

Dr.M.Ariz Ahammed IAS

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

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No N0.HGG.45/2012-2013/
Dispur Dated 25th March 2013

**To The Deputy Commissioner, Hailakandi
Hailakandi**

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 05.12.2012. 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 Sri.L.Damgawn, Treasury Officer, Cachar.
V	Detail report on Revenue and Disaster Management by the SO to Commissioner.
VI	Detail report on Development Branch by Sri.A.Dey ACS ADC Cachar.

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.
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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: HAILAKANDI**Observations / Suggestions for the consideration of the Deputy Commissioner:**

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 dak registers 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. 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. The gradation list is to be published every year.
5	Magistracy	Computerisation of cases under Magistracy branch is a must. 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. Given the nature of the law and order: Reporting that there are no cases of human rights and no communal violence during the last several years appears to be misleading.
6	Arms & Explosives	A large number of weapons are not renewed having implications on law and order / insurgency. For Arms database no standard software is used.
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.	A large number of licensees are pending for renewal.
		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	Excise	No inspection / monitoring report was shown during the inspection. There should be check list / prescribed inspection format for each licensee category.
10	Development	Total Number of inspections undertaken by the DC, ADCs, SDOs, EACs, COs, BDOs and others is only 4 (by the ADC only) in the last year and 2 in the current year. This clearly illustrates poor monitoring system in the districts. This suggests the need to strengthen the M& E System.
11	Minority Welfare	Information reported is incomplete. The District reported that till date no field monitoring of the works has been taken up. Reported non receipt of funds in the current Year. There is no transparency, monitoring and social audit of the works. Minority Welfare Deptt. is requested to review the Districts for the timely submission of quarterly reports in the prescribed format and for improved performance.
12	Tea Tribe	No information is submitted for tea tribe welfare. Information is not submitted till this report preparation.
13	Women and Child Welfare	Information is incomplete and not satisfactory.
14	All Branches	Quarterly inspection of branches by the Branch officers is recommended. Six monthly inspections of branches by the DC is recommended.
		Annexure IV:Transparency: Model Sign Board with peoples estimate is to be implemented both for transparency and for people's empowerment and social audit.
15	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.
16	Estt.	Inadequate budget for office expenditure and for circuit House.

Action to be taken up by the Government:

S.No	Department	Action for the consideration of the Government
1	Personnel Deptt.	To fill up vacancies in the posting of ACS officers. Though the District is formed very long back the manpower position still is very inadequate especially given its backwardness both in Human Development Indicators and in social –economic infrastructure.
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 on record maintenance and classification.
		To renovate/ improve the Record room condition.
		e-Services of Certificates: May request IT Dept. to develop a suitable standard software application for all certificate services of the district administration including back end office 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.
		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 community's viz., ST, SC, Minorities, Tea Tribe and border area people under S.26 of RTI Act, 2005.
3	GAD	Though Hailakandi had been one of the oldest sub-division (since 1869) but upon its upgradation to the District, the line Department offices are not upgraded resulting it's under-performance affecting service delivery.
		To enhance the budgetary provision for the maintenance of O/o DC Estt. 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.

		<ul style="list-style-type: none"> • 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.
		Government is requested to examine the inspection report of CJMs and improve the Jain infrastructure and services.
		There should be review of un-natural death cases at six monthly intervals.
		To open a Civil Defense office in the District.
		There is a need to post a District Commandant, Home Guards for the district.
5	Food & Civil Supplies	Submission of Assets and Liabilities statement should be made compulsory for all employees like that of other sr.officials.
		Present monitoring system (i) Vigilance Committees and (ii) inspection by senior officers is not working. This needs to be reviewed objectively and is to be pursued. The Sonitpur (2002-4) model of constitution of Vigilance Committees has been submitted for the consideration of the Government
		Requested to instruct web hosting of allocation of PDS items at FCI, GPSS & Agent wise level timely. Presently it is not timely.
		SMS reporting of sub-allocation of PDS items to 500 stakeholders is not working. It needs to be operationalised.
		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.
		Gradation list is to be circulated to all the Districts.
6	Excise	No inspection / monitoring report was shown during the inspection. There should be a check list / prescribed inspection format for each licensee category.
		The excise staff of the district is reportedly working in other districts. This is blatantly irregular. The Government is requested for immediate action.

7	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	Present manual dak system of Treasury 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 only 4 (by the ADC only) in the last year and 2 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.
11	Revenue and DM	The preparatory works viz., District / Sub-Division Disaster Management Plan, monthly holding of DDMA meetings, awareness of Info. & Response Centre etc. are not satisfactory.
12	Tea Tribe	There should be a regular review of schemes / programmes.
13	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.
14	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.

Performance Management initiative of Government of Assam

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

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	HAILAKANDI
Date of Inspection	05.12.2012

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	05.12.2012
Name of the Deputy Commissioner on the date of inspection	SRI. S. THIEK ACS

Inspection Team	Officer Name	Branches inspected
1. Commissioner	Dr.M.Ariz Ahammed IAS	Administration
2. Special Officer	Sri.Kalyan Datta ACS	Revenue
3. Addl. Deputy Commissioner (Dev.) of neighboring District	Sri.A.Dey ACS ADC Cachar	Development
4. Treasury Officer of neighboring District	Sri.L.Darngawn, TO, Cachar	Nazarat

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Part	S.No	Item / Branch	Page No.
		Vision, Objective, Outcome and Timeline of Format	
I	1.1	Past Inspection of the Divisional Commissioner	NO
	1.2	Organisational structure of DC/SDO Establishment	NO
	1.3	Names of Officers	
	1.4	Manpower position	NO
	1.5	Status of Training	NO
	1.6	Latest District Basic Data sheet from Census of India	NO
	1.7	Human Development Indictors of the District	NO
II		General Administration	
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	2.2	Nazarat	
	2.3	Magistracy	
		<i>Administration</i>	
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	4.6	• Land Reforms	
	4.7	• Land records / RKg	
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	4.9	• Chapter X	
	4.10	• Disaster Management (Relief)	
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VI		List of Committees chaired by the DC/SDO	
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IX		RTI Act, 2005 Implementation	
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

	<u>Parameter</u>	<u>Reporting</u>	<u>Performance</u>
1.1	Details of Past Inspection by the Divisional Commissioner	Not submitted	Informed that no inspection ever took place.
1.2	Organogram of the Deputy Commissioners / SDO (Civil) establishment	Not submitted	
1.3	Names of Officers in the DC / SDO (Civil) Establishment	Not submitted	
	• List of officers of DC/SDO Establishment		
	• List of Branch Officers		
1.4	Posts –Sanctioned, in-position and vacancy and remarks	Not submitted	
1.5	Status of Training on Office Management and Financial Management (During the last 12 months)	Not submitted	
1.6	Latest District data sheet of Census of India (www.censusindia.gov.in)	Not submitted	
1.7	Human Resource Development of the District (to be tabulated based on the available data/reports)	Not submitted	

PART.II

BRANCH WISE FORMAT

Branch	2.1	PERSONNEL
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 based on the information submitted and physical inspection
1	Dak –Communication & Tracking System	Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Punctuality	Complete	Satisfactory
7	Service Books Maintenance	Complete	Not satisfactory
8	Gradation list	Complete	Not satisfactory
9	Job chart	Complete	Need improvement
10	ACR / PAR and Performance Targets	Incomplete	Need improvement
11	Assets and Liabilities	Incomplete	Need improvement
12	Bill preparation & Advances	Complete	Satisfactory
13	Vigilance, Departmental Proceedings / enquiries as on date	Complete	Need improvement
14	Pension Matters (As on date)	Complete	Need improvement
15	Leadership and Organisation	Incomplete	Not satisfactory
16	Public Grievances / Public Services as on date	Incomplete	Need improvement
17	RTI	Incomplete	Need improvement
18	Timely submission of statements /reports/ Certificates to higher authorities in the current year.	Incomplete	Need improvement
19	Branch Inspection by the Branch Officer / DC	Incomplete	Need improvement
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	-	-
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	Inspection is a must.

Branch	2.2	NAZARAT (& FINANCE & ACCOUNTS)
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
1	Dak –Communication & Tracking System	In-Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Cash Registers	Incomplete	Need improvement
7	AC /DCC Bills	Incomplete	Need improvement
8	Contingent Register	Incomplete	Need improvement
9	Permanent Advance if any.	Incomplete	Need improvement
10	Stock Register	Not filled in	Need improvement
11	Enforcement of AFRBM Act in all financial transactions viz., appointments, procurements, sanctions, budget etc.	Yes	?
12	Office Cleanliness	Complete	Need improvement
13	Circuit House / Dak Bunglow	Complete	Need improvement
14	Proper observation of Independence Day/ Republic Day/ Integration –day & Week/ Education Day etc.	Complete	Need improvement
15	Service of Notices	Complete	Satisfactory
16	Counter Insurgency	Complete	Need improvement
17	Forms and Stationary	Complete	Satisfactory
18	Library	Incomplete	Need improvement
19	Vehicle Repairing Expenditure (make available vehicle history sheet for inspection)	Satisfactory	Need improvement
20	Pool Vehicle POL Expenditure	Satisfactory	-
21	Status of Condemnation of items (as per Government guidelines)	Incomplete	Need improvement
22	Ceilings received during the last 3	Incomplete	Need improvement

	Years and Amount withdrawn without submitting vouchers being below Rs.1000/-		
23	Audit Status	Incomplete	Need improvement
24	Leadership and Organisation Dev.	Incomplete	Need improvement
25	Public Grievances / Public Services as on date	Nil	Need improvement
26	RTI	Nil	Need improvement
27	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
28	Branch Inspection	Incomplete	Need improvement
29	e-Governance of any of the process taken up	No	Need computerization
30	Any other matter (Including the adequacy of Budget provision) to be provided by the Branch Officer.	-	-
31	Innovation undertaken in the District	-	-
32	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Incomplete	Inspection is must

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	It is reported that there was no inspection by the Commissioner, HBV since the creation of the District.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	In-Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
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	Not submitted	Not satisfactory
8	No.of Character Verification cases/ Antecedents cases pending:	Complete	Not satisfactory
9	National Solidarity and Integration Committee-at District & other levels	Incomplete	Satisfactory
10	Law & Order	Incomplete	Not satisfactory
11	Crime Review	Incomplete	Not satisfactory
12	Communal Violence cases of last 10 Years	Incomplete	Not satisfactory
13	Number of Police Stations inspected during the last 12 months	Nil	Not satisfactory
14	Human Rights and NHRC / SHRC/Other Commissions	Nil	Not satisfactory
15	Legal Aid	-	-
16	Lokadalats	-	-
17	Empowerment of Civil Society	Nil	Not satisfactory
18	Leadership and Organisation	Incomplete	Need improvement
19	Public Grievances / Public Services	Incomplete	Need improvement
20	RTI	Nil	Need improvement
21	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
22	Branch Inspection	Incomplete	Need improvement

23	e-Governance of any of the process taken up	-	Need computerization
24	Any other matter to be provided by the Branch Officer.	-	-
25	Innovation undertaken in the District	-	-
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must

Branch	2.4	ARMS & EXPLOSIVES
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
1	Dak –Communication & Tracking System	In-Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether the District Database of licenses /Gun Register is computerized as per Govt. instructions?	Incomplete	Need improvement
7	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
8	Arms licenses	Incomplete	Not satisfactory
9	Explosives NOC	Satisfactory	Need improvement
10	Prosecutions under Arms Act	Incomplete	Need improvement
11	Leadership and Organisation	Incomplete	Need improvement
12	Public Grievances / Public Services	Nil	Need improvement
13	RTI	Incomplete	Need improvement
14	Timely submission of statements / reports to higher authorities in the current year.	-	Need improvement
15	Branch Inspection	-	It is a must
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	-	Computerization
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must

Branch	2.5	PASSPORT
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
1	Dak –Communication & Tracking System	In-Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	-	Not satisfactory
7	No.of Passport applications pending for Police verification	Nil	-
8	Verification process	Incomplete	Need improvement
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.	-	Need improvement
13	Branch Inspection	-	Inspection is a must
14	e-Governance of any of the process taken up	Incomplete	Need improvement
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	2.6	HOTEL & SARAI
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
1	Dak –Communication & Tracking System	In-Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	-	-
7	Matters pending	-	-
8	Leadership and Organisation	Incomplete	Need improvement
9	Public Grievances / Public Services	Incomplete	Need improvement
10	RTI	Incomplete	Need improvement
11	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
12	Branch Inspection	Incomplete	Inspection is a must
13	e-Governance of any of the process taken up	Incomplete	Need improvement
14	Any other matter to be provided by the Branch Officer.	Incomplete	Need improvement
15	Innovation undertaken in the District	Incomplete	Need improvement
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Incomplete	Inspection is a must

Branch	2.7	CINEMA ETC
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
1	Dak –Communication & Tracking System	Nil	Not provided till date
2	Records / Registers-Update	Nil	Not provided till date
3	Safety of files and Record Keeping	Nil	Not provided till date
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Nil	Not provided till date
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Nil	Not provided till date
6	RTI	Nil	Not provided till date
7	Timely submission of statements / reports to higher authorities in the current year.	Nil	Not provided till date
8	Branch Inspection	Nil	Not provided till date
9	e-Governance of any of the process taken up	Nil	Not provided till date
10	Any other matter to be provided by the Branch Officer.	Nil	Not provided till date
11	Innovation undertaken in the District	Nil	Not provided till date
12	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Not provided till date

Branch	2.8	CERTIFICATE
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
1	Dak –Communication & Tracking System	In-Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Satisfactory	-
7	Availability of Checklist for all certificates to be followed in processing the requests	Nil	Not satisfactory
8	Disposal status	Satisfactory	Good
9	Leadership and Organisation	Nil	Need improvement
10	Public Grievances / Public Services	Nil	Need improvement
11	RTI	Incomplete	Need improvement
12	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
13	Branch Inspection	Satisfactory	Good
14	e-Governance of any of the process taken up	Nil	Need improvement
15	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
16	Innovation undertaken in the District	Nil	Need improvement
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Inspection is must

Branch	2.9	CENSUS
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
1	Dak –Communication & Tracking System	In-Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Nil	Not provided till date
7	Issues and steps being taken	Nil	Not provided till date
8	Leadership and Organisation	Nil	Not provided till date
9	Public Grievances / Public Services	Nil	Not provided till date
10	RTI	Nil	Not provided till date
11	Timely submission of statements / reports to higher authorities in the current year.	Nil	Not provided till date
12	Branch Inspection	Nil	Not provided till date
13	e-Governance of any of the process taken up	Nil	Not provided till date
14	Any other matter to be provided by the Branch Officer.	Nil	Not provided till date
15	Innovation undertaken in the District	Nil	Not provided till date
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Not provided till date

Branch	2.10	FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS
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
1	Dak –Communication & Tracking System	In-Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Satisfactory	-
7	Service Books Maintenance	Satisfactory	Need improvement
8	Gradation list	Incomplete	Need improvement
9	Job chart	Incomplete	Need improvement
10	ACR / PAR	Incomplete	Need improvement
11	Assets and Liabilities	Nil	
12	Bill preparation & Advances	Satisfactory	Need computerization
13	Vigilance, Departmental Proceedings / enquiries as on date	Nil	Need computerization
14	Pensions	Satisfactory	Satisfactory
15	Coverage under PDS for the District as a whole	Satisfactory	Need improvement
16	PDS & Essential Commodities Network in the District & Inspections:	Incomplete	Inspection details are not mentioned.
17	Access to marginalized sections: FOR THE LAST MONTH	Incomplete	Need improvement
18	Schemes, Commodities, Monthly Allocation and Lifting-District level (incl.of Sub-divisions)	Incomplete	Not satisfactory
19	Last Year Allocation, Lifting and Distribution:	Satisfactory	But field feedback is not satisfactory
20	Capacity building / Training	Nil	Need improvement
21	Monitoring of PDS etc.	Incomplete	Not satisfactory
22	Inspection Formats	Not submitted	Not satisfactory

23	Leadership and Organisation	Incomplete	Need improvement
24	Public Grievances /Public Services	Nil	Need improvement
25	RTI	Incomplete	Need improvement
26	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
27	Branch Inspection	Nil	Inspection is a must
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	-	-
31	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

Branch	2.11	EXCISE
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
1	Dak –Communication & Tracking System	In-Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Satisfactory	
7	Service Books Maintenance	Satisfactory	Not satisfactory
8	Job chart	Satisfactory	Need improvement
9	ACR / PAR	Satisfactory	-
10	Assets and Liabilities	Satisfactory	Need improvement
11	Bill preparation & Advances	Satisfactory	Need improvement
12	Vigilance, Departmental Proceedings / enquiries as on date	Nil	Need improvement
13	Pensions	Nil	Need improvement
14	Excise Collection	Incomplete	-
15	Latest date of Reconciliation of Excise revenue with Treasury records and discrepancies if any	-	Need improvement
16	Defaulter of Govt. revenue, if any	Nil	Need improvement
17	Consumption of liquor	Satisfactory	-
18	Licencee details	Satisfactory	-
19	Monitoring /Inspections/ Cases/ Raids in the current Year	Incomplete	Not satisfactory
20	Leadership and Organisation	No	Need improvement
21	Public Grievances /Public Services	Nil	Need improvement
22	RTI	Incomplete	Need improvement
23	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
24	Branch Inspection	Incomplete	Inspection is a must.
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	-	-
28	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

Branch	2.12	REGISTRATION
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
1	Dak –Communication & Tracking System	In-Complete	Satisfactory
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Satisfactory	
7	Status of e-panjiyan	Incomplete	Need improvement
8	Registration Collection for the last 3 Years	Satisfactory	Need improvement
9	Reconciliation and Compliance	Incomplete	Need improvement
10	Integrity of Registration process	Incomplete	Need improvement
11	Stock Register	Incomplete	Need improvement
12	Contingent Register	Incomplete	Need improvement
13	Leadership and Organisation	-	Need improvement
14	Public Grievances / Public Services	Nil	Need improvement
15	RTI	Incomplete	Need improvement
16	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
17	Branch Inspection	Satisfactory	Satisfactory
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)	Random	Inspection is a must

Branch	2.13	CIVIL DEFENCE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	THERE IS NO CIVIL DEFENCE OFFICE IN THE DISTRICT	

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	It is reported that there was no inspection by the Commissioner, HBV since the creation of the District.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	In-Complete	Satisfactory
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
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	Satisfactory	Need improvement.
8	Leadership and Organisation	Incomplete /Nil	Need improvement
9	Public Grievances / Public Services	Incomplete /Nil	Need improvement
10	RTI	Incomplete /Nil	Need improvement
11	Timely submission of statements / reports to higher authorities in the current year.	Incomplete /Nil	Need improvement
12	Branch Inspection	Incomplete /Nil	Inspection is must
13	e-Governance of any of the process taken up	Incomplete /Nil	Need improvement
14	Any other matter to be provided by the Branch Officer.	Incomplete /Nil	Need improvement
15	Innovation undertaken in the District	Incomplete /Nil	Need improvement
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Incomplete /Nil	Inspection is must

Branch	2.15	JAIL BRANCH / PRISON
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
1	Dak –Communication & Tracking System	In-Complete	Need improvement
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Claimed Yes	
7	Details about Jail Inmates both Male and Female (viz., UTP, convicts etc. with break up)	Satisfactory	Reporting needs improvement
8	Number of Women Warden	Satisfactory	Need improvement
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.	Satisfactory	Need improvement
10	No.of deaths of inmate during the last 12 months.	Satisfactory	Good
11	Jail Inspection report and follow up	Satisfactory	Need action
12	Last date of review of Jail officials work performance	Incomplete	Need improvement
13	Leadership and Organisation	Incomplete	Need improvement
14	Public Grievances / Public Services	Nil	Need Improvement
15	RTI	Nil	Need improvement
16	Timely submission of statements / reports to higher authorities in the current year.	-	Need improvement
17	Branch Inspection	Satisfactory	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.

Branch	2.16	ELECTION BRANCH
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
1	Dak –Communication & Tracking System	In-Complete	Need improvement
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
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	Satisfactory	Need improvement
8	Status of Summary revision	Satisfactory	Need improvement
9	Status of D-Voter	Satisfactory	-
10	Finance & Accounts	Incomplete	Need improvement
11	Leadership and Organisation	-	Need improvement
12	Public Grievances / Public Services	Nil	Need improvement
13	RTI	Incomplete	Need improvement
14	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
15	Branch Inspection	Incomplete	Need improvement
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	-	-
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Random	Inspection is a must

Branch	2.17	Treasury
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
1	Dak –Communication & Tracking System	In-Complete	Need improvement
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Treasury inspections	Satisfactory	Satisfactory. Action taken is pending.
8	Pensions	Satisfactory	Need improvement
9	No.of cases pertaining to fake drawal detected by treasury during the last year and current Year and action taken	Nil	Good
10	Status of submission of Monthly Accounts for the last 6 months	Incomplete	Need improvement
11	Leadership and Organisation	Nil	Need improvement
12	Public Grievances / Public Services	Nil	Need improvement
13	RTI	Incomplete	Need improvement
14	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
15	Branch Inspection	Satisfactory	Good
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	-	-
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Random	Inspection is a must.

PART	3	DEVELOPMENT BRANCH
	3.1	DEVELOPMENT BRANCH
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
1	Dak –Communication & Tracking System	In-Complete	Need improvement
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	FAO: Whether the views of FAO are taken before financial sanction and before fund release etc.	Satisfactory	-
8	DDC /Sub-Div.Dev.Committee Meetings	Satisfactory	Need improvement
9	Cash Registers	Incomplete	Need improvement
10	Contingent Register	Incomplete	Need improvement
11	Stock Register		
12	Enforcement of AFRBM & Other Acts, guidelines, instructions etc.		
13	MP/MLA LAD	Incomplete	Needed improvement
14	Issues and steps being taken		
15	No.of physical inspections undertaken during the last year and in the current year	Incomplete	Not satisfactory
16	Capacity building / Training	Incomplete	Need improvement
17	Monitoring / Inspections	Incomplete	Need improvement
18	Schemes of all line Departments of the District (incl. MP/MLALAD, NLCPR, NEC, CSS, State Schemes etc.)- Allocation, receipt, expenditure, UC etc.		
19	Audit Status		

20	For Local Body (PRI & ULB) Elections		
21	Leadership and Organisation		
22	Public Grievances / Public Services	Incomplete	Need improvement
23	RTI	Incomplete	Not satisfactory
24	Timely submission of statements / reports to higher authorities in the current year.	Nil	Not satisfactory
25	Branch Inspection	Incomplete	Not satisfactory
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	-	-
29	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	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	It is reported that there was no inspection by the Commissioner, HBV since the creation of the District.	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	In-Complete	Need improvement
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	In Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	In-Complete	Need improvement
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Not provided till date
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	-	Need improvement
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	No	Not satisfactory
12	Enclose Action plan for better implementation of 15- Point Programme	No	Not satisfactory
13	Schemes- Allocation, receipt, expenditure, UC etc. (esp.MSDP and others)	Incomplete	Not satisfactory
14	Monitoring / Inspections	Nil	Not satisfactory
15	Leadership and Organisation	-	Need improvement
16	Public Grievances / Public Services	Incomplete	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 improvement
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)	Incomplete	Inspection is a must.

Branch	3.3	Tea-Garden Tribes
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
1	Tea Gardens and Population	Satisfactory	Good
2	Ex-Tea Gardens	Satisfactory	Good
3	Issues and action plan	Incomplete	Need improvement
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.	Incomplete	Not satisfactory

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	It is reported that there was no inspection by the Commissioner, HBV since the creation of the District.	

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)	Reported	Not satisfactory
4	Status conversions from AP to PP as on date	Reported except for Hailakandi circle	Need improvement
5	Statement of settled land for the year ending 30 th September	Reported-incomplete	Need improvement
6	Doul (Demand) & Revenue Collection of current Year	Reported	Not satisfactory
7	Status of Tenancy Khatian (Area in Ha)	Reported	Need improvement

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Reported	Need improvement / computerization
2	Records / Registers-Updation	Reported	Need improvement
3	Safety of files and Record Keeping	Reported	Satisfactory
4	Names of Legislations / Acts/Rules etc. administered by the Branch		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.	Reported Yes	Need improvement
7	Circle Office / Mouja inspections	Reported	Need improvement
4.1	SETTLEMENT AND ALLOTMENT		
	Rajah Adalats & NR Cases	Reported but not NR cases	Need improvement
	Survey including <i>Non-cadastral villages</i>	Reported	Not satisfactory
4.2	ENCROACHMENTS	Reported	Not satisfactory
4.3	DOUL / REVENUE Collection	Reported	Not satisfactory
4.4	FISHERY	Reported	Satisfactory
4.5	LAND ACQUISITION	Reported	Not satisfactory. 29 cases are pending
4.6	LAND Reforms: Land Ceiling	Reported	Need improvement
4.7	LAND RECORDS/ RKg	Reported	Need improvement
4.8	BAKIJAI	Reported	Need improvement
4.9	Chapter X	Reported	No protected classes land / tribal belt/block
8	Leadership and Organisation	Reported	Need improvement
9	Public Grievances / Public Services	Nil	Need improvement
10	RTI	Reported	Good
11	Timely submission of statements / reports to higher authorities in the current year.	Reported	Satisfactory
12	Branch Inspection	Reported	Satisfactory 18/7/12
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)	Reported	Inspection is must.

Branch	4.10	DISASTER MANAGEMENT (Relief)
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
1	Dak –Communication & Tracking System	Incomplete	Need improvement
2	Records / Registers-Update	Reported	Satisfactory
3	Safety of files and Record Keeping		Satisfactory
4	Names of Legislations / Acts/Rules etc. administered by the Branch		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	Disaster Preparation	reported	Satisfactory
8	Disasters-Works	Reported	Satisfactory
9	Relief & Rehabilitation	Reported	
10	Finance & Accounts	Reported	One AC bill is pending regularization
11	Monitoring / Inspections	Reported	Need improvement
12	Schemes- Allocation, receipt, expenditure, UC etc.	Not reported	Not satisfactory
13	Leadership and Capacity building	Reported	Need improvement
14	Public Grievances / Public Services	Nil	Need improvement
15	RTI	Reported	Need improvement
16	Timely submission of statements / reports to higher authorities in the current year.	Reported	Satisfactory
17	Branch Inspection	Reported	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.

**Report of Sri.Kalyan Dutta, SO to Commissioner, HBV on
Hailakandi Revenue and Disaster Management Branch:**

I have inspected the Revenue Branch of the Hailakandi District on 5/12/12 and found following findings:-

Regarding availability of records

(1) No revenue records could be inspected as the Settlement Operation was going on during the time of my visit. It was found that the format supplied from the O/O the Commissioner of Hills and Barak Valley Division, Assam, Dispur was filled up bearing on the records available in the O/O the Assistant Settlement officer, Hailakandi. As such, no cross-check could be done in the Deputy Commissioner Office.

Regarding Collection of Land Revenue

(2) It was found that no prescribed format was used(Assam Schedule XIV Part II) against collection of land revenue by the Tahsildars, Hailakandi. In stead of using the format, the Tahsildars are found using plain paper as a record of collection of land revenue . On being enquired, it was clarified before the U/S that due to non-supply of prescribed format, the plain paper are being used.(copy enclosed).

Regarding Tahsil inspection

(3) It was also found that the tahsil inspection done by the Deputy Commissioner was always half completed since the land revenue collection part was ignored by the Deputy Commissioner or by his authorized officer.

Loopholes as observed

It was observed that the approach of the Tahsildar as regards collection of land revenue was quite casual and also informal. Plain papers were used in stead of using prescribed format on the ground of non supply of the prescribed format by the Govt. On the other hand no requirement as a demand supply was shown before the U/S at the time of inspection . As such the execute was quite filling and can not be taken as granted. Using of plain papers as a record of revenue collection is highly objectionable from the financial point of view. As the pain papers do not bear any official records, the chances of misappropriation of land revenue can not be ruled out by the officials collected the same. This is highly undesirable and immediately be stopped.

- It was minutely observed that the Tahsil were not properly inspected by the Deputy Commissioners resulting in poor collection of land revenue as well as defective procedures adopted by the Tahsildars (Uses of plain papers).
- It is suggested to introduce C.F.R.(Counter Foil Receipt Book) books immediately in the Barak Valley to check the misappropriation of land revenue and proper collection of the same.

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	Incomplete	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	Incomplete	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