

# **QUESTIONNAIRE FOR O&M INSPECTION OF SUBORDINATE OFFICES**

Name of Office \_\_\_\_\_

Date of present Inspection \_\_\_\_\_

Date of last Inspection \_\_\_\_\_

## **Part- I - General**

### **1. Basic informational aids / Retrievals system**

(a)How the Guard files being maintained (e.g. dusty / neat and tidy, etc.) with their Nos.	
(b) Number of entries made in the Precedent Book during last 5 years and how is it being maintained?	
(c) No. of receipts diarised (from 1st April of previous year to till now).	
(d)No. of communication dispatched (from 1st April of previous year to till now).	
(e)Type of filing system adopted (i.e. functional filing system or subject based filing system ).	
(f) State the condition of 'Call Book'. Whether it is being maintained? If yes, number of entries made (from 1st April of previous year to till now).	
(g) How the Acts, Rules, Regulation, Executive Instructions relevant to the function of the office are being maintained?	
(h) How Orders/instructions issued by Ministry in regards to the subject matters handled in the office are being maintained?	
(i) State the condition of File register and No. of Files opened during the previous year (from 1st April of previous year to till now).	
(j) State the condition of File Movement register and No. of Files for which entries were made during the previous year (from 1st April of previous year to till now).	

## 2. Record Management

(a) Is the special drive to record/ review/ weed out of old records/ files being carried out? If yes, when was it last done with No. of record/ files recorded/ Reviewed/ Weeded out.	
(b) Has the Record Retention Schedule for records relating to substantive functions, drawn up? If yes, indicate the year it was prepared/ reviewed.	
(c) Is the half yearly report being sent to National Archives of India regarding recording/ reviewing/ weeding out? If yes, furnish details.	
(d) No. of Files weeded out after review	
(e) No. of Files marked for further retention	
(f) No. of Files pending for review	

## 3. Checks on delays

- (a) Whether the 'time limits' for disposal of various cases has been fixed? If yes, when was it last reviewed? if no, reason why?
- (b) Percentage of receipts disposed of (based on examination of the previous, and current financial year.

(i) Within 7 days.	
(ii) Within 1 month	
(iii) Within 1-3 months.	
(iv) After more than 3 months.	

- (c) In case pendency position is high, indicate your observation in regard to reasons of high pendency and remedial measures to be adopted:

## Part-II –Establishment matters

### 1. Vacancy details

(a) How the register indicating no. of posts in different grades along with the date(s) of their creation/continuations (in case of temporary posts) is being maintained?	
(b) How in incumbency register indicating the names of the official holding different posts along with their dates after appointment are being maintained?	
(c) No. of posts vacant, due to promotion, transfer, superannuation, deemed abolition, etc.)	
(d) Steps taken to fill up the vacant posts.	

2. Whether exercise for converting temporary posts into permanent ones is taken up, whenever due? Indicate the date when orders for converting temporary posts into permanent ones were last issued.

3. How often DPCs are conducted for confirmation of officials? Indicate the following:-

a) No. of persons borne on the cadre of the organisation.	
b) No. of persons holding substantive status.	

4. Are the rosters relating to reservation in services being maintained and checked by liaison officer? Fill up the following data:-

(A).

Category	No. of posts Sanctioned	No. of post filled	Percentage of		
			SC	ST	OBC
Group 'A'					
Group 'B'					
Group 'C'					
Group 'D'					

(B).

**No. of posts filled by**

Category	Direct Recruitment				Promotion				Deputation/Transfer			
	SC	ST	OBC	GENL	SC	ST	OBC	GENL	SC	ST	OBC	GENL
Group 'A'												
Group 'B'												
Group 'C'												
Group 'D'												

5. **Rotation of Staff** (Details of persons working in the same sections/unit for more than five years):

Sl. No.	Name & Designation of employee	Name of Section/ seat in which working	Date from which working	Whether his/her case of transfer was considered	Justification for such retention
(1)	(2)	(3)	(4)	(5)	(6)

6. **Training of Staff**

Groups	Number of persons in the Organisation	Number of persons who have undergone in - service training during the year	Number of persons who require short-term training (i.e. upto 3 months) in work related jobs	Number of persons who require long-term training (i.e. more than 3 months) in work related jobs	Area of Training (Please Indicate) (i)Office Procedure (ii)Computer (iii)Finance/Audit (iv)Statistics/ Research (v)Management (vi)Other specialized fields (vii)Any other	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Group-A						
Group-B						
Group-C						
Group-D						

### Part-III – Cash & Accounts

1. No. of occasion when entries made in cash book have not been attested by Head of Office /DDO	
2. Indicate number of occasion when entries made in contingent register have not been attested.	
3. No. of occasion when bill for stores not supported by certificate to the effect that the articles have been received in the store register.	
4. No. of occasion where a register of advance being maintained and entries not made immediately after sanction of advances.	
5. How the payments for telephone charges are being monitored?	

### Part –IV- Store purchase

1 Condition of the stock register? <ul style="list-style-type: none"> <li>• Is it bound?</li> <li>• Page Numbering?</li> <li>• Index Updated?</li> </ul>	
2. Condition and availability of a register showing the detailed distribution of furniture and other articles amongst officers and sections?	
3. Is each class of stock allotted a number (codification) for easy identification? If yes, indicate whether computerized or manual.	
4. Is physical verification of stock being conducted once in a year? Indicate dates of previous two physical verifications	
5. Conditions of the log books being maintained by every driver?	
6. No. of occasions when the entries made in the log books have not been attested by the officers using the vehicles.	

## Part-V- Receipt & Issue

1. Condition of the dak registers being maintained?	
2. Whether the opened dak as well as cover of Un- opened dak are being date-stamped	
3 Indicate the system being followed for taking acknowledgment of the dak distributed to sections/officers.	
4 By a sample check of 40-50 items of dak, indicate the percentage of dak remained undistributed even after 2 working days.	
5 Are separate despatch registers being maintained for telegram, inland post, and foreign post? If yes, condition of the registers.	
6 Scrutinise the stamp account register and indicate whether:- (a) Separate registers maintained for-	
i) ordinary postage stamps	
ii) for service postage stamps	
(b) Totals from the despatch registers and postal registration book posted	
(i) daily	
(ii) correctly	
( c ) Scrutinised by section in charge daily	
(d ) Does the stocks of stamps available tallies with the balances shown in register	

## Part-VI- Misc.

1. Whether the Recruitment Rules are being reviewed each after 5 years? If yes, when was it last reviewed? if no, reason why?	
2. Whether the Service Books have been shown to the persons concerned every year? If yes, number of persons who could not see their service books, with reasons.	
3 Where Service Books are not complete, whether any special drive was undertaken and if so, the results thereof;	
4. Whether review for Premature Retirement {under FR 56(j)} is being carried out? If yes, when was it last reviewed? If no, reason why?	
5. No. of Court Cases pending for: (i) less than 6 months (ii) between 6 months to 1 year (iii) between 1 to 2 years (iv) over 2 years (v) Total	
6. No. of Audit para(s) outstanding for: (i) less than 1months (ii) between 1 to 2 year (iii) more than 2 years (iv) Total	



## SUMMING UP

Brief re-capitulation of defects/shortcomings noticed by Inspecting Officer may be furnished along with suggestions as under.

Sl. No.	Part No.	Para No.	Defects/Shortcomings Noticed	Suggestions / Actions recommended for improvement

**Date:**

**SIGNATURE**