

No.HGG.45/2012-2013/21

Dated Dispur the 29th September/2012

**To The Deputy Commissioner-**

Dima Hasao/Karbi Anglong/Cachar, Silchar / Karimganj / Hailakandi.

**The Sub-Divisional Officer (Civil)**

Lakhipur (Cachar)/ Bokajan & Hamren (Karbi Anglong)/

Maibong (Dima Hasao).

Sub Self Inspection Format of O/o Deputy Commissioner & Sub-Divisional  
Officer (Civil)-regd

Sir,

Please find herewith a Compact Disk (CD) comprising the **Self Inspection Format of O/o Deputy Commissioner & Sub-Divisional Officer (Civil)**. A copy of the same is being sent by email.

1. The basic objective of the format is to enable the DC and SDO (Civil) Establishments to consolidate the office processes and systems (including that of transparency and accountability) for improved performance in service delivery and regulation in their endeavor to Good Governance. It is also intended to enable the Government to know the difficulties being faced by the District / Sub-Divisional Establishments for needful action. *In addition the formats will facilitate a comprehensive inspection of DC & SDO (Civil) establishments by the Commissioner, Hills and Barak Valley Division on annual basis.*
2. The said Self Inspection Format has been prepared based on the inputs and the feedback of Deputy Commissioners of 5 districts of Hills and Barak Valley Division viz., Dima Hasao, Karbi Anglong, Cachar, Karimganj and Hailakandi. Valuable inputs and feedback were also received from the Sub-Divisional Officers (Civil) and Deputy Commissioners of other Districts and also from a number of young officials having work experience in the Sub-divisional and District Establishments. Most of the branch specific formats were finalized in consultation with the respective departmental officers.
3. The Assam Inspection Manual, Government of Assam 1959 and the GoA Questionnaire for the inspection of the offices of DCs and SDOs vide No.OM.19/56/24 dated 11<sup>th</sup> march 1957 are duly consulted.
4. Care has been taken to keep the format simple and easy to undertake.
5. It is expected that the format will get standardized, stabilized and evolves on usage over time and serves to achieve the desired results. Of course there is much scope for further improvement. You are always welcome for suggestions and feedback in improving the format to achieve its set vision and objectives.

6. For any suggestions, errors, corrections and clarification you are welcome to contact Mr.Kalyan Datta Special Officer ([comso.hbv@assam.gov.in](mailto:comso.hbv@assam.gov.in) 98549-34188) and the undersigned.

The current year 2012-13 inspection schedule of the O/o Deputy Commissioner and Sub-Divisional Officer (Civil) will be communicated separately at the earliest. Once again I sincerely thank you and your team of officers for valuable inputs, feedback and time.

Yours truly,

Encl: As above.

(Dr.M.Ariz Ahammed IAS)  
Commissioner  
Hills & Barak Valley Division, Assam, Dispur.  
Email:[comm.hbv@assam.gov.in](mailto:comm.hbv@assam.gov.in)  
Contact: 94350-09006

No.HGG.45/2012-2013/21-A

Dated Dispur the 29<sup>th</sup> September/2012

Copy to:

1. The Chief Secretary, Assam, Dispur for kind information
2. The Commissioner and Secretary to Hon'ble Chief Minister Assam for kind information.
3. The PS to all Addl.Chief Secretaries to the Government of Assam, Dispur for kind information.
4. The Director General of Police, Assam for kind information.
5. The Principal Secretary to the Government of Assam, Administrative Reforms and Training Department, Dispur for kind information.
6. The Principal Secretary to the Government of Assam, Personnel Department, Dispur.
7. All the Principal Secretaries to the Government of Assam, Dispur for kind information.
8. All the Commissioner and Secretaries to the Government of Assam, Dispur for kind information.
9. The Commissioner & Secretary to the Govt. of Assam, General Administration Department. for information.
10. All the Divisional Commissioners-LAD Guwahati /NAD Tezpur /UAD Jorhat.
11. All the Departments of Government of Assam. They are earnestly requested to provide feedback for further improvement of the format.
12. All the Deputy Commissioners/ Sub-Divisional Officers for information.
13. The DIG SR Silchar and DIR CR Diphu.
14. The MD, AEDC (AMTRON)/ The SIO, NIC Assam for web hosting.
15. The DIPR Assam, Dispur.
16. The Special Officer, HBV Division, Assam.

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