

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,
Karbi Anglong, Diphu**

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 08.02.2013. 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 the Treasury Officer, Dima Hasao.(Sri.SK Shome)
V	Detail report on Treasury & Disaster Management by SO to Commissioner
VI	Detail report on Development Branch by the SDO Dima Hasao (Mrs.Nampui)

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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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/ GAD/ Finance/ P &D / HAD/ Home & Political/ Minority Welfare/ Tea Tribe Department, Dispur for kind information.
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: KARBI ANGLONG**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 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 Deptt. 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.
5	Magistracy	Computerisation of cases under Magistracy branch is badly needed. 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 invited by the SP to attend the crime review of the District.
6	Arms & Explosives	A large number of weapons 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. It needs to be stopped forthwith and the DC office has to re-engineer the government business process afresh as per rule of law.
8	Development	Total Number of inspections undertaken by the DC, ADCs, SDOs, EACs, COs, BDOs and others is 15 + in the last year and 16+ in the current year (point.15). This clearly illustrates poor monitoring system in the districts. This suggests the need to strengthen the M& E System.

		The DC is not holding DDC meeting with the line departments that are involved in MP/MLA LAD, MSDP etc. schemes. He should henceforth start holding the same.
		Annexure IV:Transparency: Model Sign Board with peoples estimate is to be implemented both for transparency and for people's empowerment and social audit.
9	Minority Welfare	Information is not submitted till this report preparation.
10	Tea Tribe	Information is not submitted till this report preparation.
11	Women and Child Welfare	No information was submitted on Women and Child Welfare.
12	All Branches	Quarterly inspection of branches by the Branch officers is recommended. Six monthly inspections of branches by the DC is recommended.
13	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. At least one programme is to be held for officers and NGOs monthly.

Action to be taken up by the Government:

S.No	Department	Actions for the consideration
1	Personnel Deptt.	To fill up vacancies of ACS officers. Vacancies have serious implications on the law and order management and on the developmental activities of this backward district.
		Government is requested to instruct the ACS officers to submit their performance targets as per the ACR rules in the beginning of the Year.
2	Administrative Reforms and Training	Proper Record Management: To issue necessary guidelines on the classification of records while the creation stage itself
		To impart need based trainings both to the officers and the staff
		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. It needs to be stopped forthwith and the DC office has to re-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 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. • 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 having serious implication on law and order. 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 reports of CJMs and improve the Jain infrastructure and services.
5	Food & Civil Supplies	<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 should 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>
6	Finance	<p>Present manual dak system at Treasury needs to be replaced with the computerized system.</p> <p>There should be a regular review on the action taken on the inspection of Treasuries by the Deputy Commissioners at six monthly intervals.</p> <p>Adequate budgetary provision for DC Estt. Timely release of funds to Developmental activities. Timely release of funds under Minority Welfare.</p>
7	Planning and Development	Total Number of inspections undertaken by the DC, ADCs, SDOs, EACs, COs, BDOs and others is 15 +

		<p>in the last year and 16+ in the current year (point.15). This clearly illustrates poor monitoring system in the districts. This suggests the need to strengthen the M&E System.</p> <p>May develop online MIS for MLA LAD like that of MP LAD Schemes for better monitoring and fixing accountability.</p> <p>DDC Meeting: The DC is not holding DDC meeting with the line departments that are involved in MP/MLA LAD, MSDP etc. schemes. He should henceforth start holding the same.</p> <p>All the DCs reported that the planning cell staff are not imparted any training on programme / project management. Government is requested to provide trainings on regular basis.</p>
		Annexure IV:Transparency: Model Sign Board with peoples estimate is to be implemented both for transparency and for people's empowerment and social audit.
8	Minority Welfare	<p>Requested to expedite release funds timely.</p> <p>There is a need to review the implementation of earlier works with transparency, monitoring and social audit.</p> <p>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.</p> <p>Need to computerize schematic activities.</p>
9	Tea Tribe	There should be a regular review of schemes / programmes.
10	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.
11	IT Department	Government of Assam is requested to review the NeGP, e-projects and infrastructure and e-services in the District.
12	All Departments	Are to examine and test the format for incorporating their requirements and changes.
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.

Performance Management initiative of Government of Assam

**A REPORT ON THE
Institutional efficiency
of the
Office of Deputy Commissioner: Karbi Anglong**

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

Year 2012-13

District	KARBI ANGLONG
Date of Inspection	08.02.2013

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	08.02.2013
Deputy Commissioner on the date of Inspection	Sri.P.K.Buragohain ACS

Inspection Team	Officer Name	Branches inspected
1. Commissioner	Dr.M.Ariz Ahammed IAS	General Administration
2. Special Officer	Sri.Kalyan Datta ACS	Treasury
3. Addl. Deputy Commissioner (Dev.) of neighboring District	Mrs.L.Z. Nampui SDO Dima Hasao	Development
4. Treasury Officer of neighboring District	Sri.S.K.Shome Treasury Officer, Haflong	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	NO
	1.2	Organisational structure of DC/SDO Establishment	NO
	1.3	Names of Officers	
	1.4	Manpower position	Incomplete
	1.5	Status of Training	Incomplete
	1.6	Latest District Basic Data sheet from Census of India	No
	1.7	Human Development Indicators of the District	No
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	
	2.10	Food, Civil Supplies & Consumer Affairs	<u>NR</u>
	2.11	Excise	<u>NR</u>
	2.12	Registration	<u>NR</u>
	2.13	Civil Defence	NO
	2.14	Home Guards	
	2.15	Jail / Prison	
	2.16	Election	
	2.17	Treasury	
III		Development	
	3.1	General Development	
	3.2	Minority Welfare & Chars	NO
	3.3	Tea Gardens	<u>NO</u>
	3.4	CM Vision for Women and Children	<u>NO</u>
IV	4	Revenue Administration & Disaster Management	<u>NR</u>
	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)	<u>YES</u>
V		e-Governance & e-Services	No
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	

Note:

NR: The branches are not related to the O/o Deputy Commissioner, Karbi Anglong.

PART-I

	<u>Parameter</u>	<u>Reporting</u>	<u>Performance</u>
1.1	Details of Past Inspection by the Divisional Commissioner	Not reported	
1.2	Organogram of the Deputy Commissioners / SDO (Civil) establishment	Not reported	
1.3	Names of Officers in the DC / SDO (Civil) Establishment	Complete	Vacancies are there
1.4	Posts –Sanctioned, in-position and vacancy and remarks	Satisfactory	A number of posts are vacant.
1.5	Status of Training on Office Management and Financial Management (During the last 12 months)	Incomplete	Need improvement
1.6	Latest District data sheet of Census of India (www.censusindia.gov.in)	Not reported	Need improvement
1.7	Human Resource Development of the District (to be tabulated based on the available data/reports)	Not reported	Need improvement

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 Karbi Anglong Informed that till date the O/o DC Karbi Anglong 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	Incomplete	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Incomplete	Needs improvement
3	Safety of files and Record Keeping	Incomplete	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	Satisfactory	Good
7	Service Books Maintenance	Incomplete	Not satisfactory
8	Gradation list	Incomplete	Need improvement
9	Job chart	Satisfactory	Scope for improvement
10	ACR / PAR and Performance Targets	Incomplete	Not satisfactory
11	Assets and Liabilities	-	Need improvement
12	Bill preparation & Advances	Satisfactory	Good
13	Vigilance, Departmental Proceedings / enquiries as on date	Incomplete	Need improvement
14	Pension Matters (As on date)	Incomplete	Need improvement
15	Leadership and Organisation	Incomplete	Need improvement
16	Public Grievances / Public Services as on date	Nil	Need improvement
17	RTI	Nil	Need improvement
18	Timely submission of statements /reports/ Certificates to higher authorities in the current year.	Nil	Need improvement
19	Branch Inspection by the Branch Officer / DC	Nil	Inspection is a must.
20	e-Governance of any of the process taken up	Nil	Need improvement

21	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
22	Innovation undertaken in the District	Nil	Need improvement
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	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	DC Karbi Anglong Informed that till date the O/o DC Karbi Anglong was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Incomplete	Needs improvement. There is a need maintain a stamp account register.
3	Safety of files and Record Keeping	Incomplete	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	Cash Registers	Incomplete	Need improvement
7	AC /DCC Bills	Incomplete	All columns are to be filled in.
8	Contingent Register	Reported	Need to comply with the Govt. prescribed register.
9	Permanent Advance if any.	Incomplete	Need improvement
10	Stock Register	Incomplete	Not satisfactory
11	Enforcement of AFRBM Act in all financial transactions viz., appointments, procurements, sanctions, budget etc.		
12	Office Cleanliness	Satisfactory	Need improvement
13	Circuit House / Dak Bunglow	Satisfactory	Need improvement
14	Proper observation of Independence Day/ Republic Day/ Integration –day & Week/ Education Day etc.	Satisfactory	Good.
15	Service of Notices	Satisfactory	Good
16	Counter Insurgency		
17	Forms and Stationary		

18	Library	Satisfactory	Need improvement
19	Vehicle Repairing Expenditure (make available vehicle history sheet for inspection)		
20	Pool Vehicle POL Expenditure		
21	Status of Condemnation of items (as per Government guidelines)	Incomplete	
22	Ceilings received during the last 3 Years and Amount withdrawn without submitting vouchers being below Rs.1000/-		
23	Audit Status		
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	Satisfactory	Though inspection was undertaken improvement is not conspicuous
29	e-Governance of any of the process taken up	-	-
30	Any other matter (Including the adequacy of Budget provision) to be provided by the Branch Officer.	-	-
31	Innovation undertaken in the District	-	-
32	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

Note: A detailed inspection report on Nazarat is enclosed separately.

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

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Incomplete	Needs improvement
3	Safety of files and Record Keeping	Incomplete	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	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	Nil	Not satisfactory
8	No.of Character Verification cases/ Antecedents cases pending:	Nil	
9	National Solidarity and Integration Committee-at District & other levels	Satisfactory	There is further scope for improvement
10	Law & Order	Incomplete	Need improvement
11	Crime Review	Incomplete	Need improvement
12	Communal Violence cases of last 10 Years	Incomplete	Not satisfactory
13	Number of Police Stations inspected during the last 12 months	Incomplete	Not satisfactory
14	Human Rights and NHRC / SHRC/Other Commissions	Incomplete	Not satisfactory
15	Legal Aid	-	-
16	Lokadalats	-	-
17	Empowerment of Civil Society	Incomplete	Need improvement
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 /	Incomplete	Need improvement

	reports to higher authorities in the current year.		
22	Branch Inspection	Incomplete	Inspection is must.
23	e-Governance of any of the process taken up	Incomplete	Need improvement
24	Any other matter to be provided by the Branch Officer.	Incomplete	Need improvement
25	Innovation undertaken in the District	Incomplete	Need improvement
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Incomplete	Inspection is must.

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

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Incomplete	Needs improvement
3	Safety of files and Record Keeping	Incomplete	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	Whether the District Database of licenses /Gun Register is computerized as per Govt. instructions?		Not satisfactory
7	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported Yes	
8	Arms licenses	Incomplete	Not satisfactory
9	Explosives NOC	Satisfactory	Satisfactory
10	Prosecutions under Arms Act	Nil	Not satisfactory
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.	-	Need improvement
15	Branch Inspection	Satisfactory	Not satisfactory
16	e-Governance of any of the process taken up	Satisfactory	Need improvement
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)	-	Inspection is must.

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

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Incomplete	Needs improvement
3	Safety of files and Record Keeping	Incomplete	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	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported Yes.	
7	No.of Passport applications pending for Police verification	Satisfactory	
8	Verification process	Satisfactory	Satisfactory
9	Leadership and Organisation	Nil	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	Inspection is must.
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	2.6	HOTEL & SARAI
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Karbi Anglong Informed that till date the O/o DC Karbi Anglong was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Incomplete	Needs improvement
3	Safety of files and Record Keeping	Incomplete	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	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported Yes	
7	Matters pending in the branch	Satisfactory	
8	Leadership and Organisation	Incomplete	Need improvement
9	Public Grievances / Public Services	Nil	Need improvement
10	RTI	Nil	Need improvement
11	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
12	Branch Inspection	incomplete	Inspection is must.
13	e-Governance of any of the process taken up	Nil	Need improvement
14	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
15	Innovation undertaken in the District	Nil	Need improvement
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Inspection is must.

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

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Incomplete	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Incomplete	Needs improvement
3	Safety of files and Record Keeping	Incomplete	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	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported Yes	
7	Matters pending in the branch	Satisfactory	
8	Leadership and Organisation	Incomplete	Need improvement
9	Public Grievances / Public Services	Nil	Need improvement
10	RTI	Nil	Need improvement
11	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
12	Branch Inspection	Incomplete	Inspection is must.
13	e-Governance of any of the process taken up	Nil	Need improvement
14	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
15	Innovation undertaken in the District	Nil	Need improvement
16	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Inspection is must.

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

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Satisfactory	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Satisfactory	Needs improvement
3	Safety of files and Record Keeping	Satisfactory	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	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Availability of Checklist for all certificates to be followed in processing the requests	Not produced	
8	Disposal status	Satisfactory	Not satisfactory. The present process is against the rule of law.
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.	Incomplete	Need improvement
13	Branch Inspection	Incomplete	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.	Incomplete	Need improvement
16	Innovation undertaken in the District	Incomplete	Need improvement
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Incomplete	Inspection is a must

Branch	2.9	CENSUS
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Karbi Anglong Informed that till date the O/o DC Karbi Anglong was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Not maintained	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Not maintained	Needs improvement
3	Safety of files and Record Keeping	Not maintained	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	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported Yes	
7	Issues and steps being taken	Nil	Need improvement
8	Leadership and Organisation	Nil	Need improvement
9	Public Grievances / Public Services	Nil	Need improvement
10	RTI	Nil	Need improvement
11	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
12	Branch Inspection	Nil	Inspection is a must
13	e-Governance of any of the process taken up	Nil	Need improvement
14	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
15	Innovation undertaken in the District	Nil	Need improvement
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Inspection is a must

Branch	2.10	FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	NOT UNDER DISTRICT ADMINISTRATION	

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	Service Books Maintenance		
8	Gradation list		
9	Job chart		
10	ACR / PAR		
11	Assets and Liabilities		
12	Bill preparation & Advances		
13	Vigilance, Departmental Proceedings / enquiries as on date		
14	Pensions		
15	Coverage under PDS for the District as a whole		
16	PDS & Essential Commodities Network in the District & Inspections:		
17	Access to marginalized sections: FOR THE LAST MONTH		
18	Schemes, Commodities, Monthly Allocation and Lifting-District level (incl.of Sub-divisions)		
19	Last Year Allocation, Lifting and Distribution:		
20	Capacity building / Training		
21	Monitoring of PDS etc.		
22	Inspection Formats		

23	Leadership and Organisation		
24	Public Grievances /Public Services		
25	RTI		
26	Timely submission of statements / reports to higher authorities in the current year.		
27	Branch Inspection		
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)		

Branch	2.11	EXCISE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	NOT UNDER DISTRICT ADMINISTRATION	

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	Service Books Maintenance		
8	Job chart		
9	ACR / PAR		
10	Assets and Liabilities		
11	Bill preparation & Advances		
12	Vigilance, Departmental Proceedings / enquiries as on date		
13	Pensions		
14	Excise Collection		
15	Latest date of Reconciliation of Excise revenue with Treasury records and discrepancies if any		
16	Defaulter of Govt. revenue, if any		
17	Consumption of liquor		
18	Licencee details		
19	Monitoring /Inspections/ Cases/ Raids in the current Year		
20	Leadership and Organisation		
21	Public Grievances /Public Services		
22	RTI		
23	Timely submission of statements / reports to higher authorities in the current year.		
24	Branch Inspection		
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)		

Branch	2.12	REGISTRATION
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	NOT UNDER DISTRICT ADMINISTRATION	

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	Status of e-panjiyan		
8	Registration Collection for the last 3 Years		
9	Reconciliation and Compliance		
10	Integrity of Registration process		
11	Stock Register		
12	Contingent Register		
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	2.13	CIVIL DEFENCE
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	NOT REPORTED	

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	DC Karbi Anglong Informed that till date the O/o DC Karbi Anglong was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Satisfactory	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Updateion	Satisfactory	Needs improvement
3	Safety of files and Record Keeping	Satisfactory	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	Need improvement
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	Incomplete	Need improvement
8	Leadership and Organisation	Incomplete	Need improvement
9	Public Grievances / Public Services	Nil	Need improvement
10	RTI	Nil	Need improvement
11	Timely submission of statements / reports to higher authorities in the current year.	Satisfactory	Need improvement
12	Branch Inspection	Nil	Inspection is a must
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)	Satisfactory	Need improvement

Branch	2.15	JAIL BRANCH / PRISON
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Karbi Anglong Informed that till date the O/o DC Karbi Anglong was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Satisfactory	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Satisfactory	Needs improvement
3	Safety of files and Record Keeping	Satisfactory	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	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.		
7	Details about Jail Inmates both Male and Female (viz., UTP, convicts etc. with break up)		
8	Number of Women Warden		
9	Breif note on Jail infrastructure and arrangements- accommodation including for women inmates, Food, Drinking Water, health, toilets, skill development, education, recreation, security, safety etc.		The Jail Infrastructure badly needs improvement.
10	No.of deaths of inmate during the last 12 months.	Nil	
11	Jail Inspection report and follow up	Satisfactory	Action is pending
12	Last date of review of Jail officials work performance		
13	Leadership and Organisation	Nil	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.	Satisfactory	Need improvement

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 must.

Branch	2.16	ELECTION BRANCH
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Karbi Anglong Informed that till date the O/o DC Karbi Anglong was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Satisfactory	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Satisfactory	Needs improvement
3	Safety of files and Record Keeping	Satisfactory	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	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported Yes	
7	Status of Photo electoral revision	Satisfactory	Need improvement
8	Status of Summary revision	Incomplete	Satisfactory
9	Status of D-Voter		
10	Finance & Accounts	Incomplete	Need improvement
11	Leadership and Organisation	Incomplete	Need improvement
12	Public Grievances / Public Services	Incomplete	Need improvement
13	RTI	Incomplete	Need improvement
14	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
15	Branch Inspection	Incomplete	Proper inspection is essential.
16	e-Governance of any of the process taken up	Incomplete	Need improvement
17	Any other matter to be provided by the Branch Officer.	Incomplete	Need improvement
18	Innovation undertaken in the District	Incomplete	Need improvement
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Incomplete	Proper inspection is essential.

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

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Satisfactory	satisfactory
2	Records / Registers-Update	Satisfactory	Needs improvement
3	Safety of files and Record Keeping	Satisfactory	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	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported yes	
7	Treasury inspections	Satisfactory. DC inspection report is not available	Need improvement on inspection report
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	Satisfactory	
10	Status of submission of Monthly Accounts for the last 6 months	Satisfactory	Satisfactory
11	Leadership and Organisation	Incomplete	Need improvement
12	Public Grievances / Public Services	Nil	Need improvement
13	RTI	Nil	Need improvement
14	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
15	Branch Inspection	Nil	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)	Satisfactory	Satisfactory

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

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Satisfactory	Need to have branch specific Receipt & Issue system.
2	Records / Registers-Update	Incomplete	Needs improvement
3	Safety of files and Record Keeping	Incomplete	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	Need improvement
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.	Reported Yes	
8	DDC /Sub-Div.Dev.Committee Meetings	Not held	Are to be held henceforth.
9	Cash Registers	Incomplete	Not satisfactory
10	Contingent Register	Incomplete	Not satisfactory
11	Stock Register	Incomplete	Not satisfactory
12	Enforcement of AFRBM & Other Acts, guidelines, instructions etc.	Incomplete	Need improvement
13	MP/MLA LAD	Incomplete	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	Reported	Not satisfactory
16	Capacity building / Training	Nil	Not satisfactory
17	Monitoring / Inspections	Incomplete	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

19	Audit Status	Incomplete	Not satisfactory
20	For Local Body (PRI & ULB) Elections	-	-
21	Leadership and Organisation	Incomplete	Need improvement
22	Public Grievances / Public Services	Nil	Need improvement
23	RTI	Reported	Need improvement
24	Timely submission of statements / reports to higher authorities in the current year.	Satisfactory	Need improvement
25	Branch Inspection	Not done	Inspection is must
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.

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

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	NOT REPORTED	NOT SATISFACTORY
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	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		
11	Enclose 15-Point Progress Report		
12	Enclose Action plan for better implementation of 15- Point Programme		
13	Schemes- Allocation, receipt, expenditure, UC etc. (esp.MSDP and others)		
14	Monitoring / Inspections		
15	Leadership and Organisation		
16	Public Grievances / Public Services		
17	RTI		
18	Timely submission of statements / reports to higher authorities in the current year.		
19	Branch Inspection		
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)		

Branch	3.3	Tea-Garden Tribes
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Karbi Anglong Informed that till date the O/o DC Karbi Anglong was not inspected by the Commissioner, HBV	

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

Branch	3.4	Women & Child Welfare (CMs vision for Women and Children)
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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 reported	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		

Revenue at a Glance

S.No	Performance Question	Reporting	Performance
1	Circle wise Area and survey status		
2	Government land (Area in Ha)		
3	Status of distribution of Ceiling Surplus land (Area in Ha)		
4	Status conversions from AP to PP as on date		
5	Statement of settled land for the year ending 30 th September		
6	Doul (Demand) & Revenue Collection of current Year		
7	Status of Tenancy Khatian (Area in Ha)		

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System		
2	Records / Registers-Updation		
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	Circle Office / Mouja inspections		
4.1	SETTLEMENT AND ALLOTMENT		
	Rajah Adalats & NR Cases		
	Survey including <i>Non-cadastral villages</i>		
4.2	ENCROACHMENTS		
4.3	DOUL / REVENUE Collection		
4.4	FISHERY		
4.5	LAND ACQUISITION	REPORTED	Need improvement
4.6	LAND Reforms: Land Ceiling		
4.7	LAND RECORDS/ RKg		
4.8	BAKIJAI	Reported	Not satisfactory
4.9	Chapter X		
	Summary of Pending cases		
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	4.10	DISASTER MANAGEMENT (Relief)
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch	DC Karbi Anglong Informed that till date the O/o DC Karbi Anglong was not inspected by the Commissioner, HBV	

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Reported	Need a separate receipt-issue for the branch
2	Records / Registers-Update	Satisfactory	Satisfactory
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	Not satisfactory
8	Disasters-Works	Reported	
9	Relief & Rehabilitation	Reported	Action pending
10	Finance & Accounts	Reported	Satisfactory
11	Monitoring / Inspections	Reported	Not satisfactory
12	Schemes- Allocation, receipt, expenditure, UC etc.	Incomplete	Need improvement
13	Leadership and Capacity building	Incomplete	Need improvement
14	Public Grievances / Public Services	Nil	Need Improvement
15	RTI	Reported	Satisfactory
16	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
17	Branch Inspection	Reported	Action taken is pending
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	DC Karbi Anglong Informed that till date the O/o DC Karbi Anglong was not inspected by the Commissioner, HBV

S.No	Performance Question	Reporting	Performance
A	District Website and Officers list	Satisfactory	Not satisfactory
B	e-Projects	Satisfactory	Not satisfactory
C	DC / SDO Establishment –Branch wise infrastructure & Manpower /e-Gov. Applications	Satisfactory	Need improvement
D	DC / SDO Establishment –Branch wise e-Services if any	Incomplete	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	Incomplete	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	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		Need implementation
	9.	Scheme Register		
	10.	Scheme Fund Receipt and Utilization Register		
	11.	Model Sign board for transparency of works/schemes		
	12.	15-Point Programme Progress report		
	13.	15-Point Programme Point:12 Recruitment status in State Services Form 6.A & 6.B		
	14.	Annual Inspection Register		