

**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 .HGG.45/2012-2013/  
Dispur Dated 25<sup>th</sup> March 2013

**To The Deputy Commissioner, Karimganj  
Karimganj**

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 06.12.2012 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:<br>a. Provision of information as per the prescribed format ( recorded as complete or satisfactory or as incomplete<br>b. The performance of the branch – rated as Good/ Satisfactory/ Need improvement/ Not satisfactory |
| IV     | Detail report on Nazarat by the Mr.S.K.Shome, Treasury Officer, Haflong.  |
| V      | Detail report on Revenue and Disaster Management by the SO to Commissioner.   |
| VI     | Detail report on Development Branch by Mr.M.K.Das ADC, Haflong.   |

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 30<sup>th</sup> 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 <sup>th</sup> 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: KARIMGANJ****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 registers including Guard file 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.
5	Magistracy	There is no computerisation of cases under Magistracy branch . NIC already has software application. There were no inspection of Police Stations. Need to include the prohibition of any hate speech / expression and criminal liability of the same while issuing permission for meetings / processions. No educational institution should be allowed for political activity. It appears the DC is not attending the crime review of the District.
6	Arms & Explosives	A large number of weapons are not renewed having implications on law and order / insurgency. Prosecution under Arms Act appears to be not satisfactory.
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	Failed to show even a single inspection report of any FP Shop, GPSS, LPG agency, PDS functionary etc. Web-hosting of allocations, lifting and distribution is not peoples friendly format. It should be GPSS, FP shop wise.

		<p>Inspection format / checklists are not available.</p> <p>Lifting needs improvement</p> <p>Gradation list is to be circulated to all the Districts.</p> <p>There is no job description for the inspectors / sub-inspectors.</p>
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	<p>Total Number of inspections undertaken by the DC, ADCs, SDOs, EACs, COs, BDOs and others is not specified. This clearly illustrates no proper monitoring system in the districts. This suggests the need to strengthen the M&amp; E System.</p> <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.</p>
11	Minority Welfare	Information reported is incomplete.
12	Tea Tribe	Information is not submitted till this report preparation.
13	Women and Child Welfare	No information was submitted on Women and Child Welfare. But assured to submit at the earliest.
14	All Branches	<p>Quarterly inspection of branches by the Branch officers is recommended.</p> <p>Six monthly inspection of branches by the DC is recommended.</p>
15	RTI	<p>RTI implementation is not satisfactory.</p> <p>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.</p>

<b>Action to be taken up by the Government:</b>
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S.No	Departments	Action points for the consideration of the Government
1	Personnel Deptt.	To fill up vacancies in the posting of ACS officers. To ensure that all the officers finalise the performance targets as per ACR rules at 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 training both the officers and the staff To renovate/ improve the Record room condition. e-Services of Certificates: May request IT Dept. to develop suitable standard software application for all certificate services of the district administration including back end office for reliability and timeliness. Present system where in the applicant is responsible to move around different offices for various approvals needs to be stopped forthwith and the DC office has to engineer the government business process afresh as per rule of law. Status of RTI in the Districts illustrates inadequate awareness about the objectives and utility of the Act in empowering the citizen and to improve the performance of Government machinery. This suggests the need to organize capacity building of people esp. marginalized communities viz., ST, SC, Minorities, Tea Tribe and border area people under S.26 of RTI Act, 2005.
3	GAD	To enhance the budgetary provision for the maintenance of O/o DC and Circuit Houses.
4	Home & Political	<ul style="list-style-type: none"> <li>• There should be a six monthly review on the Cr.PC cases. Long delayed cases are major source of Law and order problems.</li> <li>• Also to review the performance of Police / crime reports and measures taken.</li> <li>• Need to fill up the vacancies in police force.</li> <li>• Adequate budgetary provision to Police Stations –responsible for 24x7 Services.</li> </ul> <p>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.</p>

- Need to develop / suggest a common software application for India-Bangladesh Passport database  
Government is requested to improve the Jain infrastructure and services.
- 5 Food & Civil Supplies Submission of Assets and Liabilities statement should be made compulsory for all employees like that of other sr.officials.  
Instruct Districts to have clear job description for the inspectors / sub-inspectors.  
Inspection format / checklist may be circulated to all the Districts. Such formats are available at Sonitpur, Tezpur developed during 2002-04.  
Present monitoring system –Vigilance Committees and inspection by senior officers is not working. This needs to be reviewed objectively and is to be pursued.  
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.
- 6 Excise No inspection / monitoring report was shown during the inspection. There should be check list / prescribed inspection format for each licensee category.
- 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 Treasuries 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.
- 9 Finance Deptt. Adequate budgetary provision for DC Estt.  
Timely release of funds to Developmental activities.  
Timely release of funds under Minority Welfare and Tea Tribe Welfare.
- 10 Planning and Development Total Number of inspections undertaken by the DC, ADCs, SDOs, EACs, COs, BDOs and others could not be specified. 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.
- Annexure IV:Transparency: Model Sign Board with peoples estimate is to be implemented both for transparency and for people's empowerment and social audit.
- 11      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.  
Annexure IV:Transparency: Model Sign Board with peoples estimate is to be implemented both for transparency and for people's empowerment and social audit.
- 12      Tea Tribe      There should be review of schemes / programmes.
- 13      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.
- 14      All Departments      Are to examine and test the format for incorporating their requirements and changes.

Performance Management initiative of Government of Assam

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

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
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District  
Date of Inspection

KARIMGANJ  
06.12.2012

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 <sup>st</sup> 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 <sup>st</sup> 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**

06.12.2012

**Name of the Deputy Commissioner**

Sri.D.Malakar ACS

**Inspection Team**

<b>Inspection Team</b>	<b>Officer Name</b>	<b>Branches inspected</b>
1. Commissioner	Dr.M.Ariz Ahammed IAS	General Administration Part-II & Part-V to XVI
2. Special Officer	Sri.Kalyan Dutta ACS	Revenue and DM
3. Addl. Deputy Commissioner (Dev.) of neighboring District	Sri.M.K.Das ACS Dima Hasao	Development
4. Treasury Officer of neighboring District	Sri.S.K.Shome Haflong	Nazarat

## INDEX

Part	S.No	Item / Branch	Reports not submitted
I		Vision, Objective, Outcome and Timeline of Format	
	1.1	Past Inspection of the Divisional Commissioner	No
	1.2	Organisational structure of DC/SDO Establishment	No
	1.3	Names of Officers	No
	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 Indicators of the District	No
II		<b>General Administration</b>	
	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	
	2.11	Excise	
	2.12	Registration	
	2.13	Civil Defence	
	2.14	Home Guards	
	2.15	Jail / Prison	
2.16	Election		
2.17	Treasury		
III		<b>Development</b>	
	3.1	General Development	
	3.2	Minority Welfare & Chars	NO
	3.3	Tea Gardens	
	3.4	CM Vision for Women and Children	
IV	4	<b>Revenue Administration &amp; Disaster Management</b>	
	4.1	• Land Settlement	
	4.2	• Encroachments	
	4.3	• Land Revenue	
	4.4	• Fishery	
	4.5	• Land Acquisition and Requisition	
	4.6	• Land Reforms	
	4.7	• Land records / RKg	
	4.8	• Bakijai	
	4.9	• Chapter X	

	4.10	• Disaster Management (Relief)	
V		e-Governance & e-Services	
VI		List of Committees chaired by the DC/SDO	NO
VII		Inspections	NO
VIII		Status report on infrastructure, Equipment and Logistics of DC/SDO establishment	NO
IX		RTI Act, 2005 Implementation	
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 reported	=
1.2	Organogram of the Deputy Commissioners / SDO (Civil) establishment	Not provided	
1.3	Names of Officers in the DC / SDO (Civil) Establishment	Not provided	
	• List of officers of DC/SDO Establishment	Not provided	
	• List of Branch Officers	Not provided	
1.4	Posts –Sanctioned, in-position and vacancy and remarks	Not provided	
1.5	Status of Training on Office Management and Financial Management (During the last 12 months)	Not provided	
1.6	Latest District data sheet of Census of India ( <a href="http://www.censusindia.gov.in">www.censusindia.gov.in</a> )	Not provided	
1.7	Human Resource Development of the District (to be tabulated based on the available data/reports)	Not provided	

## PART.II

## BRANCH WISE FORMAT

Branch		<b>2.1</b>	<b>PERSONNEL</b>
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		DC reported that this is the first inspection of DC office since its formation.	
S.No	Performance Question	Reporting	Performance based on the information submitted and physical inspection
1	Dak –Communication & Tracking System	Complete	Satisfactory. A separate issue & receipt is suggested.
2	Records / Registers-Updateation	Complete	Satisfactory
3	Safety of files and Record Keeping	Complete	Good.
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 before inspection	Good. Submitted after inspection.
<b>6</b>	Punctuality	Complete	Good
7	Service Books Maintenance	Complete	<b>EXCELLENT</b> The pending works are completed on the date of report preparation.
8	Gradation list	Complete	Need improvement
<b>9</b>	Job chart	Complete	Good
10	ACR / PAR and Performance Targets	Incomplete	Need improvement
11	Assets and Liabilities	Incomplete	-
12	Bill preparation & Advances	Complete	Good
13	Vigilance, Departmental Proceedings / enquiries as on date	Nil	Good
14	Pension Matters ( As on date)	Nil	Good
<b>15</b>	Leadership and Organisation	Complete	Good
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.	-	Computerization of different process is suggested.
22	Innovation undertaken in the District	-	-
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	Need improvement

Branch

2.2

**NAZARAT  
( & FINANCE & ACCOUNTS)**

Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

No inspection is reported during the last 22/23 Yrs.

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	Complete	Need improvement
2	Records / Registers-Update	Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
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	Good. Submitted after inspection.
6	Cash Registers	Complete	
7	AC /DCC Bills		
8	Contingent Register		
9	Permanent Advance if any.	-	
10	Stock Register		
11	Enforcement of AFRBM Act in all financial transactions viz., appointments, procurements, sanctions, budget etc.		
12	Office Cleanliness	Reported	Further scope for improvement
13	Circuit House / Dak Bunglow	Reported	Further scope for improvement
14	Proper observation of Independence Day/ Republic Day/ Integration –day & Week/ Education Day etc.	Reported	Good
15	Service of Notices	Reported	Satisfactory
16	Counter Insurgency	reported	Satisfactory
17	Forms and Stationary	Incomplete	Need improvement
18	Library	Reported	Need improvement
19	Vehicle Repairing Expenditure (make available vehicle history sheet for inspection)	Reported	
20	Pool Vehicle POL Expenditure	Reported	
21	Status of Condemnation of items (as per Government guidelines)	Incomplete	Need improvement



22	Ceilings received during the last 3 Years and Amount withdrawn without submitting vouchers being below Rs.1000/-	Reported	Need improvement
23	Audit Status	Reported	Need improvement
24	Leadership and Organisation Dev.	Incomplete	Need improvement
25	Public Grievances / Public Services as on date	Nil	Need improvement
26	RTI	Reported	Need improvement
27	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
28	Branch Inspection	Reported	Good
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.	Reported	Proposal may be sent to govt.
31	Innovation undertaken in the District	Satisfactory	Good
32	Comments / Observations of the Deputy Commissioner/ SDO (Civil)		

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	Complete	Good
2	Records / Registers-Update	Complete	Good
3	Safety of files and Record Keeping	Complete	Good
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 before inspection	Good. Submitted after inspection.
6	Present Status of CrPC Cases:	Complete	Need improvement
7	Action Plan / Timeline for the expeditious disposal of the cases including submission of a monthly report to the Divisional Commissioner	Complete	Need improvement
8	No.of Character Verification cases/ Antecedents cases pending:	Complete	Good.
9	National Solidarity and Integration Committee-at District & other levels	Complete	Excellent
10	Law & Order	Complete	Good
11	Crime Review	Incomplete	Need improvement
12	Communal Violence cases of last 10 Years	Incomplete	Need improvement of database
13	Number of Police Stations inspected during the last 12 months	Nil	Not satisfactory
14	Human Rights and NHRC / SHRC/Other Commissions	Incomplete	Need improvement
15	Legal Aid	-	-
16	Lokadalats	-	-
17	Empowerment of Civil Society	Nil	Not satisfactory
18	Leadership and Organisation	Complete	Need improvement
19	Public Grievances / Public Services	Complete	Need improvement
20	RTI	Complete	Need improvement
21	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
22	Branch Inspection	Complete	God
23	e-Governance of any of the process	-	Computerization is

	taken up		suggested
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  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.4

## ARMS & EXPLOSIVES

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		Not maintained
2	Records / Registers-Update	Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
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	Good. Submitted after inspection.
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 details	Incomplete	Need improvement
9	Explosives NOC	Complete	Satisfactory
10	Prosecutions under Arms Act	Incomplete	Need improvement
11	Leadership and Organisation	Nil	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.	Nil	Need improvement
15	Branch Inspection	Nil	Need improvement
16	e-Governance of any of the process taken up	Nil	Need improvement
17	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
18	Innovation undertaken in the District	Nil	Need improvement
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Need improvement

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.5 PASSPORT

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	Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	Complete	Satisfactory
3	Safety of files and Record Keeping	Complete	Satisfactory
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Good. Submitted after inspection.
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	Complete	Need improvement
8	Verification process	Complete	Need improvement
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	Need improvement
14	e-Governance of any of the process taken up	Nil	Need improvement
15	Any other matter to be provided by the Branch Officer.	-	Need improvement
16	Innovation undertaken in the District	-	Need improvement
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Need improvement

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.6 HOTEL & SARAI

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	Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Satisfactory
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Good. Submitted after inspection.
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported Yes	
8	Verification process	Nil	Need improvement
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	Need improvement
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	Need improvement

## Branch

Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.7

## CINEMA ETC

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	Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Satisfactory
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Good. Submitted after inspection.
6	RTI	Nil	Need improvement
7	Timely submission of statements / reports to higher authorities in the current year.	Nil	Need improvement
8	Branch Inspection	Nil	Need improvement
9	e-Governance of any of the process taken up	Nil	Need improvement
10	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
11	Innovation undertaken in the District	Nil	Need improvement
12	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Nil	Need improvement

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.8 CERTIFICATE

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	Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Satisfactory
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Complete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Good. Submitted after inspection.
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Availability of Checklist for all certificates to be followed in processing the requests	Not provided	
8	Disposal status	Incomplete	The process of service needs reengineering .
9	Leadership and Organisation	Complete	Good
10	Public Grievances / Public Services	Complete	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	Complete	Good
14	e-Governance of any of the process taken up	Complete	Good
15	Any other matter to be provided by the Branch Officer.	-	-
16	Innovation undertaken in the District	-	-
17	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	Good



**Branch**

Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

**2.9****CENSUS**

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	Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Satisfactory
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	Good. Submitted after inspection.
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Issues and steps being taken	Complete	Satisfactory
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	Need Improvement
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	Need Improvement

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.10 FOOD, CIVIL SUPPLIES AND CONSUMER AFFAIRS

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	Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Good
3	Safety of files and Record Keeping	Complete	Satisfactory
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Complete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not provided before inspection	Good. Submitted after inspection.
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Service Books Maintenance	Complete	Good. Need to take action on the confirmation of one Gr.IV employee.
8	Gradation list	Incomplete	Need improvement
9	Job chart	Complete	There is no job description. Need improvement
10	ACR / PAR	Incomplete	Need improvement
11	Assets and Liabilities	Incomplete	Need improvement
12	Bill preparation & Advances	Complete	Need computerization
13	Vigilance, Departmental Proceedings / enquiries as on date	Nil	Need improvement
14	Pensions	Nil	Need improvement
15	Coverage under PDS for the District as a whole	Complete	
16	PDS & Essential Commodities Network in the District & Inspections:	Complete	
17	Access to marginalized sections: FOR THE LAST MONTH	Incomplete	Need improvement
18	Schemes, Commodities, Monthly Allocation and Lifting-District level (incl.of Sub-divisions)	Incomplete	Need improvement.
19	Last Year Allocation, Lifting and Distribution:	In complete	Satisfactory

20	Capacity building / Training	Nil	Need improvement
21	Monitoring of PDS etc.	complete	Not satisfactory
22	Inspection Formats	No format is made available.	Not satisfactory. They are requested to avail the same from Tezpur.
23	Leadership and Organisation	Complete	Good
24	Public Grievances /Public Services	Complete	Satisfactory
25	RTI	Incomplete	Need improvement
26	Timely submission of statements / reports to higher authorities in the current year.	Complete	Satisfactory
27	Branch Inspection	Complete	Need improvement
28	e-Governance of any of the process taken up	Complete	Need improvement
29	Any other matter to be provided by the Branch Officer.	Complete	DC is requested for n.action
30	Innovation undertaken in the District	-	Need to take up e-gov.
31	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	Good

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.11 EXCISE

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	Complete	Do not have branch issue-receipt system
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Satisfactory
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	Good. Submitted after inspection.
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Service Books Maintenance	Complete	Need improvement
8	Job chart	Incomplete	Job description for inspecting staff is not available.
9	ACR / PAR	Complete	Satisfactory
10	Assets and Liabilities	Incomplete	Need improvement
11	Bill preparation & Advances	Complete	Need improvement
12	Vigilance, Departmental Proceedings / enquiries as on date	Nil	-
13	Pensions	Complete	Satisfactory
14	Excise Collection	Incomplete	Need improvement
15	Latest date of Reconciliation of Excise revenue with Treasury records and discrepancies if any	Nil	Need improvement
16	Defaulter of Govt. revenue, if any	Nil	Good
17	Consumption of liquor	complete	
18	Licencee details	Complete	
19	Monitoring /Inspections/ Cases/ Raids in the current Year	Incomplete	Not satisfactory (No inspection format)
20	Leadership and Organisation	Complete	Good
21	Public Grievances /Public Services	Complete	Satisfactory
22	RTI	Incomplete	Not satisfactory
23	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
24	Branch Inspection	Incomplete	Need improvement.

25	e-Governance of any of the process taken up	-	Need improvement.
26	Any other matter to be provided by the Branch Officer.	-	Need improvement.
27	Innovation undertaken in the District	-	Need improvement.
28	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Need improvement.

Branch : **Karimganj, RK Nagar, and Patharkandi**

**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	Good
2	Records / Registers-Update	In-Complete	Need improvement
3	Safety of files and Record Keeping	Complete	Satisfactory
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	Good. Submitted after inspection.
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Status of e-panjiyan	Complete	Need improvement
8	Registration Collection for the last 3 Years	Complete	Need improvement
9	Reconciliation and Compliance	No	Need improvement
10	Integrity of Registration process	Incomplete	Need improvement
11	Stock Register	Incomplete	Need improvement
12	Contingent Register	-	-
13	Leadership and Organisation	No	Need improvement
14	Public Grievances / Public Services	Incomplete	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	Complete	Not satisfactory
18	e-Governance of any of the process taken up	-	Need improvement
19	Any other matter to be provided by the Branch Officer.	-	Need improvement
20	Innovation undertaken in the District	-	Need improvement
21	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	complete	Need improvement

Branch  
Action taken on the immediately previous  
inspection of the Divisional  
Commissioner to improve the Branch

**2.13**

**CIVIL DEFENCE  
REPORT IS NOT SUBMITTED**

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

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.14 Home Guards

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	Complete	Satisfactory
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	Good. Submitted after inspection.
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Performance in core areas: Call out, Requisition & Deployment; training and budget	Complete	Need improvement
8	Leadership and Organisation	Incomplete	Need improvement
9	Public Grievances / Public Services	Nil	
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	Need improvement
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	Need improvement



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	Complete	Satisfactory
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	Good. Submitted after inspection.
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Details about Jail Inmates both Male and Female (viz., UTP, convicts etc. with break up)	Complete	
8	Number of Women Warden	Complete	
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.	Complete	Government is requested to improve the Jain infrastructure and services.
10	No.of deaths of inmate during the last 12 months.	Complete	Good
11	Jail Inspection report and follow up	Complete	Not satisfactory.
12	Last date of review of Jail officials work performance	Incomplete	Not satisfactory
13	Leadership and Organisation	Nil	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	Nil	Need improvement
18	e-Governance of any of the process taken up	Nil	Need improvement
19	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
20	Innovation undertaken in the District	Nil	Need improvement
21	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	complete	Need improvement

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.16 ELECTION 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	Complete	Satisfactory
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	Good. Submitted after inspection.
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Status of Photo electoral revision	complete	Need improvement
8	Status of Summary revision	Complete	Satisfactory
9	Status of D-Voter	Complete	Compliance to the Tribunal orders is pending.
10	Finance & Accounts	Complete	Satisfactory
11	Leadership and Organisation	Complete	Good
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.	Incomplete	Need improvement
15	Branch Inspection	Nil	Need improvement
16	e-Governance of any of the process taken up	Nil	Need improvement
17	Any other matter to be provided by the Branch Officer.	Nil	Need improvement
18	Innovation undertaken in the District	Nil	Need improvement
19	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Complete	Need improvement

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

## 2.17 Treasury

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	Good
3	Safety of files and Record Keeping	Complete	Satisfactory
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	-
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Yes	
7	Treasury inspections	Complete	Need improvement
8	Pensions	Complete	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	Complete	Good
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.	Complete	Good
15	Branch Inspection	Complete	Satisfactory
16	e-Governance of any of the process taken up	Complete	Satisfactory
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)	-	Comments are requested.

PART

**3**  
**3.1**

**DEVELOPMENT BRANCH**  
**DEVELOPMENT BRANCH**

S.No	Performance Question	Reporting	Performance
1	Dak –Communication & Tracking System	In-Complete	Need improvement
2	Records / Registers-Update	In-Complete	Good
3	Safety of files and Record Keeping	Inc-complete	Satisfactory
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	-
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Satisfactory	
7	FAO: Whether the views of FAO are taken before financial sanction and before fund release etc.		NO FAO
8	DDC /Sub-Div.Dev.Committee Meetings	Incomplete	Need improvement
9	Cash Registers	Incomplete	Need improvement
10	Contingent Register	Incomplete	Need improvement
11	Stock Register	Incomplete	Not satisfactory
12	Enforcement of AFRBM & Other Acts, guidelines, instructions etc.	-	Not satisfactory
13	MP/MLA LAD	Incomplete	Need improvement
14	Issues and steps being taken	Incomplete	Not satisfactory
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	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	Need improvement
19	Audit Status	Satisfactory	Need improvement
20	For Local Body (PRI & ULB) Elections	Satisfactory	-
21	Leadership and Organisation	Satisfactory	Satisfactory
22	Public Grievances / Public Services	Incomplete	Need improvement
23	RTI	Incomplete	Need improvement

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

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

### 3.2

### MINORITY WELFARE

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	Not submitted	Need improvement
2	Records / Registers-Update	Not submitted	Need improvement
3	Safety of files and Record Keeping	Not submitted	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Not submitted	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	Need improvement
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Not submitted	Need improvement
7	Status of Haj matters pending and action taken	Not submitted	Need improvement
8	Char Areas No. & Area & Pattas status	Not submitted	Need improvement
9	Action plan for the Socio-economic development of Char Areas:	Not submitted	Need improvement
10	15- Point Programme	Not submitted	Need improvement
11	Enclose 15-Point Progress Report	Not submitted	Need improvement
12	Enclose Action plan for better implementation of 15- Point Programme	Not submitted	Need improvement
13	Schemes- Allocation, receipt, expenditure, UC etc. (esp.MSDP and others)	Not submitted	Need improvement
14	Monitoring / Inspections	Not submitted	Need improvement
15	Leadership and Organisation	Not submitted	Need improvement
16	Public Grievances / Public Services	Not submitted	Need improvement
17	RTI	Not submitted	Need improvement
18	Timely submission of statements / reports to higher authorities in the current year.	Not submitted	Need improvement
19	Branch Inspection	Not submitted	Need improvement
20	e-Governance of any of the process taken up	Not submitted	Need improvement
21	Any other matter to be provided by the Branch Officer.	Not submitted	Need improvement
22	Innovation undertaken in the District	Not submitted	Need improvement
23	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	Not submitted	Need improvement

Branch  
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

**3.3 Tea-Garden Tribes**  
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	Complete	-
2	Ex-Tea Gardens	Not provided	Need to collect the data
3	Issues and action plan	Incomplete	Not satisfactory
4	Scheme Progress: Please submit physical and financial progress of schemes of Tea Tribes.	Nil	Not satisfactory

.

Branch

3.4

**Women & Child Welfare  
(CMs vision for Women and Children)**

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 provided	Requested to submit at the earliest.



## **REVENUE ADMINISTRATION\***

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

### **PART**

Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

### **4**

### **REVENUE**

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)	Incomplete	Need improvement
4	Status conversions from AP to PP as on date	Incomplete	Need improvement
5	Statement of settled land for the year ending 30 <sup>th</sup> September	Incomplete	Need improvement
6	Doul (Demand) & Revenue Collection of current Year	Incomplete	Not Satisfactory
7	Status of Tenancy Khatian (Area in Ha)	Incomplete	Not satisfactory

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

Branch	4.10	<b>DISASTER MANAGEMENT (Relief)</b>	
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	Reported	Need improvement
2	Records / Registers-Update	Reported	Need improvement
3	Safety of files and Record Keeping	Reported	Need improvement
4	Names of Legislations / Acts/Rules etc. administered by the Branch	Incomplete	
5	Annual Plan of Action (APA)- (Every branch to prepare –its (i) Goals (ii) Tasks, Targets, Officers/staff responsible and Timelines)	Not submitted	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	Reported Yes	
7	Disaster Preparation	Incomplete	Not satisfactory
8	Disasters-Works	Reported	Need improvement
9	Relief & Rehabilitation	Reported	Need improvement
10	Finance & Accounts	Incomplete	Need improvement
11	Monitoring / Inspections	Incomplete	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	Incomplete	Need improvement
15	RTI	reported	Need improvement
16	Timely submission of statements / reports to higher authorities in the current year.	Incomplete	Need improvement
17	Branch Inspection	-	Need improvement
18	e-Governance of any of the process taken up	-	Need improvement
19	Any other matter to be provided by the Branch Officer.	-	Need improvement
20	Innovation undertaken in the District	-	Need improvement
21	Comments / Observations of the Deputy Commissioner/ SDO (Civil)	-	Inspection is a must.

Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch

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

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

Part	Details to be submitted	Information	Performance
VI	List of Committees chaired by the DC/SDO	Not submitted	Need improvement
VII	Inspections	Not submitted	Need improvement
	A: Schemes	Availability of Check list (Format) for Scheme/ Programme Inspections	Not submitted
	B: Schemes	SCHEME INSPECTIONS	Not submitted
	C: INSTITUTIONS	INSPECTION OF ATTACHED / SUB-ORDINATED OFFICES (Treasury Office, Circle Offices etc.)	Not submitted
	D: INSTITUTIONS	INSPECTION OF OTHER DEPTT. INSTITUTIONS (Police Stations, Hospitals, BDO, Schools, other Deptt. offices tc.)	Not submitted
	E	Past Inspection by the Deputy Commissioner/ SDO (Civil) and Follow up Action taken: Schemes & Institutions	Not submitted
	F	STATUS OF SUBMISSION OF INSPECTION REPORTS (OF SCHEMES AND SOCILA AUDITS) TO DIVISIONAL COMMISSIONER	Not submitted
	G	STATUS OF SUBMISSION OF INSPECTION REPORTS OF <u>INSTITUTIONS</u> TO DIVISIONAL COMMISSIONER	Not submitted
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		Need implementation
	9.	Scheme Register		Need implementation
	10.	Scheme Fund Receipt and Utilization Register		Need implementation
	11.	Model Sign board for transparency of works/schemes		Need implementation
	12.	15-Point Programme Progress report		Need implementation
	13.	15-Point Programme Point:12 Recruitment status in State Services Form 6.A & 6.B		Need implementation
	14.	Annual Inspection Register		Need implementation