

## **QUESTIONNAIRE FOR THE INSPECTIONS OF THE SUBORDINATE OFFICERS**

Inspecting Officer (With Designation)

Name of the Office Inspection

### **Present Inspection:-**

- i] Period covered by inspection
- ii] Date of inspection

### **Last Inspection:-**

- i] Period covered by inspection
- ii] Date of inspection
- iii] Name & Designation of the Officer inspected  
Name[s] of the Officer[s] holding Office during -  
the period covered under inspection

## **ORGANISATION AND DISTRIBUTION OF WORK**

- a] Is there an office order showing the distribution of subjects among the sections and whether it is maintained upto-date?
- b] A statement showing the subject dealt with by each Clerk and his average out-turn should be put up
- c] Is the distribution of work among clerks and sections rational and equitable ?
- d] Are any changes necessary in the allocation of work to secure greater efficiency?

### **STRENGTH OF OFFICE:**

- a] What is the sanctioned strength of the office under each category

#### **PERMANENT**

#### **TEMPORARY**

- b] Is the office adequately staffed? {comment with reference to the average out-turn of work and other relevant factors}
- c] Is the average out-turn is less than prescribed yardstick/ Are there any special features justifying the present scale of staff of? Is there scope of reduction of staff ?
- d] Is there a scope for more equitable distribution of work among the staff ? Would such a distribution result in greater efficiency?

### **TYPISTS:**

- e] What is the average out-turn of the Typist?

f] If the average out-turn is below the yardstick, are there any special features justifying the existing No. Of typists or is there scope of reduction in the No. of Typists ? NO

g] Is the Typist attending to any duties other than typing like despatching etc.,

**STENOGRAPHERS:**

h] What is the average out-turn of the Stenographer?

i] Are there Officers, who are handicapped for want of Stenographers ?

**LOWER DIVISIONS CLERKS**

J] What is the work attended to by lower division Clerk ? Does he merely attend to routine work or does he note and draft also ?

**ROTATION OF STAFF:**

K] Is any member of the staff attending to the same subjects and items of work for more than three years?

l] In cases where the staff has been retained for a longer period than three years ? Is there adequate justification for such retention?

**1] DESPATCH OF BUSINESS**

[Please furnish a statement of current received in each section during the preceding calendar year] {statement}

I] TOTAL RECEIPT OF EACH SECTION DURING THE LAST ONE YEAR:

Name of the Section or Branch	Total No. of Currents received	Average turn of currents received
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a] (Put up a statement showing Clerk wise the number of cases pending at the beginning of the year those received during the year, disposed off and those pending at the end of the year)  
Comment on the progress in disposal

b] Put up an abstract showing the No. of over Six months and over one year files pending in each seat and comment on pendency

- c] Scrutinise some typical files among over One year and indicate the delays, deviations from the prescribed procedures and any other peculiarities noticed there suggest measures or changes in procedure that may help expeditious disposals ?

## **2 TAPPALS:**

- a] Is there any office order issued prescribing the procedure for opening the tappals?
- b] Who opens the tappals?
- c] Does the Tappal Clerk maintain any register for obtaining acknowledgements of tappals and valuables?
- d] Are those registers maintained properly and acknowledgement with date obtained?
- e] Is the distributions of tappals prompt and punctual?
- f] Are there any bottlenecks entitling delay in distribution of tappals ? If so, what are your suggestions to eliminate them?

## **3 DISTRIBUTION REGISTER:**

- a] Are distribution registers maintained properly in the prescribed form ?
- b] Is the Officer opening the tappals or the Section-Head initialing with date below the last number in the Distribution Register each day ?
- c] Have all the numbers in one distribution register been acknowledged by the Clerk ?
- d] Have the Distribution Register been compared with the personal Registers by the Section-heads periodically and all currents in the Distribution Register accounted for in the personal Register ?

## **4 PERSONAL REGISTER:**

- a] Are the personal Registers maintained in the prescribed form by all the Drafting Clerks ?
- b] Have all the pending currents of the previous years have been brought forward to the new registers on 1st April ?
- c] Has a certificate to that effect been recorded in the Register by the Clerk and attested by the Superintendent?

- d] Have currents been registered on the same date of receipt ?
- e] Are the title-heads entered in Col.4 of the Register brief and accurate ? Do they adhere to authorised-heads ?
- f] Have Col.6 & 7 showing the date of submission of papers and return to clerk been filled up correctly ?
- g] Have the reminders issued been entered in Col.8 in RED INK ?
- h] Have replies to references been entered in their turn on the dates of receipt in Col.2 &3 and full details thereof in Col.9 & 10 against the old case concerned [ list out delays in over One month and comment upon bad delays if any?]
- i] Have the disposal been returned to the Record Room promptly and got acknowledged ?
- j] Examine some disposal files and find out whether there was any closing of files prematurely ?
- k] Have lie-over orders been taken un-necessarily for unduly long periods ?
- l] Is the programme for check of personal registers by Section-Heads and the officers suitable?
- m] Is an index showing the due dates for check and dates of actual submission attached to the running note file relating to each personal register and maintained up to date ?
- n] Have personal Registers been checked by Superintendents and the Officer concerned regularly on the due date?
- o] Have the remarks recorded in the running Note files been answered properly ?
- p] Have the personal Registers been checked by the Section-Heads and the Officers thoroughly and critically ?

#### 5 **PERIODICAL REGISTERS:**

- a] Is a consolidated list of periodicals maintained for the office ?
- b] Is a periodical Registers maintained by each clerk dealing with periodicals
- c] Are the periodical Registers maintained correctly and up to date ?

- d] Have the periodical Registers been checked along with the personal Registers according to the programme?
- e] Is a calendar of periodicals maintained by the Section-Heads to watch prompt receipt and despatch of periodicals?
- f] Have advance reminders been issued for periodicals due from subordinates and have reminders been issued periodically and promptly in cases of delay after the due dates ?
- g] Are there delays in the receipt of periodical reports from Subordinates or reviewing or sending outgoing periodicals by this office ?

#### **6 CALL BOOK**

- a] Is a call book maintained in the prescribed form and are all the columns being filled in properly?
- b] Are there any entries in the call book where action is due within Six months?
- c] Are there any delays in taking actions on Call book Cases?
- d] Is the call book being checked periodically by the Section -Heads and the Officer concerned?

#### **7 ARREAR LISTS**

- a] Are the detailed arrear lists and the abstracts of pendency in the forms prescribed being submitted to the Officers concerned each month promptly ?
- b] Are the arrear lists reviewed in details and critically ?
- c] Has the annual Business Statement maintained properly ?

#### **8 REMINDER DIARY**

- a] Is a reminder diary maintained in the prescribed form for each subject Clerk.
- b] Have reminders been issued promptly ?
- c] Have reminder diaries been checked by Supervising Officers along with periodical Registers?

#### **9 STOCK FILES**

- a] Has a list of subjects on which stock files should be maintained been issued?
- b] Are the stock files on all such subjects ?

c] Are the stock files maintained properly and upto date? Have absolute orders been removed?

d] Is an Index put up in all stock files?

e] Are the stock files being checked periodically?

10 **ATTENDANCE REGISTER:**

a] Is an Attendance Register maintained properly in the prescribed form?

b] Is a late Attendance Register maintained showing the time of arrival of the late commers?

c] Have the Attendance and Late Attendance registers been seen by the Officer dialy?

d] Is a forfeiture of Casual Leave being made for late attendance in accordance with the Rules?

11 **CASUAL LEAVE REGISTER:**

a] Is a Register showing casual leave, Optional Religious Holidays and compensation leave granted to Subordinates maintained upto date?

b] Are there any ommissions to enter such leave taken or are there any cases of grant of such leave in excess prescribed limits?

12 **FAIR COPING REGISTER:**

a] Is a Fair Copy Register maintained properly in the prescribed form?

b] Is the Register checked by any Officer periodically?

c] Are there delays in fair copy and despatch?

13 **DESPATCH BY POST & LOCAL DELIVERY BOOK:**

a] Are Registers for local delivery and despatch by post maintained properly in the prescribed form?

b] Are there any cases where letters which could be sent by local delivery were sent by post?

c] Have these registers been checked by the Superintendent and the Officer concerned periodically?

14 **STAMP ACCOUNT**

a] Is the stamp account maintained properly in the prescribed form?

b] Has the account been checked daily by the Superintendent and periodically by any Officer?

- c] Does the value of stamps on hand tally with the balance shown in the Register?
- d] Are indents for stamps sent to the Taluk Treasury periodically and adequate stock of stamps maintained?

15 **SECURITY REGISTER:**

- a] Is the Security Register maintained properly in the prescribed form?
- b] Is the Register checked by the Officer Incharge of Tappals?

16 **COPY APPLICATION REGISTER:**

- a] Is a Copy Application Register maintained properly?
- b] Has it been periodically checked by an Officer?
- c] Are there any cases of delay in the issue of copies?

**DELEGATION OF POWERS**

- a] Are the powers so far delegated, adequate?
- b] Is it necessary to delegate larger powers and if so, indicate the extent with reasons thereof?
- c] Are the delegated powers been exercised properly?

**FINANCIAL CONTROL**

**1. BUDGET**

- a] Is there a separate Accounts Officer to look after budget preparation and control?
- b] Is the Head-Officer personally associated in the preparation of Annual budget ?
- c] Are the budget estimates and the number statements prepared in accordance with the prescribed instructions?
- d] Are the estimates on contingencies and TA prepared according to the prescribed instructions
- e] Have surrenders and excesses of the previous year kept in view in preparing the current year's estimates?

**2 REALISATION OF RESOURCES:**

- a] What are the heads of revenues for the realisation of which the department is responsible and where the exact amounts to be realised under:
  - 1] ARREAR

## II] CURRENT

- b] Has any programme to collections been prescribed?
- c] What is the progress on realisation? [Comment critically the methods applied for realisation and their adequacy? ]

### **RECEIPTS AND REMITTANCES:**

Is the challan file maintained to show the remittance of money into the Treasury? Was there any undue delay in such remittances?

### **3.EXPENDITURE:**

- a] What are the various heads of expenditure and the amounts provided in the budget thereon?
- b] What is the progress of expenditure under each head?
- c] Is expenditure planned and progressive?
- d] Is the Head of office periodically reviewing the progress of expenditure so as to ensure a regular flow through the year ?
- e] Is an excess and saving statement maintained and reviewed periodically?
- f] Was there any rush of expenditure at the end of the previous year ? If so, what steps you would suggest to eliminate such trends?
- g] Are the accounts regularly, reconciled with those of A.Gs/Treasury Officer and monthly reconciliation certificates issued promptly?
- h] Are the instructions issued in G.O.Ms.No.47, Fin.[Rev] ,dt.29-02-68 and G.O.Ms.No.48, Fin.[Rev] dt.29-01-69 being scrupulously followed? --
- i] Is there a proper phasing of expenditure over the entire financial year? --

### **4 CONTROL OF EXPENDITURE:**

- a] Is a Register of expenditure and Liabilities maintained accurately in the proper form ?
- b] Have the required heads of expenditure and appropriation where for entered?
- c] Have the progressive total been made under all the detailed heads every month?
- d] Is the progress of expenditure proportionate to the appropriation?



- e] Has action been taken in time to obtain additional appropriation of to propose surrender wherever necessary?
- f] Is there a register of bills presented to the Treasury for Bank for payment?
- g] Has money in any case drawn from the Treasury or Bank, long before it was required for actual disbursement or at the close of the year?
- h] Are the Registers showing advance of pay, TA drawn and disbursed being maintained?
- i] Have the advances been adjusted promptly or have they been entered in the L.P.C. in the case of Government Servant transferred?
- j] Where the advances drawn on abstract bills utilised for the purposes for which they were drawn and adjusted within a reasonable time?
- k] Does the inspections of the books and accounts show that the Officer had exceeded his powers in any financial and accounts matters?

#### **5 PERMANENT ADVANCE REGISTER:**

- a] Is a permanent advance register maintained properly in the prescribed form?
- b] Is the Register being submitted to the Officer daily or whenever there are transactions?
- c] Is the Permanent Advance being recouped at reasonable intervals?
- d] Is the permanent advance sanctioned for the Office adequate or excessive?
- e] What is the Unspent balance on hand?
  - i] As per Register - and
  - ii] Actual Cash
- f] Are vouchers forthcoming for reminder of the permanent advance?

#### **6 CASH BOOK:**

- a] Is the Cash Book being maintained properly in the prescribed form?
- b] Are the cash balance under permanent Advance and all other accounts entered daily in the cash book?
- c] Verify the balance on hand, Is it correct?

- d] Is the verification of the cash balance done systematically as required in S.r.(2) of T.r. II of the APTC.Vol.I and memorandum signed and date by the Verifying Officer.
- e] Is the cash balance physically verified daily or at frequent intervals and are certificates of verification furnished by the officer concerned and balance amount entered in words in his own hand?
- f] Where the cash and valuables lodged?
- g] Who is Incharge of them and they are they verified atleast once in a month by the Head of office?

#### **7 CONTINGENT REGISTER:**

- a] Is a Contingent Register maintained properly in the prescribed form?
- b] Is each item of expenditure in the Contingent Register being attested by the Officer?
- c] Have the instructions regarding economy in expenditure been adhered to?
- d] Have the progressive totals been made under detailed head and all items monthly?
- e] Has there been [i] Unauthorised or [ii] extravagant expenditure from the payment advance?
- f] Have stamped receipts been obtained for all payments exceeding Rs.500/-and above and have all vouchers of the below Rs.25/- been cancelled or so defeated not to be used against and the cancellation initialled by the responsible officer?
- g] Are the Contingent Registers preserved for a period of 5 years?
- h] Are the cancelled vouchers preserved for a period of 3-years?

#### **8 REGISTER OF UNDISBURSED PAY& T.A. ETC.,**

- a] Is it maintained properly in the prescribed form?
- b] Is there a periodical check of this Register?
- c] Verify the balance on hand?

#### **9 AUDIT OBJECTIONS:**

- a] Put a statement of Audit objections pending disposals?

- b] What is the total amount convered by the objections?
- c] Are the periodical returns prescribed on the subject promptly despatched?
- d] Is where repetition of the objections of the previous year avoided?
- e] Are the Audit objections being answered promptly?

10 **REGISTER ADVANCES:**

Is it maintained properly showing:

- 1] Festival Advance
- 2] H.R.A. or site Advance
- 3] Tour Advance
- 4] Motor & Motor Cycle Advance
- 5] G.P.F. Advance
- 6] Marriage Advance

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11 **TARGETS OF WORK FOR OFFICERS & STAFF:**

- a] What are targets fixed for out-turn by each category of Officers?
- b] Whether the targets so fixed, are excessive or adequate or inadequate?
- c] Whether they have been communicated to the Officer concerned?
- d] What was the achievement by the Officers?
- e] What are the short-falls?
- f] What are the reasons for such shortfalls?
- g] What action has been taken against the Officers concerned for not reaching targets?
- h] Are the periodical meetings with the Sub-ordinate Officers held by the head of Department?
- i] Who reviews the progress of work?
- j] Is the progress of work being reviewed periodically and if so at what intervals ? Is the period sufficient for substantial out-turn?
- k] Are the reviews clear and exhaustive and instructive and have they been communicated to the Subordinate concerned?
- l] Are the defects pointed out in the reviews, rectified by the suboridnate Officers?

- m] What are the methods adopted for evaluating the performance by the subordinate Officers? Are the methods adequate and satisfactory?
- n] What are the steps taken to gear up the efficiency of a performance at every level?

**PERSONAL MATTERS:**

**1. Temporary Appointment:**

- a] Are temporary appointments made only when candidates selected by competent Authority are not available?
- b] Where temporary appointments made the candidates possess the prescribed qualifications?
- c] Has concurrence of the District Collector, been obtained for temporary appointments exceeding three months promptly?
- d] Has prompt action been taken for regularisation of temporary appointments?
- e] Have increments been sanctioned upto date to various temporary members of the Staff?
- f] Whether special representation under General Rules, 22 has been followed?

**2] DECLARATION OF PROBATION:**

- a] Is a Register of probation maintained upto date separately for each category of Govt. Servant?
- b] Has it examined every month and action initiated in all cases due for declaration of the completion of probation?
- c] Have probation sheets been opened for all persons regularly appointed?
- d] Have there been delays in passing orders of completion of probation?

**3] SERVICE REGISTER**

- a] Are Service Registers maintained for the entire personnel in accordance with the instructions of the F.R ?
- b] Are the held in the custody of the Officer, and are the entries therein made and duly attended as much event occurs?
- c] Have certificates of verification of services been furnished in the S.Rs upto-date?
- d] When were they last verified, checked and attested?

- e] Are landed property statements being obtained from each member of the superior services as prescribed in the C.S.R.Rules and filed with S.Rs? When and for what period were they last obtained?

**4] DISCIPLINARY CASES:**

- a] Put up a statement showing the details of pension cases disposed off during the year and another statement showing the pending cases?
- b] Examine some cases disposed off and state whether the procedure has been followed correctly in accordance with APCS(CCA) Rules?
- c] Are there any undue delays in the disposal of the disciplinary cases?
- d] Are the punishment imposed appropriate?
- e] Have the punishment imposed been noted in the personal files and service Register of the individuals concerned?

**5 PENSION CASES :**

- a] Put up a statement showing the details of pension cases disposed off during the year and another statement showing the pending cases? }
- b] What are the reasons for the delay in sanctioning pension? }
- c] Was any anticipatory pension sanctioned in respect of long pending cases?
- d] Was prompt action been taken in sanctioning Family Pension?

**6 PUBLIC RELATIONS:**

- a] Whether a Receptionist has been maintained for attending to public relations work?
- b] Whether suitable arrangements have been made for visitors to wait?
- c] What arrangements exist?
- a] To attend public grievances
- b] To hear their representations
- d] Have specified hours been allotted by Officers to receive visitors?

**7 ROUTINE MATTERS:**

**{1} Office Accommodation:-**

- a] Is the accommodation adequate?

- b] Are the Office Rooms and halls maintained neatly?
- c] Are the extinguishers maintained in serviceable condition?

## **{2} Records:-**

- a] Is a Rack Register maintained upto date?
- b] Are the records neatly and properly arranged?
- c] Is the Record room maintained free from white ants and Rats?
- d] Is the register of records issued maintained and is the return of the records duly watched?
- e] Is a Register showing the handing over and taking back of the sealed containing the keys of the records from being maintained properly?

## **DESTRUCTIONS OF RECORDS:**

- a] Has the disposal files of previous years been destroyed and has the year of destruction been noted in the disposal list under the initials of the Head of the Office?
- b] Have the records which are ordered to be maintained permanently or for further period been separated and retained properly? Has sanction been obtained for destruction of the records maintained in (a) ?
- c] Has the letter (D) been altered into (R) or the bokets, of files ordered for permanent retention?
- d] After the paper have been destroyed, has the Officer certified at the feat of the records to be destroyed that the papers in the list have been destroyed except such as has been ordered to be retained permanently or for certain periods?
- e] Have the lists been carefully filed and preserved in the concerned?
- f] Are the Registers, Acquittances Rolls and Files which have to be retained permanently or for specified periods according to Rules being retained?
- g] Are the issues of the Andhra Pradesh Gazette received regularly and filed properly.?

## **3 INDICES:**

- a] Have indices been prepared upto date?

- b] Have any unauthorised title-heads been adopted?

#### **4 LIBRARY:**

- a] Is a receipt register maintained upto date?
- b] Is a catalogue of books maintained upto date?
- c] Is an issue register maintained correctly and upto date?
- d] Is an arrear list prepared every month and action taken for the return of books pending for more than a month?
- e] Has a physical verification of the books been made annually?
- f] Are all the books forthcoming, (Testcheck some cases and note the result).

#### **5 REFERENCE BOOK:**

- a] Is a register showing reference book issued to sections and officers maintained?
- b] Is a list of reference books maintained in each section and does it tally with those supplies?

- c] Are reference books kept upto date with the latest correction slips pasted therein?

#### **6 OFFICE ORDERS:**

- a] Is a set of office orders maintained upto date with the section responsible for issuing?
- b] Are copies of the Office orders given to each drafting clerk and are all drafting clerks maintaining stock file of all office orders for guideline?

#### **7 FORMS AND STATIONERY:**

- a] Are the registers maintained properly in the prescribed form?
- b] Are acknowledgements obtained for each item of issue?
- c] Have receipts of stocks from the Controller of Stationery and Printing been verified and attested by an Officer?
- d] Have the closing balance of previous registers been carried over correctly to the current register?
- e] Does the stock on hand tally with that in the Register? (Test check on a few items of stock on hand and note the result)

- f] Have the stock been physically verified periodically?
- g] Is the stock of forms of stationery much in excess of normal requirement?
- h] Has there been any delay in sending the indents for forms of stationery to the controller of Stationery and printing or in his supplying them?

- l] Have the instructions regarding economy in stationery and forms been implemented?

#### **8 TYPE WRITERS AND DUPLICATORS:**

- a] Is an adequate No. of Typewriters maintained in working condition?
- b] Are Machine Cards maintained for each typewriter and duplicator?
- c] Are the machine being inspected periodically?
- d] Is the Register of Typewriters and duplicators maintained upto date?

#### **9 FURNITURE:**

- a] Is a register showing the stock of furniture maintained properly and upto date in the form prescribed?
- b] Is an inventory of furniture kept in each room, section or hall and kept upto date?
- c] Does the stock according to the Register tally with the total of the articles in the inventories?
- d] Has the furniture been physically verified annually by the officer concerned and action taken to verify the discrepancies, if any?
- e] Have unserviceable articles been disposed off promptly?

#### **STOCK REGISTER FOR OTHER STORES AND IMMOVABLE PROPERTY:**

- a] Are there other stores and immovable property in the custody of each Officer such as Iron Safes, Lock, etc.,? Have all the supplies obtained or purchased since the last date of inspection been entered in stock Register?
- b] Is the stock verified periodically and report sent to the Chief controlling Officer?
- c] Do the stock on hand in each case agree with the entries in the stock registers?



- d] is the spare stock of forms and stationery kept under lock and key in the custody of a responsible clerk?
- e] Are the unserviceable stores condemned and written-off the accounts under proper Authority? How are such articles disposed off?

### **SPECIAL REGISTERS:**

#### **(I) SHOPS & ESTABLISHMENTS ACT :**

- 1 Register of Shops & Estts for Registration?
- 2 Accounts Registers (Regn & Renewals)?
- 3 Show-cause Notices Register?
- 4 Prosecution Register?
- 5 Warning Register?
- 6 Register of Shops & Estts for inspection?
- 7 Register of complaints, representations and other individual grievances?
- 8 register of claim petitions?
- 9 Register of exemptions?

#### **{2} PAYMENT OF WAGES ACT:**

- 1 Register of Establishments?
- 2 Show Cause Notice Register?
- 3 Register of Prosecutions?
- 4 Register of Establishments for inspections?
- 5 Register of Complaints?
- 6 Register of Claim petitions?

#### **{3} MINIMUM WAGES ACT:**

- 1 Register of Establishments?
- 2 Register of Show-Cause Notices?
- 3 Register of Prosecutions?
- 4 Register of warnings?
- 5 Register of claim petitions?
- 6 Register of Complaints?
- 7 Register of Writ Petitions?
- 8 Register of Exemptions (Separately for permanent & Temporary Exemptions).

#### **{4} MOTOR TRANSPORT WORKERS ACT:**

- 1 Register of Licence?
- 2 Accounts Register 9(Registration & Renewals)
- 3 Register of show Cause Notices?
- 4 Register of prosecutions?
- 5 Register of Warnings?
- 6 Register of complaints?
- 7 Register of exemptions?
- 8 Register of plans approved?

**{5} INTRODUCTION OF TELUGU:**

- a] Is official correspondence made in Telugu for non-statutory purposes? (Applicable to offices of Asst. labour Officers & Welfare Organisers). If YES so, indicate the total No. of communications
- A] Received
- B] Issued in Telugu
- b] Comment on the progress made in the use of the Telugu in Official correspondence?

**{6} TOURING:**

Have the tours been done methodically ?

Instructions issued regarding economical having been strictly followed?

**{7} LICENCES:**

- 1 No. of Shops & Estts in the Register
- 2 No. of Licences issued?
- 3 No. of Licences renewed
- 4 No. of Licences to be issued/renewed?
- 5 No. of Licences yet to be renewed/issued?
- 6 No. of Licences to be issued/renewed relating to previous years?
- 7 Estimated revenue of licence fee
- 8 Actual receipts?

**RECTIFICATION OF DEFECTS OF LAST INSPECTION:**

Have all the defects pointed out in the previous notes of the inspection been rectified?

When was the compliance report on the previous notes of inspection submitted?

**GENERAL REMARKS:**