

SELF INSPECTION FORMAT
FOR THE
OFFICES OF THE DEPUTY COMMISSIONER/
SUB-DIVISIONAL OFFICER

Periodicity: Once a Year

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

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.

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Note:

1. Every Branch Officer is expected to prepare an Annual Plan of Action (APA) in the beginning of every year (end of April). The APA shall comprises of the mandate /objective of the branch, pending works and likely works in the new year, Tasks to be undertaken to achieve the objectives of the branch; targets of each of the task in terms of quantity and timelines and officers/ staff responsible.
2. SDO(Civils) may mention “NOT RELEVANT” for branches on which they do not have authority/jurisdiction.

PART-I

1.1. Details of Past Inspection by the Divisional Commissioner

S.No	Past Inspection Dates	Divisional Commissioner Name	Date of Report	*Follow up action taken report of DC Lr.No. with Dates submitted to Commissioner	No. of Suggestions made by the Commissioner*	No. of Suggestions yet to be considered

*: Please make available reports and follow up action for inspection

Note: All the inspection reports are to be hosted in the District website for proper database and posterity. Please make available the URL.

**1.2. Organogram of the Deputy Commissioners / SDO (Civil)
establishment**
(Diagrammatic)

1.4. Posts –Sanctioned, in-position and vacancy and remarks

Establishment/ Branch	Category (I./II/ III/ IV)	Designation	Sanctioned No	In position No	Vacancy No	Remarks

**1.5. Status of Training on Office Management and Financial Management
(During the last 12 months)**

Establishment/ Branch	Grade/ Category	In position	Undergone training In-house	Undergone training at AASC/Outside	Undergone Fin.Mgt.
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				
	I				
	II				
	III				
	IV				

Latest District data sheet of Census of India
(www.censusindia.gov.in)

PART.II

BRANCH WISE FORMAT

Branch	2.1	PERSONNEL
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	Dak –Communication & Tracking System	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level	
	9. Abstract of dak pending for disposal for over a month	
	10. Register for keeping watch on MLAs/MPs communications	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak issued during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
2	Records / Registers-Update	Properly Maintained / Improperly Maintained/ Newly opened/ Not Maintained
	1. Guard file of- Circulars/Govt.instructions/	

	Guidelines and Formats	
	2. Attendance Register- Arrival and Departure	
	3. CL Register	
	4. EL Register	
	5. HQ leave Register	
	6. Register of Posts (Permanent and Temporary)	
	7. Roster Register for SC/ST/OBC etc.for reservation	
	8. Compassionate cases Register	
	9. Audit notes/ Paras/ Objections and Action taken reports	
	10. Cash book	
	11. Court Cases / Litigations Register	
	12. Status of implementation of Court / CAT Judgments	
	13. Loan register of Books	
	14. Public Grievances Register	
	15. Inspection Register	
	16. Others	
3	Safety of files and Record Keeping	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/register/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt. guidelines	
	6. Status of classification of records for preservation and destruction	
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)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO	

	(if not done already, the BO are to submit immediately for the current Year)	
6	Punctuality	
	1. Is attendance register maintained properly	(Yes/No)
	2. Is attendance register checked by an officer daily	(Yes/No)
	3. No.of employees absent unauthorizably during the last one month.	
	4. Name of the employees who are regularly late and early goers	
	5. Action taken on the unauthorized and late attendees	(Yes/No)
	6. Register on – Follow up on absenteeism and late reporting.	(Yes/No)
7	Service Books Maintenance	
	1. Total Number of Employees in the Establishment – category wise	Gr.I
		Gr.II
		Gr.III
		Gr.IV
	2. No.of employees whose service book entries are not up-to-date	Gr.I
		Gr.II
		Gr.III
		Gr.IV
	3. Total Number of Employees yet to be confirmed in the service	Gr.I
		Gr.II
		Gr.III
		Gr.IV
8	Gradation list	
	a. Maintenance of Gradation list and publication at regular intervals /yearly following due procedure.	
	b. Last gradation list published date – category wise	
9	Job chart	
	a. Work allotment / Job chart : is it rational & objective deployment	
	b. Date of Last comprehensive work allotment to the officers.(Please enclose a copy)	
	c. Date of Last comprehensive work allotment to the staff. (Please enclose a copy)	

10	ACR / PAR and Performance Targets		
	a. Date on which all the officers are fixed targets with due consultation in the beginning of the year as per PAR/ACR Rules. Make available the targets during the inspection.		
	b. No.of personnel for which ACRs are pending / not updated as on last financial Year. (enclose details person wise)		
	c. Names of officers whose ACRs are with adverse entry in the last 2 Yrs.		
	d. In case of adverse comments, whether concerned officer / staff are informed		Yes/No
11	Assets and Liabilities		
	Total Number of Employees that have not submitted Assets & Liabilities statements as per Govt.Policy/Timeline	I	
		II	
		III	
		IV	
12	Bill preparation & Advances		
	1. System: Manual / Computerised		
	2. Whether Absentee statement is considered in Pay bill preparation		(Yes/No)
	3. Whether proper deductions viz., rent, HBA, IT etc. are made?		(Yes/No)
	4. Maintenance of Register of Advance/ loans etc.		(Yes/No)
	5. No.of cases pending for a decision on EB crossing, stagnant increment etc.		
	6. No.of cases pending –Medical Reimbursement, LTC etc.		
	7. Whether bills received from revenue circles are examined properly?		(Yes/No)
13	Vigilance, Departmental Proceedings / enquiries as on date		
	1. Total no.of vigilance cases pending		
	2. Total no.of DP cases pending		
	3. Pending DP cases till date against each of the Enquiry Officer for >3 Months		
	4. No.of DP cases pending for review / Appeal		
	5. No.of personnel on suspension		
	6. No.of personnel on subsistence allowance		

	7. Any case of Sexual Harassment / communal discrimination	
14	Pension Matters (As on date)	
	1. No.of personnel superannuated but whose superannuation statements are pending for submission to AG.	
	2. No.of Persons to be superannuated in the next 1 Year.	
	3. No.of persons to be retired with in next 6 months but pension papers not submitted to AG, Assam	
	4. No.of complaints pending on pension matters if any.	
15	Leadership and Organisation	
	1. Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
	4. No.of officers/ staff attended the last in house training with date.	
16	Public Grievances / Public Services as on date	
	1. Whether a Fixed Day of the week is designated as Public Grievance Day. (DC/SDO and other HODs are to be available in the Hq for meeting the people)	
	2. No.of Public grievances / complaints on the subject disposed off during the last 12 months	
	3. No.of Public grievances pending on the subject against each official.	
	4. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	5. Name of the Nodal officer –Public Grievances and contact Number	

17	RTI	
	1. Whether <i>suo moto</i> disclosure of 17 points of information under S.4.1(b) is published in the District website.	
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications -information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

18. Timely submission of statements / reports/ Certificates to higher authorities in the current year.

Name of the Report if any to be submitted to the Higher Authority	Higher Authority viz., Commissioner HBV and Government/ GOI	Mode of submission (Online/ manual-post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

19	Branch Inspection	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)

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	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil),District/Sub-division.

Branch	2.2	NAZARAT (& FINANCE & ACCOUNTS)
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Name of the DDO for the last 2 Years		
Name of the FAO for the last 2 Years		
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	Dak –Communication & Tracking System	(yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level-	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.

2	Records / Registers-Updating	Properly Properly Maintained / Improperly Maintained/Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. General Cash book	
	3. Stock Register	
	4. Asset Register	
	5. Work order Register	
	6. Re-appropriation Register	
	7. DCR Register	
	8. Bill Register	
	9. Transit Register	
	10. Vehicle Register	
	11. Inspection Register	
	12. Audit Register	
	13. Register of occupation of Peons	
	14. Register of Court cases/ Litigations/	
	15. Status of implementation of Court / CAT Judgments	
	16. Public Grievances Register	
	17. Others	
3	Safety of files and Record Keeping	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt.guidelines	
	6. Last date of destruction of records with the approval of DC/ Competent Authority	
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, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared

	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	Cash Registers	
	1. Proper maintenance of General Cash Book and its updation and regular verification	
	2. Total No. subsidiary Cash Books	
	3. Last date of reconciliation of General Cashbook and all Subsidiary cash books with bank Statements	
	4. Name of branch that is not keeping the Subsidiary Cashbook update and not reconciled with the General Cash Book and Bank Statements till the last month	
	5. Last date of monthly physical verification of cash based on the certificate / attestation of the DDO	
	6. Whether all files having financial implications are routed through the FAO to the competent officer before taking decision	(Yes/No)
	7. Compliance to Govt.guidelines in financial matters.	(Yes/No)
	8. Initiatives to prevent financial irregularities	(Yes/No)
	9. No.of Bank Accounts and details (as per the format) below on year ending (31 st March)	

Year	DC/ SDO Branch	Opening Balance	Cash in Hand	DCR	Un adjusted advance

7	AC /DCC Bills	
	1. Amount drawn in AC Bills during the current Year and Govt.Sanction	
	2. No.of AC bills pending for regularization till date.	
	3. Amount drawn in AC Bills pending regularization till the last fin. Year and	

	Govt.Sanction	
8	Contingent Register	
	1. Date of last verification by the DDO	
	2. Date of surprise verification by the DC	
9	Permanent Advance if any.	
	1. Govt.Sanction No	
	2. Total Amount	
	3. Balance as on date	
	4. Last date of recoupment	
10	Stock Register	
	1. Name of the official entrusted to issue and receipt of stocks of Stock Register	
	2. Dates of verification of stock and name & Designation of officers inspected during the last 2 Yrs.	
	3. Current Year inspection date if any	
	4. Date of surprise inspection by DC	
11	Enforcement of AFRBM Act in all financial transactions viz., appointments, procurements, sanctions, budget etc.	(Yes/No)
12	Office Cleanliness	
	1. General Cleanliness and Hygiene of Deputy Commissioner/ SDO (Civil) Office including toilet facilities both to the staff and visiting citizens.	Excellent/Good/Average/Poor
	2. Name of Officer responsible for supervising general cleanliness / Hygiene	
	3. Facility for public visitors-seating, drinking water, Men & Women toilets, and their hygiene.	Excellent/Good/Average/Poor
13	Circuit House / Dak Bunglow	
	1. General Cleanliness and Hygiene of Circuit House including toilet facilities	Excellent/Good/Average/Poor
	2. Billing system for the services and money dues.	(Yes/No)
	3. Amount pending for depositing in Treasury as on date.	
	4. Officer responsible for supervision	
	5. No.of suggestions of Visitors pending for action.	
14	Proper observation of Independence Day/ Republic Day/ Integration –day & Week/ Education Day etc.	
	1. Whether social diversity (religious, linguistic, ethnic etc) and scholarship is	(Yes/No)

	celebrated and displayed in the Independence/ Republic Day function	
	2. Whether the members of District /Sub-Div.Committee on National Solidarity and Integration Committee are invited on the national days.	(Yes/No)
15	Service of Notices	
	1. Performance of service of notices timely.	(Yes/No)
	2. Time taken to service a notice on average. No.of Days	
	3. No.of notices pending for service for more than 2 days as on date.	
16	Counter Insurgency	
	1. Whether proper procedure is followed for requisitioning of vehicles upon sample check.	(Yes/No)
	2. Whether vehicle requisition counterfoils with unique Sl.No.are under bound register form or not?	(Yes/No)
	3. Is there delay in derequisition of vehicles based on surprise inspections?	(Yes/No)
	4. No.of vehicles under requisition as on date	
	5. Whether proper System is followed in issuing POL to CI operations.	(Yes/No)
	6. Amount spent on vehicle repairs and POL during the last 12 months.	
	7. Amount of Bills outstanding / pending for payment as on date	
	8. Whether transparency and fairness is followed in the payments to different parties.	(Yes/No)
	9. Whether payments are made through bank account payee to the parties.	(Yes/No)
17	Forms and Stationary	
	Whether indents are being placed regularly to Dir. Printing & Stationary	(Yes/No)
18	Library	
	1. Officer in-charge	
	2. Catalogue of books-last updation date.	(Yes/No)
	3. Whether books Catalogue is hosted in the website.	(Yes/No)
19	Vehicle Repairing Expenditure (make available vehicle history sheet for inspection)	

S.No	Vehicle No.	Model & Comp any	Date of purchase	Nature of allotment	Expenditure on Repairs		MVI report for the expenditure (Yes/No)
					Individual/ Pool	Expenditure during the Year	

20 Pool Vehicle POL Expenditure						
S.No	Pool Vehicle Reg.No	Make of Vehicle/ Model	Log Book maintenance (Yes/No)	POL Consumption		Purposes/ Remarks
				Last Fin. Yr	Current Fin. Yr	

21. Status of Condemnation of items (as per Government guidelines)

Items	Vehicles	Old broken furniture/ furnishings	Other itmes	Remarks
Numbers				
Evaluation of items for use/ condemnation (Yes/No)				
Proposed date of condemnation and Valuation				
Follow up action date				

22. Ceilings received during the last 3 Years and Amount withdrawn without submitting vouchers being below Rs.1000/-				
Year	Total Ceiling Amount received	No.of times ceiling received	Total amount drawn without submitting vouchers (below Rs.1000/-)	Remarks

23.Audit Status	
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A.Is internal Audit being done every year	
B.Date of last visit of external AG Audit Team	
C. AG Inspection Report (IR) Status	

S.No	Year / Period of Audit Objection	I.R. Date	Out standing Para	Name of Branch	Action taken (Yes/No)	Action taken by the AG (Yes/No)

D. Pending Audit Paras							
Period of Audit	Branch	No.of pending Audit Paras	No.of Audit Paras having financial Implications	No.of cases of Mis- appropriation/ Embezzlement if any	No.of Audit Paras pending action	Reason for delay in taking corrective action	Remarks

24	Leadership and Organisation Dev.	
	1. Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	2. Whether DDO undergone training on Financial Management during the last 2 Yrs	
	3. No. officers who undergone training – Financial Management during the last 2 Yrs	
	4. Whether Nazir and Asst.Nazir undergone training on Financial Management during the last 2 Yrs	
	5. No.of Sr/ Jr.Assistants trained on Record Management	
	6. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	

25	Public Grievances / Public Services as on date	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 -No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
26	RTI	
	1. Whether <i>suo moto</i> disclosure of 17 points of information under S.4.1(b) is published in the District website.	(Yes/No)
	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications -information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

27. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted to the Higher Authority	Higher Authority viz., Commissioner HBV and Government/ GOI	Mode of submission (Online/ manual- post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

28	Branch Inspection	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
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	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)	
Deputy Commissioner/ SDO (Civil),District/Sub-division.	

Branch	2.3	MAGISTRACY BRANCH
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	Dak –Communication & Tracking System	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level-	
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	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak pending- yet to be attended	Nos.
	16. No.of Dak issued during the last 12 months	Nos.
2	Records / Registers-Updating	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Register of L/O arrangements festival wise viz., Bihu/Eid/Puja/Christmas/ Diwali	
	3. Audit notes/ Paras/ Objections and Action	

	taken reports	
	4. Cash book	
	5. Register of Executive Magistracy cases/ Litigations/	
	6. Trial register	
	7. Witness register	
	8. Register of convicts	
	9. Register of Civil / Criminal cases	
	10. Status of implementation of Court / CAT Judgments	
	11. Cases before various Commissions- Human Rights-AHRC/NHRC/NCM/ NWC/NSTC/NSCC/NCPCR	
	12. Public Grievances Register	
	13. Inspection Register	
	14. Others	
3	Safety of files and Record Keeping	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock?	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper up keeping of record room in compliance to Govt.guidelines	
	6. Status of classification of records for preservation and destruction	
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, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
	3. Whether fortnightly pending list is placed before the DM /ADM/SDM?	Yes/No

6. Present Status of CrPC Cases:

A. Officer wise number of cases pending:									
	Section wise No.of Cases Pending on the date of the report								
Executive Magistrate Name & Designation	94	97	107	109	133	144	145	147	Total
Total									

B.Disposal rate of CrPC Cases by the Executive Magistrates during the last 6 months									
A. Officer wise									
	Section wise No.of Cases disposed during the last 6 months Period:.....								
Executive Magistrate Name & Designation	94	97	107	109	133	144	145	147	Total
Total									

C. Cr.PC Section wise						
CrPC	No.of cases pending at the beginning of last month	New cases of the last month	Total No.of Cases at the end of last month	No.of cases disposed off in the last month	Pending Cases at the beginning of this month	Remarks
94						
97						
107						
109						
133						
144						
145						
145/146(1)						
147						
Others						
Total						

D	Total No.of Cr.PC cases pending for more than 6 months.	
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7	Action Plan / Timeline for the expeditious disposal of the cases including submission of a monthly report to the Divisional Commissioner	
8	No.of Character Verification cases/ Antecedents cases pending:	
9	National Solidarity and Integration Committee-at District & other levels	
	1. Whether equitable opportunity provided to different communities (religious/ethnic/linguistic/gender etc.) , social capital and scholarship are considered in the constitution of Committees as per guidelines (Annexure)	Yes/No
	2. Date of the last constitution of District & Sub-Divisional level National Solidarity and Integration Committee	
	3. Enclose the Composition / members list of District & Sub-Divisional level National Solidarity and Integration Committee	
	4. The Composition / members list of Revenue Circle / Police Station National Solidarity and Integration Committee during inspection.	
	5. Provide dates of meetings of District/Sub-Divisional level/ Rev.Circle/Police Station level meetings during the last one year for inspection.	
	6. Whether proceedings of the committee are maintained at all levels?.	(Yes/No)
	7. Enforcement of Supreme Court judgment on Secularism in S.R Bommai v.Union of India (1994) 2 SCR 644 AIR 1994 SC 1918 case that (i) the State has no religion, (ii) state stands aloof from religion, (iii) state does not promote or identify with any religion.	(Yes/No)
10	Law & Order	
	1. Detailment order of Executive Magistrates PS wise. Provide during inspection.	
	2. Whether there is a system of permission to hold mass rallies/meetings etc.based on local police report. Please enclose a	

	copy of the model order.	
	3. While permitting any mass rally / meetings etc. whether the conditions viz., prohibition to create hatred / enmity among communities, religions etc. and restrictions on using loud speakers are incorporated in the nights.	(Yes/No)
	4. Standard Operating Systems (on the role of EM & Police) in managing law and order situations-(Bandh calls/dharnas/processions etc.) events (Festivals viz., Bihu/Eid/Pooja/Christmas etc) / other problems to be prepared in partnership with the SP at Circle / Sub-Division/ District level. Make available during inspection.	
	5. No.of DLCC Meetings held in the Year with dates.	
	6. Dates for which army was requisitioned for the law and order duty under S.130 Cr.PC	
	7. Nos. of Administrative enquiries ordered by the Government / DC –pending on law and order as on date.	
	8. No.of reports pending to be submitted to the Divisional Commissioner.	
	9. No. operations / drives undertaken to seize unlawful arms in the district	
11	Crime Review	
	1. Last date of District Crime review attended by the DC.	
	2. The latest District Crime Report (to be made available during inspection)	
	3. No.of Un natural Deaths during the last one Year with break up (Annex).	
	4. No.of Post Mortems reports pending as on date.	
	5. Last date of monthly review of –Traffic accidents with Police, Transport, PWD, HFW, IWT etc. ; safety audit. And / Review of Human Trafficking /NDPS Act/ National High Way Patrolling.	
	6. No.of Custodial deaths in the last 2 years if any	
	7. Last date of review of prosecution of cases pending.	

	8. No.of arrest warrants pending for execution	
	9. No.of persons prosecuted under NSA	
12	Communal Violence cases of last 10 Years	

1. Persons affected

Year	No.of incidents	No.of Persons missing	No.of deaths with community	No.of Injuries with community	No.of Properties affected with community	Value of Property affected	No.of persons yet to receive compensation

B.Case status

Year	No.of Cases /FIR	No.of FIR named accused	No.of arrests of FIR Named accused	No.of arrest warrants pending for execution	No. of other arrests	Under Investigation	Disposed		Judicial Process			Remarks
							CS	FR	Under Trial	Convicted	Acquitted	

13	Number of Police Stations inspected during the last 12 months	
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Police Station	Date of Inspection	Officer inspected name and Designation	Date of submission of inspection report to SP	SP Action Taken Report No. Date

14	Human Rights and NHRC / SHRC/Other commissions	
	1. No.of encounters where magisterial enquiries are pending for morethan 30 days.	
	2. Last date of orientation on Human Rights to all Executive Magistrates and OC/SHO of Police Stations and	

	circulation of guidelines to all Executive Magistrates and Police Officers (once in 6 months)	
	3. Provide sample reports submitted to NHRC/AHRC/etc. for verification / compliance to NHRC/AHRC guidelines.	
	4. No.of reports pending for submission to NHRC/SHRC/NMC/NSC/NSC/NWC.	
	5. No.of HR Cases in AHRC/NHRC & Other Commissions viz., (as per Police and Commission etc.)	
	a. Custodial Death in Jail	
	b. Custodial Death in Police Custody	
	c. Custodial Torture	
	d. Custodial Rape	
	e. Death in Police Encounters as reported by Police, District Magistrate, Government	
	f. Death due to allegedly Fake Encounters as reported by the media/ public	
	g. Rape	
	h. Illegal Detention / arrest	
	i. Police Excess and Negligence	
	j. Jail Conditions	
	k. Violation of the Rights of Prisoners	
	l. Dowry Torture / Death	
	m. Indignity to Women/ Sexual Harassment at Workplace	
	n. Minority rights	
	o. Hatred /Hate speech	
	p. Violation of the Rights of the Child	
	q. Violation Of The Legal Rights Of Mentally Retarded Children	
	r. Violation Of The Legal Rights Of Physically Challenged	
	s. No.of missing persons	
	t. Mysterious Death	
	u. Mysterious Disappearance	
	v. Abduction	
	w. Electrocutation	
	x. Cases of Pollution	
	y. Condition of inmates in relief camps set up during natural calamities / riots	
	z. Violation Of The Right To Religion	
	aa. Erosion of River and Resultant Threat to Life	
	bb. Ragging in Educational Institutions	
	cc. Hill Cutting and Threat to Life	
	dd. Loss caused to life and properties by Wild Animals Menace : Negligence by Forest	

	Deptt	
15	Legal Aid	
	1. No.of cases registered	
	2. No.of cases settled	
	3. No.of Awareness campaigns / programmes organized on legal aid in partnership with other stakeholders/ Bar Assoc./Civil Society in localities of SC,ST, Minorities, Women, Char & Tea Garden communities.	
16	Lokadalats	
	1. No.of lokAdalats organized during the last 12 months	
	2. No.of cases settled in lokadalats during the last 12 months	
	3. No.of cases pending as on date	
17	Empowerment of Civil Society	
	1. No.of orientation programme to Civil Society/ NGOs/ SHGs esp.of marginalized sections (SC,ST, Minorities, Women, Char & Tea Garden communities) on Human Rights, NHRC/SHRC Guidelines during the last 12 months.	
	2. No.of orientation programme to Civil Society/ NGOs/ SHGs esp.of marginalized sections (SC,ST, Minorities, Women, Char & Tea Garden communities) State Police Accountability Commission during the last 12 months.	
	3. No.of orientation programme to Civil Society/ NGOs/ SHGs esp.of marginalized sections (SC,ST, Minorities, Women, Char & Tea Garden communities) on RTI Act, 2005 during the last 12 months.	
	4. No. of Police Stations not operationalising the Community Policing –Community Liaison Groups at each PS involving weaker sections viz., SC/ST, Minority, BC, Tea Garden community and others (both men and women) as per Assam Police Act, 2007 and ensure monthly meetings in co-ordination with the SP.	

	5. No.of Fire and other safety audit of Jails, Govt.offices, Hospitals, Schools, Factories/ Industry etc. and mock drills of disaster response during the last 12 months.	DC Estt.	
		Hospitals	
		Schools	
		Factories	
	Others		
18	Leadership and Organisation		
	1. Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)		
	2. Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)		
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance		
19	Public Grievances / Public Services		
	1. No.of Public grievances / complaints received on the subject during the last 12 months		
	2. No.of Public grievances pending on the subject.		
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals		
	4. Name of the Nodal officer –Public Grievances and contact Number		
20	RTI		
	1. Whether <i>suo moto</i> disclosure of 17 points of information under S.4.1(b) is published in the District website.		
	2. No.of RTI Applications received during the last 12 months.		
	3. No.of RTI Applications for which information was provided during the last 12 months.		
	4. No.of RTI Applications –information was rejected during the last 12 months.		
	5. No. of RTI First Appeals received		
	6. No. of RTI Applications pending for a decision		
	7. No.of RTI First Appeals pending for decision		
	8. Timely submission of Annual Statement		(Yes/No)

	of Applications and Appeal status to Information Commission	
	9. Name of PIO and First Appellate Authority	

21. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted to the Higher Authority	Higher Authority viz., Commissioner HBV and Government/ GOI	Mode of submission (Online/ manual- post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

22	Branch Inspection	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
23	e-Governance of any of the process taken up	
24	Any other matter to be provided by the Branch Officer.	
25	Innovation undertaken in the District	

Branch Officer (Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil),District/Sub-division.

Branch	2.4	ARMS & EXPLOSIVES
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	Dak –Communication & Tracking System	(Yes/No)
	1. Receipt/ Dak Register	
	2. Issue / Dispatch Register	
	3. Assistants Logbook / Diary	
	4. Messenger Book/ Peon Book	
	5. Stamps Accounts Register	
	6. File Index Register	
	7. File Movement Register	
	8. Weekly Arrear Statements –at individual level and Branch level	
	9. Abstract of dak pending for disposal for over a month	
	10. Register for keeping watch on MLAs/MPs communications	
	11. Register of Assembly / Parliament Questions	
	12. Check list for watching reports/ Returns	
	13. Priority Marking Status	
	14. No.of Dak received during the last 12 months	Nos.
	15. No.of Dak pending- yet to be attended	Nos.
	16. No.of Dak issued during the last 12 months	Nos.
2	Records / Registers-Updating	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Gun Register	
	3. Register of Court cases/ Litigations/	
	4. Status of implementation of Court / CAT	

	Judgments	
	5. Public Grievances Register	
	6. Inspection Register	
	7. Others	
3	Safety of files and Record Keeping	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeep of record room in compliance to Govt. guidelines	
	6. Status of classification of records for preservation and destruction	
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, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	Whether the District Database of licenses /Gun Register is computerized as per Govt. instructions?	
7	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	
8	Arms licenses	
	1. No.of arms dealers in the District	
	2. Total Arms licenses granted for Prohibited (PB) Weapons	
	3. Total Arms licenses granted for Non-Prohibited (NPB) Weapons	
	4. Total number of NPB Arms license issued- State level, Adjoining states & National permits	
	5. No.arms licenses issued without police	

	verification	
	6. No.of cases where in the police report has been received after 45 days during the last 2 years.	
	7. No.of licenses granted under family heirloom policy	
	8. No.of cases where in quantity of ammunition was granted more than the uniform annual norm/ policy with the approval of the State Govt.	
	9. No.of cases where in use of ammunition was not reported as per guidelines.	
	10. No.of licenses granted to Overseas Citizens of India (OCI)	
	11. No.of licenses pending for re-verification at the time of renewal as per Govt.guidelines.	
	12. Last date of audit of obsolete, obsolescent, confiscated and recovered weapons as per guidelines.	
	13. No.of Arms deposited in various police stations as on today provide details during inspection.	
	14. No.of Licenses renewed till date	
	15. No.of licenses not renewed till date and follow up action taken	
	16. No.of applications pending	for new arms licenses
		Transfers
		Renewals
		Others
	17. No.of applications pending for want of Police verification	
	18. No.of applications for new licenses rejected with reasons if any.	
	19. Average no.of days taken by the branch to process and dispose any application.	

Service	Opening Balance as on 1 st January	New Applications till date	Total	Pending for Police verification	Disposed	
					Issued	Rejected with reasons
Renewals						
New Applications						
Transfers						

9	Explosives NOC	
	1. Whether police reports are obtained before issuing NOC against Explosive License as per the law with in time limit.	
	2. Average no.of days being taken by the Police to provide its verification report.	
	3. Average no.of days taken by the branch to process and dispose any application.	
	4. No.of pending cases as on date.	
10	Prosecutions under Arms Act	
	1. No.of cases pending for prosecution under Arms Act	
	2. No.of coordination meetings held with Police on prosecution sanction during the last 12 months with dates.	
	3. Last date of armoury inspection	
	4. No.of drives undertaken against unlawful arms in the district.	
11	Leadership and Organisation	
	1. Fixed day / Dates of officers meetings during the last one month by the DC (Minimum once in a fortnight)	
	2. Fixed day / Dates of officers and staff meeting by the Branch Officers. (Minimum once in a fortnight)	
	3. Date / Day fixed for In-house capacity building / training (at least once in a month) on need based areas for improved performance	
	4. No.of officers/ staff attended the last in house training with date.	
12	Public Grievances / Public Services	
	1. No.of Public grievances / complaints received on the subject during the last 12 months	
	2. No.of Public grievances pending on the subject.	
	3. Assam Right to Public Services Act, 2012 –No.of pending, disposed and Appeals	
	4. Name of the Nodal officer –Public Grievances and contact Number	
13	RTI	
	1. Whether <i>suo moto</i> disclosure of 17 points of information under S.4.1(b) is published in the District website.	

	2. No.of RTI Applications received during the last 12 months.	
	3. No.of RTI Applications for which information was provided during the last 12 months.	
	4. No.of RTI Applications information was rejected during the last 12 months.	
	5. No. of RTI First Appeals received	
	6. No. of RTI Applications pending for a decision	
	7. No.of RTI First Appeals pending for decision	
	8. Timely submission of Annual Statement of Applications and Appeal status to Information Commission	(Yes/No)
	9. Name of PIO and First Appellate Authority	

14. Timely submission of statements / reports to higher authorities in the current year.

Name of the Report if any to be submitted	Higher Authority Name	Mode of submission (Online/ manual- post/fax)	Periodicity of reports	Prescribed dates of submission	Actual dates of submission by the District

15	Branch Inspection	
	1. Dates of inspection of the Branch by the Branch officer (Quarterly)	
	2. Follow up action taken after the last inspection by the DC/ branch officer	(Yes/No)
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	

Branch Officer(Signature, Name and Designation)
with Date & Time

Comments / Observations of the Deputy Commissioner/ SDO (Civil) (Based on the Branch Officer Report and personal verification of the branch)
Deputy Commissioner/ SDO (Civil),District/Sub-division.

Branch	2.5	PASSPORT
Location		
Name of the Branch Officers for the last 2 Years	Period	Officer Name & Designation
Action taken on the immediately previous inspection of the Divisional Commissioner to improve the Branch		

S.No	Performance Question	Present Status
1	Dak –Communication & Tracking System	(Yes/No)
	1. Operation of Central Registry and Numbering (Manual/Computerised)	
	2. Receipt/ Dak Register	
	3. Issue / Dispatch Register	
	4. Assistants Logbook / Diary	
	5. Messenger Book/ Peon Book	
	6. Stamps Accounts Register	
	7. File Index Register	
	8. File Movement Register	
	9. Weekly Arrear Statements –at individual level and Branch level	
	10. Abstract of dak pending for disposal for over a month	
	11. Register for keeping watch on MLAs/MPs communications	
	12. Register of Assembly / Parliament Questions	
	13. Check list for watching reports/ Returns	
	14. Priority Marking Status	
	15. No.of Dak received during the last 12 months	Nos.
	16. No.of Dak pending- yet to be attended	Nos.
	17. No.of Dak issued during the last 12 months	Nos.
2	Records / Registers-Updating	Properly Maintained / Improperly Maintained/Newly opened/ Not Maintained
	1. Guard file of-Circulars/ Govt. instructions /Guidelines and Formats	
	2. Stock / Asset Register	
	3. Register of Court cases/ Litigations/	

	4. Status of implementation of Court / CAT Judgments	
	5. Public Grievances Register	
	6. Inspection Register	
	7. Others	
3	Safety of files and Record Keeping	
	1. Whether work allotment order specifies the officer/staff responsible for the safe and secure custody of files/registers/records etc.	(Yes/No)
	2. Are records kept safely under lock	(Yes/No)
	3. No of cases of missing files, dak etc. if any during the last 5 Years	
	4. Security of records	Satisfactory/Not Satisfactory
	5. Proper upkeep of record room in compliance to Govt.guidelines	(Yes/No)
	6. Status of classification of records for preservation and destruction	
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, Officer/staff responsible and Timelines)	
	1. Annual Plan of Action of last Year and its achievement and of current Year & its progress	Prepared/Not Prepared
	2. Dates on which the Branch officer submitted the APA to the DC / SDO (if not done already, the BO are to submit immediately for the current Year)	
6	Whether all latest guidelines and circulars issued by the Govt. from time to time are properly read and followed.	
7	No.of Passport applications pending for Police verification	
8	Verification process	
	1. Average No.of days taken for disposing the Passport application verification process	
	2. Average No.of days taken by the SP office for verifying the Passport application	
9	Leadership and Organisation	
	1. Fixed day / Dates of officers meetings during the last one month by the DC	