Ministry of Environment, Forest & Climate Change
Inspection Questionnaire

Name of Division/Section...

Date of Inspection..

Date of last Inspection...

Part-I

Inspection questionnaire for a Section/Desk

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1.	Is the location of Division/Section/Desk conducive for efficient performance?		
2.	Are the personnel posted in Division/Section/Desk adequate with reference to the workload?		
3.	Does the Division/Section/Desk have:		
(a)	Efficient PC systems?		
(b)	Latest eOffice applications?		
(c)	Efficient scanner?		
(d)	Efficient printer?		
(e)	Any others (specify)		
4.	Do the personnel posted in Division/Section/Desk have adequate IT proficiency:		
(a)	In operating the PC systems?		
(b)	In using the eOffice applications?		
(c)	In operating the scanner?		
(d)	Is the seating arrangements conducive?		
(e)	Any other associated equipment?		
5.	Is the personnel in the Division/Section/Desk sent on periodic training to operate the latest versions?		

6.	Is data for monitoring of the pendency of the following generated by the Division/Section/Desk automatically:		
(a)	Fulfilments of Assurances?		
(b)	Action on Court/CAT cases?		
(c)	References from Cabinet Secretariat?		
(d)	References from PMO?		
(e)	References from MPs and other VIPs?		
(f)	Action on formulation/review of policy?		
(g)	Action on formulation/review of schemes?		
(h)	Action on Note for the Cabinet/ Cabinet Committee / GoM/CoS?		
(i)	Centralised Public Grievance Redress and Monitoring System (CPGRAM)?		
(j)	RTI? Any others? (Specify)		
7.	Are the files kept properly in the almirah / racks?		
8.	Mechanism for brainstorming to develop innovative ideas to be developed in Division/Section with interactions with the stakeholders?		
9.	Any other issues?		
10.	Any other observations of the Inspecting officer/team to improve the efficiency of Section/ Desk:		

Part-II

Additional information in respect of Division/Section

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1.	No. of Receipts received		
2.	No. of New files opened		

Sl. No.			
3.	Has the Record Retention Schedule for records relating to substantive functions, drawn up ? If yes, indicate the year it was prepared/reviewed.		
4.	No. of Files • Category 'A' • Category 'B' • Category 'C'		
5.	No. of Files reviewed during the special drive.		
6.	No. of Files weeded out during the special drive.		
7.	No. of sanctioned strength and existing staff.		
8.	Are guidelines/instructions contained in CSMOP's latest version are being followed in the Division/Section?		
9.	Is Compendium on Channel of Submission is being followed in the Division/Section for disposal of cases? if not, reason therefore.		

Part-III

Inspection questionnaire for Central Registry Unit (CRU) where eOffice has commenced

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1.	Is the location of CRU conducive for efficient performance?		
2.	Are the personnel posted in CRU adequate with reference to the workload?		
3.	Does the CRU have :		
(a)	Efficient PC systems?		

(b)	Latest eOffice applications?		
(c)	Efficient scanner?		
(d)	Efficient printers?		
(e)	Any others (specify)		
4.	Do the personnel posted in CRU have adequate IT proficiency:		
(a)	In operating the PC system?		
(b)	In using the eOffice applications?		
(c)	In operating the scanner?		
(d)	Is the seating arrangements conducive?		
(e)	Any other associated equipment?		
5.	Is the personnel sent on periodic training to operate the latest versions?		
6.	Is CRU under the direct charge of a SO level or higher level officer who is proficient in IT tool used in CRU?		
7.	Is the CRU under the overall charge of a Deputy Secretary or equivalent officer?		
8.	Any other issues?		
9.	Any other observations of the Inspecting officer / team to improve the efficiency of CRU?		

Part-IV

Inspection questionnaire for Departmental Records Room

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1.	Is the location of Departmental Records Room conducive for maintenance of physically processed records?		
2.	Does the Departmental Record Room have:		

(a)	Compactors?		
(b)	Almirahs?		
(c)	Other storage facilities (Specify)?		
(d)	Efficient PC systems?		
(e)	Latest e Office applications?		
(f)	Efficient scanner?		
(g)	Efficient printers?		
(h)	Any others (specify)		
3.	Is the Departmental Record Room properly maintained to preserve the records?		
4.	Any other issues?		
5.	Other observations of the Inspecting officer/team to improve the efficiency of Departmental Records Room?		

Date:

(Signature of Inspecting Officer)

Summary Report Proforma

1.	Have all the suggestions / recommendations / defects pointed out in the previous inspection been implemented / rectified	
2.	If not, specific reasons for not implementing the same in each case	
3.	Defects or shortcomings noticed and any other comments which inspecting Officer (s) may have to make	
4.	Suggestions / Actions recommended for improvement	

Date:

(Signature of Inspecting Officer)