Dr.M.Ariz Ahammed)
Commissioner
Hills & Barak Valley Division, Assam, Dispur.

DISTRICT: CACHAR**Observations / Suggestions for the consideration of the Deputy Commissioner:**

S.No	Subject	Observation / Suggestion
1	Dak	Presently the Dak is managed centrally. Individual branches do not have any record of receipt and issue resulting in difficulty of tracking. Thus it is recommended to have a separate receipt-issue system at each branch level as well. Present manual system is to be computerized with DAK software available with the NIC.
2	Registers and Guard File	Need proper maintenance of registers including Guard files and other registers/ records
3	Record Safety	Need to submit a proposal to ART for improving classification of records and to improve the record room condition.
4	Personnel	The ACR Targets are not fixed for the officers/ staff in the beginning of the Year. The Branch Officers are requested to hold meeting with the staff fortnightly and ensure in-house training of officers and staff fortnightly/monthly. They are requested to regularize/ confirm the employees as per procedure immediately. There is a need to make work allocation objectively.
5	Magistracy	There is no computerisation of cases under Magistracy branch. NIC already has software application. There were no inspection of Police Stations. Need to include the prohibition of any hate speech / expression and criminal liability of the same while issuing permission for meetings / processions. No educational institution should be allowed for political activity. It appears the DC is not attending the crime review of the District.
6	Arms & Explosives	A large number of arms are not renewed having implications on law and order / insurgency.
7	Certificate branch	Need to computerize services for reliability and timeliness. In the present system the applicant is responsible to move around different offices for various approvals needs to be stopped forthwith and the DC office has to engineer the government business process afresh as per rule of law.
8	Food, Civil Supplies and consumer affairs.	Reporting that there are no complaints / allegations / public grievances by the office, clearly illustrates the insensitivity of the branch even to record the complaints if not redressed. There is no job description for the inspectors / sub-inspectors.

		Failed to show even a single inspection report of any FP Shop, GPSS, LPG agency, PDS functionary etc.
9		The Election Commission of India uploaded electoral rolls online (internet) and is accessible to all concerned including for citizens. However the Food, Civil Supplies and Consumer Affairs is demanding a certified copy of Electoral Roll from the DC Office for applying a Ration card. As a consequence there is abnormal demand for the certified copies of electoral rolls burdening the administration. The F&CS Dept. may direct the districts/sub-Divs to examine the matter and may consider to direct them to enclose the online electoral roll only (instead of certified copy of DC office) and internally the F&CS office may verify the submitted copies with the DC office / Election office before taking any decision. This will reduce pressure both on the citizen and on the DC office.
10	Excise	No inspection / monitoring report was shown during the inspection. There should be check list / prescribed inspection format for each licensee category.
11	Development	Total Number of inspections undertaken by the DC, ADCs, SDOs, EACs, COs, BDOs and others is 114 in the last year and 84 in the current year. This clearly illustrates poor monitoring system in the districts. This suggests the need to strengthen the M& E System. Annexure IV: Transparency: Model Sign Board with peoples estimate is to be implemented both for transparency and for people's empowerment and social audit.
12	Minority Welfare	Information reported is incomplete. Reported non receipt of funds in the current Year. There is no transparency, monitoring and social audit of the works.
13	Tea Tribe	No information is submitted for tea tribe welfare. Information is not submitted till this report preparation.
14	Women and Child Welfare	No information was submitted on Women and Child Welfare. But assured to submit at the earliest. Nevertheless information is not submitted till this report preparation.
15	Finance	The cash in hand is exorbitantly highly and is highly irregular.
15	All Branches	Quarterly inspection of branches by the Branch officers is recommended. Six monthly inspection of branches by the DC is recommended.
16	RTI	RTI implementation is not satisfactory. No branch is keeping RTI details related to the respective branch. There is a need to engage local RTI Resource Persons and NGOs in the capacity building programmes for the benefit of officers and staff and for empowering citizens esp. ST, SC, Minorities, Tea Tribe etc.

Action to be taken up by the Government:

S.No	Department	Points for the consideration
1	Personnel Deptt.	To fill up the vacancies of ACS officers.
2	Administrative Reforms and Training	Proper Record Management: To issue necessary guidelines on the classification of records while the creation stage itself
		To impart training both the officers and the staff
		To renovate/ improve the Record room condition.
		e-Services of Certificates: May request IT Dept. to develop suitable standard software application for all certificate services of the district administration including back end office for reliability and timeliness.
		Present system where in the applicant is responsible to move around different offices for various approvals needs to be stopped forthwith and the DC office has to engineer the government business process afresh as per rule of law.
		Status of RTI in the Districts illustrates inadequate awareness about the objectives and utility of the Act in empowering the citizen and to improve the performance of Government machinery. This suggests the need to organize capacity building of people esp. marginalized communities viz., ST, SC, Minorities, Tea Tribe and border area people under S.26 of RTI Act, 2005.
3	GAD	To enhance the budgetary provision for the maintenance of O/o DC and Circuit Houses.
4	Home & Political	<ul style="list-style-type: none"> • There should be a six monthly review on the Cr.PC cases. Long delayed cases are major source of Law and order problems. • Also to review the performance of Police / crime reports and measures taken. • Need to fill up the vacancies in police force. • Adequate budgetary provision to Police Stations –responsible for 24x7 Services.
		Need to develop / suggest a common software application for Arms / Gun license database. Presently every district is doing differently and there is no compliance to GOI guidelines in this regard.
		Presently there is no review on the status of compliance to Arms Act, Explosives Act etc.. A large number of arms are not renewed. Regular reviews will have positive impact on law and order.

		Need to develop / suggest a common software application for India-Bangladesh Passport database
		Government is requested to examine the inspection report of CJMs and improve the Jain infrastructure and services.
5	Food & Civil Supplies	<p>Submission of Assets and Liabilities statement should be made compulsory for all employees like that of other sr.officials.</p> <p>Present monitoring system –Vigilance Committees and inspection by senior officers is not working. This needs to be reviewed objectively and is to be pursued.</p> <p>Requested to instruct web hosting of allocation of PDS items at FCI, GPSS & Agent wise level timely. Presently it is not timely.</p> <p>SMS reporting of sub-allocation of PDS items to 500 stakeholders is not working. It needs to be operationalised.</p> <p>Presently no training programmed are being organized for the FCS personnel. Need to organize training programmes for the staff to improve the efficiency and effectiveness of the PDS.</p> <p>The Election Commission of India uploaded electoral rolls online (internet) and are accessible to all concerned including for citizens. However the District Food, Civil Supplies and Consumer Affairs office is demanding a certified copy of Electoral Roll from the DC Office for applying a Ration card. As a consequence there is abnormal demand for the certified copies of electoral rolls running in thousands burdening the administration. Presently the F&CS offices are not verifying the submitted applications with the original published electoral rolls available with the DC office leaving every likelihood of mischief.</p> <p>The F&CS Dept. may direct the districts/sub-Divs to examine the matter and may consider to direct them on the adequacy of the online electoral roll (instead of certified copy of DC office) for application and internally the F&CS office may verify the submitted copies with the DC office / Election office before taking any decision. This will reduce pressure both on the citizen and on the DC office. This will further avoid the fake certified copies if any.</p> <p>Gradation list is to be circulated to all the Districts.</p>

6	Excise	No inspection / monitoring report was shown during the inspection. There should be check list / prescribed inspection format for each licensee category.
7	Revenue and Disaster Management	From the DC report it appears that there is no monthly / quarterly reporting / MIS format. The Department is requested for necessary action. The preparatory works viz., District / Sub-Division Disaster Management Plan, monthly holding of DDMA meetings, awareness of Info. & Response Centre etc. are not satisfactory.
	Registration	The Sub-Registrar offices required more number of computer systems and manpower both to meet the present demand and to digitize old data.
8	Finance Deptt.	The Finance Dept. is requested to prescribe the amount limit of liquid cash to be kept by the DCs/SDOs to avoid present irregularities of keeping lakhs of rupees.
		Present manual dak system needs to be replaced with the computerized system.
		There should be a regular review on the action taken on the inspection of Treasuries by the Deputy Commissioners at six monthly intervals.
		Adequate budgetary provision for DC Estt. Timely release of funds to Developmental activities. Timely release of funds under Minority Welfare.
9	Planning and Development	Total Number of inspections undertaken by the DC, ADCs, SDOs, EACs, COs, BDOs and others is 114 in the last year and 84 in the current year. This clearly illustrates poor monitoring system in the districts. This suggests the need to strengthen the M& E System.
		May develop online MIS for MLA LAD like that of MP LAD Schemes for better monitoring and fixing accountability.
10	Minority Welfare	Requested to expedite release funds timely. There is a need to review the implementation of earlier works with transparency, monitoring and social audit. The districts submitted procedural difficulty for better response to the Minority Scholarship scheme. The Department is requested to re-engineer the business process of the scheme implementation. Need to computerize schematic activities.
12	Tea Tribe	There should be review of schemes / programmes.
13	All Departments	Are to examine and test the format for incorporating their requirements and changes.
		Annexure IV:Transparency: Model Sign Board with peoples estimate is to be implemented both for

		transparency and for people's empowerment and social audit.
14	Election Deptt.	There are a large number of complaints of typographical errors in the electoral rolls, badly affecting the citizen services while availing different certificates from the District Administration. The CEO is requested to evolve a mechanism to address to various grievances related to typographical errors etc.

Performance Management initiative of Government of Assam

**A REPORT ON
Institutional efficiency
of the
Office of Deputy Commissioner: Cachar**

Based on
the Self Inspection reports submitted by the DC and on
the physical inspection carried out by the Commissioner and his team

Year 2012-13

District	CACHAR
Date of Inspection	03.12.2012

O/o Commissioner, Hills & Barak Valley Division, Assam
GOVERNMENT OF ASSAM
Guwahati: Dispur
2012-13

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 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	
September	The Office of Divisional Commissioner will circulate the format to all the DCs/SDOs for filling up the formats every year and for needful action.
October	The Deputy Commissioners /SDOs will circulate the branch specific formats to respective branch officers to undertake inspections in the prescribed format within a week time. The DC will take 2 more weeks for verification and comments and submit the self inspection report in the prescribed format to the O/o Divisional Commissioner by 31 st October both in soft and hard copies. The SDOs © will submit their report through their respective Deputy Commissioners. In case of incomplete items/ works the DC/SDO may submit second report as part-II before 31 st December.
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 (I & II) and inspection to the DCs/SDO © for their comments / clarifications/ follow up action and will hold a meeting.
February	The DCs / SDO will submit action taken report to the Div. Commissioner.
March	Revision / improvement of the format if any based on experience.

Date of Inspection	03.12.2012
Name of the Deputy Commissioner on the date of Inspection	Sri.H.K.Dev Mahanta IAS

Inspection Team	Officer Name	Branches inspected
1. Commissioner	Dr.M.Ariz Ahammed IAS	General Administration
2. Special Officer	Sri.Kalyan Dutta ACS	Revenue
3. Addl. Deputy Commissioner (Dev.) of neighboring District	Sri.P.D.Roy ACS ADC Karimganj	Development
4. Treasury Officer of neighboring District	Sri.A.Nath, Treasury Officer, Karimganj	Nazarat

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Part	S.No	Item / Branch	Reports not submitted
		Vision, Objective, Outcome and Timeline of Format	
I	1.1	Past Inspection of the Divisional Commissioner	<u>NO</u>
	1.2	Organisational structure of DC/SDO Establishment	<u>NO</u>
	1.3	Names of Officers	
	1.4	Manpower position	
	1.5	Status of Training	<u>NO</u>
	1.6	Latest District Basic Data sheet from Census of India	<u>NO</u>
	1.7	Human Development Indicators of the District	<u>NO</u>
II		General Administration	
	2.1	Personnel	
	2.2	Nazarat	
	2.3	Magistracy	
		<i>Administration</i>	
	2.4	Arms & Explosives	
	2.5	Passport	
	2.6	Hotels and Sarai	
	2.7	Cinematograph Act	
	2.8	Certificate	
	2.9	Census	<u>NO</u>
	2.10	Food, Civil Supplies & Consumer Affairs	
	2.11	Excise	
	2.12	Registration	
	2.13	Civil Defence	<u>NO</u>
	2.14	Home Guards	<u>NO</u>
	2.15	Jail / Prison	<u>NO</u>
	2.16	Election	<u>NO</u>
	2.17	Treasury	
III		Development	
	3.1	General Development	
	3.2	Minority Welfare & Chars	
	3.3	Tea Gardens	<u>No</u>
	3.4	CM Vision for Women and Children	<u>No</u>
IV	4	Revenue Administration & Disaster Management	
	4.1	• Land Settlement	
	4.2	• Encroachments	
	4.3	• Land Revenue	
	4.4	• Fishery	
	4.5	• Land Acquisition and Requisition	
	4.6	• Land Reforms	
	4.7	• Land records / RKg	

	4.8	• Bakijai	
	4.9	• Chapter X	
	4.10	• Disaster Management (Relief)	
V		e-Governance & e-Services	
VI		List of Committees chaired by the DC/SDO	NO
VII		Inspections	NO
VIII		Status report on infrastructure, Equipment and Logistics of DC/SDO establishment	NO
IX		RTI Act, 2005 Implementation	NO
X		Assam Right to Public Services Act, 2012	NO
XI		Issues of Regional Disparity / Social inequities in the implementation of Schemes/ Programmes/ Projects	NO
XII		Special initiatives of DC / SDO	NO
XIII		Burning / Pending Issues at District / Sub-Division	NO
XIV		Pending matters at Government level	NO
XV		Suggestions to improve the performance of the Schemes / Programmes etc.	NO
XVI		Suggestions/ Observations to improve the format	NO
Summaries	1.	Maintenance of File Index, Guard File & Dak Pendency	NO
	2.	Subsidiary Cash book and Bank Accounts	NO
	3.	Total Funds received during the last and current Year	NO
Annexure	1.	Composition of National Solidarity and Integration Committee _District / Sub-Divisional level committee & guidelines	
	2.	Scheme Register	
	3.	Scheme Fund Receipt and Utilization Register	
	4.	Model Sign board for transparency of works/schemes	
	5.	15-Point Programme Progress report	
	6.	15-Point Programme Point:12 Recruitment status in State Services Form 6.A & 6.B	
	7.	Annual Inspection Register	

PART-I

	Parameter	Reporting	Performance
1.1	Details of Past Inspection by the Divisional Commissioner	Reported that as per the records available there was no inspection of O/o DC Cachar by the Commissioner till date	
1.2	Organogram of the Deputy Commissioners / SDO (Civil) establishment	Not provided	
1.3	Names of Officers in the DC / SDO (Civil) Establishment		
	<ul style="list-style-type: none"> • List of officers of DC/SDO Establishment 	Provided	-
	<ul style="list-style-type: none"> • List of Branch Officers 	Provided	-
1.4	Posts –Sanctioned, in-position and vacancy and remarks		65 posts are vacant in DC Amalgamated Estt.
1.5	Status of Training on Office Management and Financial Management (During the last 12 months)	Not provided	
1.6	Latest District data sheet of Census of India (www.censusindia.gov.in)	Not provided	
1.7	Human Resource Development of the District (to be tabulated based on the available data/reports)	Not provided	

PART.II

BRANCH WISE FORMAT

Branch	2.1	PERSONNEL
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Cachar Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance based on the information submitted and physical inspection
1	Dak –Communication & Tracking System	Complete	Need to maintain additional system
2	Records / Registers-Update	Complete	Needs improvement
3	Safety of files and Record Keeping	Complete	Needs improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	-
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	Requires immediate attention
6	Punctuality	Provided	Satisfactory
7	Service Books Maintenance	Complete	Not Satisfactory
8	Gradation list	Complete	Need improvement
9	Job chart	Incomplete	Need improvement in work allotment among ACS officers and has to be updated.
10	ACR / PAR and Performance Targets as per PAR / ACR Rules	Incomplete	Targets are to be fixed at the beginning of the Year participatively.
11	Assets and Liabilities	Incomplete	Need improvement
12	Bill preparation & Advances	Complete	Good
13	Vigilance, Departmental Proceedings / enquiries as on date	Complete	Need to expedite DP cases.
14	Pension Matters (As on date)	Complete	Need improvement
15	Leadership and Organisation	Incomplete	Need improvement
16	Public Grievances / Public Services as on date	Incomplete	Need to maintain proper register for the purpose.
17	RTI	Incomplete	Need improvement
18	Timely submission of statements /reports/ Certificates to higher	Incomplete	Need improvement

	authorities in the current year.		
19	Branch Inspection by the Branch Officer / DC	Complete	Quarterly branch inspection is a must.
20	e-Governance of any of the process taken up	-	Requested to take up office management.
21	Any other matter to be provided by the Branch Officer.	-	-
22	Innovation undertaken in the District	-	-
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	DC is requested to inspect the branch once in 6 months and undertake improvements.

Branch	2.2	NAZARAT (& FINANCE & ACCOUNTS)
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC	
	Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need to maintain additional system
2	Records / Registers-Update	Complete	Satisfactory
3	Safety of files and Record Keeping	Complete	DC is requested to submit a proposal for Record Room renovation
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	-
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	Needs immediate attention
6	Cash Registers	Complete	Satisfactory
7	AC /DCC Bills	Complete	
8	Contingent Register	Complete	
9	Permanent Advance if any.	Complete	Satisfactory
10	Stock Register	Incomplete	Needs improvement
11	Enforcement of AFRBM Act in all financial transactions viz., appointments, procurements, sanctions, budget etc.	Complete	The staff are to be trained on the said Act.
12	Office Cleanliness	Complete	Satisfactory. There is a scope for further improvement.
13	Circuit House / Dak Bunglow	Complete	Do
14	Proper observation of Independence Day/ Republic Day/ Integration –day & Week/ Education Day etc.	Complete	Need improvement by involving minorities, tribals etc.
15	Service of Notices	Complete	Satisfactory
16	Counter Insurgency	Complete	Satisfactory
17	Forms and Stationary	Complete	Satisfactory
18	Library	Incomplete	Need improvement
19	Vehicle Repairing Expenditure (make	Complete	Need improvement

	available vehicle history sheet for inspection)		
20	Pool Vehicle POL Expenditure	Incomplete	Need improvement
21	Status of Condemnation of items (as per Government guidelines)	Incomplete	Need improvement
22	Ceilings received during the last 3 Years and Amount withdrawn without submitting vouchers being below Rs.1000/-	Complete	Need improvement
23	Audit Status	Complete	Not satisfactory
24	Leadership and Organisation Dev.	Incomplete	Need improvement
25	Public Grievances / Public Services as on date	Incomplete	Need to maintain proper register for the purpose.
26	RTI	Incomplete	Need improvement
27	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
28	Branch Inspection	Complete	Quarterly branch inspection is a must.
29	e-Governance of any of the process taken up	-	Requested to take up office management.
30	Any other matter (Including the adequacy of Budget provision) to be provided by the Branch Officer.	Complete	Requested to submit a proposal under intimation to Comm.
31	Innovation undertaken in the District	-	-
32	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	DC is requested to inspect the branch once in 6 months and undertake improvements.

Note: A detailed report on the inspection of Nazarat branch is enclosed.

Branch	2.3	MAGISTRACY BRANCH
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC	
	Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Complete	Need to maintain additional system
2	Records / Registers-Update	Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Not provided	-
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Incomplete	Need improvement
6	Present Status of CrPC Cases:	Incomplete	Not satisfactory
7	Action Plan / Timeline for the expeditious disposal of the cases including submission of a monthly report to the Divisional Commissioner	Complete	Not satisfactory
8	No.of Character Verification cases/ Antecedents cases pending:	Complete	Need improvement
9	National Solidarity and Integration Committee-at District & other levels	Complete	Good. Need further improvement.
10	Law & Order	Incomplete	Need improvement. *Need to include the prohibition of any hate speech / expression and criminal liability of the same while issuing permission for meetings / processions. *No educational institution should be allowed for political activity.
11	Crime Review	Incomplete	Need improvement
12	Communal Violence cases of last 10 Years	Incomplete	Need improvement
13	Number of Police Stations inspected	Incomplete	Not satisfactory

	during the last 12 months		
14	Human Rights and NHRC / SHRC/Other Commissions	Incomplete	Need improvement
15	Legal Aid	-	-
16	Lokadalats	-	-
17	Empowerment of Civil Society	Incomplete	Not satisfactory
18	Leadership and Organisation	Incomplete	Need improvement
19	Public Grievances / Public Services	Incomplete	Need to maintain proper register for the purpose.
20	RTI	Incomplete	Need improvement
21	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
22	Branch Inspection	Complete	Quarterly branch inspection is a must.
23	e-Governance of any of the process taken up	-	Requested to take up office management.
24	Any other matter to be provided by the Branch Officer.	-	-
25	Innovation undertaken in the District	-	Computerization of cases
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	DC is requested to inspect the branch once in 6 months and undertake improvements.

Branch	2.4	ARMS & EXPLOSIVES
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Complete	Need to maintain additional system
2	Records / Registers-Update	Incomplete	Need improvement.
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	-
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Incomplete	Need improvement
6	Whether the District Database of licenses /Gun Register is computerized as per Govt. instructions?	Complete	Satisfactory. But timely completion of computerized database is suggested.
7	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Complete	Satisfactory
8	Arms licenses	Incomplete	Not satisfactory
9	Explosives NOC	Complete	Satisfactory
10	Prosecutions under Arms Act	Incomplete	Not satisfactory
11	Leadership and Organisation	Incomplete	Need improvement
12	Public Grievances / Public Services	Incomplete	Need to maintain proper register for the purpose.
13	RTI	Incomplete	Need improvement
14	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
15	Branch Inspection by the Branch Officer	Complete	Quarterly branch inspection is a must.
16	e-Governance of any of the process taken up	-	e-Governance of arms licenses
17	Any other matter to be provided by the Branch Officer.	-	-
18	Innovation undertaken in the District	-	Computerization of cases
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	DC is requested to inspect the branch once in 6 months and undertake improvements.

Branch	2.5	PASSPORT
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Complete	Need improvement
2	Records / Registers-Update	Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Incomplete	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Complete	Satisfactory
7	No.of Passport applications pending for Police verification	Complete	Need improvement
8	Verification process	Complete	Satisfactory.
9	Leadership and Organisation	Incomplete	Need improvement
10	Public Grievances / Public Services	Nil report	Need to maintain proper register for the purpose.
11	RTI	Nil report	Need improvement
12	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
13	Branch Inspection	-	Quarterly branch inspection is a must.
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	-	-
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	DC is requested to inspect the branch once in 6 months and undertake improvements.

Branch	2.6	HOTEL & SARAI
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Complete	Need improvement
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)	Incomplete	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Complete	-
7	Matters pending in the branch	-	Good
9	Leadership and Organisation	Incomplete	Need improvement
10	Public Grievances / Public Services	Nil	Need improvement
11	RTI	Nil	Need improvement
12	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
13	Branch Inspection	Nil	Need improvement
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	-	
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

Branch	2.7	CINEMA ETC
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Complete	Need improvement
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	-
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Incomplete	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Complete	-
7	Matters pending in the branch	-	Good
9	Leadership and Organisation	Incomplete	Need improvement
6	RTI	Incomplete	Need improvement
7	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
8	Branch Inspection	-	Inspections are must
9	e-Governance of any of the process taken up	-	-
10	Any other matter to be provided by the Branch Officer.	-	-
11	Innovation undertaken in the District	-	-
12	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Regular inspection is recommended.

Branch	2.8	CERTIFICATE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Complete	Need to maintain a separate system
2	Records / Registers-Update	Incomplete	Need improvement of Guard files and registers.
3	Safety of files and Record Keeping	Incomplete	Need improvement
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)	Not proper	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	Good
7	Availability of Checklist for all certificates to be followed in processing the requests	Incomplete	Need improvement
8	Disposal status	Complete	The present process is not satisfactory.
9	Leadership and Organisation	Incomplete	Need improvement
10	Public Grievances / Public Services	Incomplete	Need improvement
11	RTI	Incomplete	Need improvement
12	Timely submission of statements / reports to higher authorities in the current year.	-	-
13	Branch Inspection	-	Inspections are must
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	Nil	Regular inspection is recommended.
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Incomplete	Inspections are must.

Branch	2.9	CENSUS
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Update		
3	Safety of files and Record Keeping		
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)		
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		
8	Leadership and Organisation		
9	Public Grievances / Public Services		
10	RTI		
11	Timely submission of statements / reports to higher authorities in the current year.		
12	Branch Inspection		
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		
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	2.10	FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need to maintain additional system
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Incomplete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	-
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	Not satisfactory
7	Service Books Maintenance	Complete	Not satisfactory
8	Gradation list	Complete	-
9	Job chart	Complete	Need improvement
10	ACR / PAR	Incomplete	Need improvement
11	Assets and Liabilities	-	-
12	Bill preparation & Advances	Complete	Need to be computerized.
13	Vigilance, Departmental Proceedings / enquiries as on date	Nil	Requires closer supervision
14	Pensions	Complete	-
15	Coverage under PDS for the District as a whole	Complete	
16	PDS & Essential Commodities Network in the District & Inspections:	Complete	
17	Access to marginalized sections: FOR THE LAST MONTH	Incomplete	Need to specify the quantities
18	Schemes, Commodities, Monthly Allocation and Lifting-District level (incl.of Sub-divisions)	Incomplete	Web hosting is not up-to-date and is not Agent wise.
19	Last Year Allocation, Lifting and Distribution:	Complete	Need improvement
20	Capacity building / Training	Nil	Need improvement
21	Monitoring of PDS etc.	Incomplete	Not satisfactory
22	Inspection Formats	Nil	Not satisfactory

23	Leadership and Organisation	Incomplete	Need improvement
24	Public Grievances /Public Services	Nil	Not satisfactory.
25	RTI	Complete	Satisfactory
26	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
27	Branch Inspection	-	Not satisfactory
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		No results of the reported computerization is seen
31	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		Inspections are must.

Branch	2.11	EXCISE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Complete	Need to be computerized.
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Inadequate	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Complete	Not satisfactory
7	Service Books Maintenance	Complete	Not satisfactory
8	Job chart	Incomplete	Need improvement
9	ACR / PAR	Nil	Need improvement
10	Assets and Liabilities	Nil	
11	Bill preparation & Advances	Manual	Needs to computerized
12	Vigilance, Departmental Proceedings / enquiries as on date	Nil	
13	Pensions	-	
14	Excise Collection	Complete	Satisfactory
15	Latest date of Reconciliation of Excise revenue with Treasury records and discrepancies if any	Incomplete	Need improvement
16	Defaulter of Govt. revenue, if any	Incomplete	Need improvement
17	Consumption of liquor	Complete	
18	Licencee details	Complete	
19	Monitoring /Inspections/ Cases/ Raids in the current Year	Incomplete	Not satisfactory
20	Leadership and Organisation	Nil	Not satisfactory
21	Public Grievances /Public Services	Incomplete	Need improvement
22	RTI	Complete	Need improvement
23	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
24	Branch Inspection	Incomplete	Need improvement
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	Computer Literacy of staff	Good
28	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	Periodical Inspections are must.

Branch	2.12	REGISTRATION
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Complete	Need improvement of maintenance of registers
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Satisfactory	Satisfactory
7	Status of e-panjiyan	Complete	Satisfactory
8	Registration Collection for the last 3 Years	Complete	Need improvement
9	Reconciliation and Compliance	Incomplete	Need improvement
10	Integrity of Registration process	Complete	Good
11	Stock Register	Incomplete	Need improvement
12	Contingent Register	Incomplete	Need improvement
13	Leadership and Organisation	Nil	Need improvement
14	Public Grievances / Public Services	Nil	Need improvement
15	RTI	Complete	Need improvement
16	Timely submission of statements / reports to higher authorities in the current year.	Complete	Need improvement
17	Branch Inspection by Branch Officer	Complete	Periodical inspection is must.
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		
21	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	Periodical inspection is must.

Branch	2.13	CIVIL DEFENCE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Update		
3	Safety of files and Record Keeping		
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)		
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Performance in core areas: Trainings, drills, review etc.		
8	Leadership and Organisation		
9	Public Grievances / Public Services		
10	RTI		
11	Timely submission of statements / reports to higher authorities in the current year.		
12	Branch Inspection		
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		
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	2.14	Home Guards
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Update		
3	Safety of files and Record Keeping		
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)		
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Performance in core areas: Call out, Requisition & Deployment; training and budget		
8	Leadership and Organisation		
9	Public Grievances / Public Services		
10	RTI		
11	Timely submission of statements / reports to higher authorities in the current year.		
12	Branch Inspection		
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		
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	2.15	JAIL BRANCH / PRISON
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	REPORT NOT SUBMITTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Update		
3	Safety of files and Record Keeping		
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)		
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	Brief 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		
12	Last date of review of Jail officials work performance		
13	Leadership and Organisation		
14	Public Grievances / Public Services		
15	RTI		
16	Timely submission of statements / reports to higher authorities in the current year.		
17	Branch Inspection		
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		
21	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

Branch	2.16	ELECTION BRANCH
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV REPORT NOT SUBMITTED BUT INSPECTED	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Not reported	Need improvement
2	Records / Registers-Update	Not reported	Need improvement
3	Safety of files and Record Keeping	Not reported	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Not reported	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not reported	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Not reported	
7	Status of Photo electoral revision	Not reported	
8	Status of Summary revision	Not reported	Satisfactory
9	Status of D-Voter	Not reported	
10	Finance & Accounts	Not reported	Need improvement
11	Leadership and Organisation	Not reported	Need improvement
12	Public Grievances / Public Services	Not reported	Need improvement
13	RTI	Not reported	Need improvement
14	Timely submission of statements / reports to higher authorities in the current year.	Not reported	Need improvement
15	Branch Inspection	Not reported	Need improvement
16	e-Governance of any of the process taken up	Not reported	Need improvement
17	Any other matter to be provided by the Branch Officer.	Not reported	Need improvement
18	Innovation undertaken in the District	Not reported	Need improvement
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Not reported	Inspection is a must

Branch	2.17	Treasury
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Manual	Computerized system is suggested.
2	Records / Registers-Update	Complete	Satisfactory
3	Safety of files and Record Keeping	Complete	Satisfactory
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Complete	
7	Treasury inspections	Complete	Action taken on DC inspection is pending.
8	Pensions	Complete	Need improvement in informing the new pensioners timely.
9	No.of cases pertaining to fake drawal detected by treasury during the last year and current Year and action taken	Complete	Good
10	Status of submission of Monthly Accounts for the last 6 months	Complete	Need improvement
11	Leadership and Organisation	Nil	Need improvement
12	Public Grievances / Public Services	Nil	Need improvement
13	RTI	Complete	Need Improvement
14	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
15	Branch Inspection	Incomplete	Need improvement
16	e-Governance of any of the process taken up	CTMIS	Need further improvements.
17	Any other matter to be provided by the Branch Officer.	-	
18	Innovation undertaken in the District	-	
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	Good.

PART	3	DEVELOPMENT BRANCH
	3.1	DEVELOPMENT BRANCH
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Manual	Computerised system is suggested.
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Complete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	Not satisfactory
7	FAO: Whether the views of FAO are taken before financial sanction and before fund release etc.	Reported Yes	Good
8	DDC /Sub-Div.Dev.Committee Meetings	Complete	Good
9	Cash Registers		Need improvement
10	Contingent Register	Nil	
11	Stock Register	Nil	Not satisfactory
12	Enforcement of AFRBM & Other Acts, guidelines, instructions etc.		
13	MP/MLA LAD	Complete	Need improvement
14	Issues and steps being taken	Incomplete	Need improvement
15	No.of physical inspections undertaken during the last year and in the current year	114 during last Yr. 84 in current Yr.	Not satisfactory
16	Capacity building / Training	Complete	Not satisfactory
17	Monitoring / Inspections	None	Not satisfactory
18	Schemes of all line Departments of the District (incl. MP/MLALAD, NLCPR, NEC, CSS, State Schemes etc.)- Allocation, receipt, expenditure, UC etc.	Incomplete	Not satisfactory Need improvement
19	Audit Status		Need improvement

20	For Local Body (PRI & ULB) Elections		
21	Leadership and Organisation	Complete	Need improvement
22	Public Grievances / Public Services	Incomplete	Need improvement
23	RTI	complete	Need improvement
24	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
25	Branch Inspection	Incomplete	Need improvement
26	e-Governance of any of the process taken up	-	Need computerisation
27	Any other matter to be provided by the Branch Officer.	-	-
28	Innovation undertaken in the District	-	-
29	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Periodical Inspection is a must.

Note: A detailed report of the inspection of the Development branch is enclosed.

Branch	3.2	MINORITY WELFARE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Manual	Computerised system is suggested.
2	Records / Registers-Update	Incomplete	Need improvement
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Complete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	Not satisfactory
7	Status of Haj matters pending and action taken	-	-
8	Char Areas No. & Area & Pattas status	-	-
9	Action plan for the Socio-economic development of Char Areas:	-	-
10	15- Point Programme	Incomplete	Need improvement
11	Enclose 15-Point Progress Report	Incomplete	Not satisfactory
12	Enclose Action plan for better implementation of 15- Point Programme	Incomplete	Not satisfactory
13	Schemes- Allocation, receipt, expenditure, UC etc. (esp.MSDP and others)	Incomplete	Need improvement
14	Monitoring / Inspections	Nil	Not satisfactory
15	Leadership and Organisation	-	Need improvement
16	Public Grievances / Public Services	-	Need Improvement
17	RTI	-	Need improvement
18	Timely submission of statements / reports to higher authorities in the current year.	-	Need Improvement
19	Branch Inspection	-	Need improvement
20	e-Governance of any of the process taken up	-	Need computerization.
21	Any other matter to be provided by the Branch Officer.	-	-

22	Innovation undertaken in the District	-	-
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Inspections are must.

Branch	3.3	Tea-Garden Tribes
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	Nil	

S.No	Performance Question	Reporting	Performance
1	Tea Gardens and Population	Nil	Need improvement
2	Ex-Tea Gardens	Nil	Need improvement
3	Issues and action plan	Nil	Not satisfactory
4	Scheme Progress: Please submit physical and financial progress of schemes of Tea Tribes.	Nil	Not satisfactory

Branch	3.4	Women & Child Welfare (CMs vision for Women and Children)
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S.No	Performance Question	Reporting	Performance
1	Please enclose the progress on 16 points of CMs Vision on Women and Children in the District as on date.	Not submitted	Need improvement

REVENUE ADMINISTRATION*

(*: Not applicable to Karbi Anglong and Dima Hasao)

PART	4	REVENUE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

Revenue at a Glance

S.No	Performance Question	Reporting	Performance
1	Circle wise Area and survey status	Reported	
2	Government land (Area in Ha)	Reported	
3	Status of distribution of Ceiling Surplus land (Area in Ha)	Not reported	Not satisfactory
4	Status conversions from AP to PP as on date	Not reported	Not satisfactory
5	Statement of settled land for the year ending 30 th September	Not reported	Not satisfactory
6	Doul (Demand) & Revenue Collection of current Year	Reported	Not satisfactory
7	Status of Tenancy Khatian (Area in Ha)	Not reported	Matter related to Settlement Officer

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	-	Need to have a separate receipt and issue section.
2	Records / Registers-Updation	Reported	Need improvement
3	Safety of files and Record Keeping	Reported	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not submitted	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported yes	Need improvement
7	Circle Office / Mouja inspections	Reported	Need improvement
4.1	SETTLEMENT AND ALLOTMENT		
	Rajah Adalats & NR Cases	Not reported	Matter related to Settlement Officer
	Survey including <i>Non-cadastral villages</i>	Not reported	Do
4.2	ENCROACHMENTS	Reported	Not satisfactory
4.3	DOUL / REVENUE Collection	Reported	Not satisfactory
4.4	FISHERY	Reported	Satisfactory
4.5	LAND ACQUISITION	Reported	Satisfactory
4.6	LAND Reforms: Land Ceiling	Reported	Need improvement
4.7	LAND RECORDS/ RKg	Reported	Need improvement
4.8	BAKIJAI	Not reported	Not satisfactory
4.9	Chapter X	Not reported	
8	Leadership and Organisation	Reported	Need improvement
9	Public Grievances / Public Services	Reported	Need improvement
10	RTI	Nil	Need improvement
11	Timely submission of statements / reports to higher authorities in the current year.	Reported	Satisfactory
12	Branch Inspection	Reported	Satisfactory
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	-	-
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

Branch	4.10	DISASTER MANAGEMENT (Relief)
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Cachar Informed that till date the O/o DC Was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Reported	Need improvement
2	Records / Registers-Update	Reported	Need improvement
3	Safety of files and Record Keeping	Reported	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not submitted	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported Yes	
7	Disaster Preparation	Reported	Need improvement
8	Disasters-Works	Reported	Need improvement
9	Relief & Rehabilitation	Reported	Need improvement
10	Finance & Accounts	Reported	Need improvement
11	Monitoring / Inspections	Not reported	Not satisfactory
12	Schemes- Allocation, receipt, expenditure, UC etc.	Nil	
13	Leadership and Capacity building	Not reported	
14	Public Grievances / Public Services	Not reported	
15	RTI	Reported	
16	Timely submission of statements / reports to higher authorities in the current year.	Nil	
17	Branch Inspection	Incomplete	Need improvement
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	-	-
21	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

PART.V	e-Governance
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	It is reported that there was no inspection by the Commissioner, HBV since the creation of the District.

S.No	Performance Question	Reporting	Performance
A	District Website and Officers list	Not submitted	Need improvement
B	e-Projects	Not submitted	Need improvement
C	DC / SDO Establishment –Branch wise infrastructure & Manpower /e-Gov. Applications	Not submitted	Need improvement
D	DC / SDO Establishment –Branch wise e-Services if any	Not submitted	Need improvement

Part	Details to be submitted		Information	Performance
VI		List of Committees chaired by the DC/SDO	Not submitted	Need improvement
VII		Inspections	Not submitted	Need improvement
	A: Schemes	Availability of Check list (Format) for Scheme/ Programme Inspections	Not submitted	Need improvement
	B: Schemes	SCHEME INSPECTIONS	Not submitted	Need improvement
	C: INSTITUTIONS	INSPECTION OF ATTACHED / SUB-ORDINATED OFFICES (Treasury Office, Circle Offices etc.)	Not submitted	Need improvement
	D: INSTITUTIONS	INSPECTION OF OTHER DEPTT. INSTITUTIONS (Police Stations, Hospitals, BDO, Schools, other Deptt. offices tc.)	Not submitted	Need improvement
	E	Past Inspection by the Deputy Commissioner/ SDO (Civil) and Follow up Action taken: Schemes & Institutions	Not submitted	Need improvement
	F	STATUS OF SUBMISSION OF INSPECTION REPORTS (OF SCHEMES AND SOCILA AUDITS) TO DIVISIONAL COMMISSIONER	Not submitted	Need improvement
	G	STATUS OF SUBMISSION OF INSPECTION REPORTS OF <u>INSTITUTIONS</u> TO DIVISIONAL COMMISSIONER	Not submitted	Need improvement
VIII		Status report on infrastructure, Equipment and Logistics of DC/SDO establishment	Not submitted	Need improvement
IX		RTI Act, 2005 Implementation	Not submitted	Need improvement
X		Assam Right to Public Services Act, 2012	Not submitted	Need improvement
XI		Issues of Regional Disparity / Social inequities in the implementation of Schemes/ Programmes/ Projects	Not submitted	Need improvement
XII		Special initiatives of DC / SDO	Not submitted	Need improvement
XIII		Burning / Pending Issues at District / Sub-Division	Not submitted	Need improvement
XIV		Pending matters at Government level	Not submitted	Need improvement

XV		Suggestions to improve the performance of the Schemes / Programmes etc.	Not submitted	Need improvement
XVI		Suggestions/ Observations to improve the format	Not submitted	Need improvement
Summaries	1	Maintenance of File Index, Guard File & Dak Pendency	Not submitted	Need improvement
	2	Subsidiary Cash book and Bank Accounts	Not submitted	Need improvement
	3	Total Funds received during the last and current Year	Not submitted	Need improvement
Annexure	8.	Composition of National Solidarity and Integration Committee _District / Sub-Divisional level committee & guidelines	Not submitted	Need improvement
	9.	Scheme Register	Not submitted	Need improvement
	10.	Scheme Fund Receipt and Utilization Register	Not submitted	Need improvement
	11.	Model Sign board for transparency of works/schemes	Not submitted	Need improvement
	12.	15-Point Programme Progress report	Not submitted	Need improvement
	13.	15-Point Programme Point:12 Recruitment status in State Services Form 6.A & 6.B	Not submitted	Need improvement
	14.	Annual Inspection Register	Not submitted	Need improvement