

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
ASSAM SECRETARIAT (CIVIL)
DISPUR:GUWAHATI-6

ORDERS BY THE GOVERNOR.

NOTIFICATION

Dated Dispur the 4th July, 2016

No. GAG(B)227/2016/PLI/27: In pursuance of the decision of the State Government to put in place the Institutional Mechanism for the inspection of the office of the Deputy Commissioners and Sub-Divisional officers (Civil), the Governor of Assam is pleased to depute the Senior Officer as shown below for the effective implementation of the Institutional Mechanism.

Name of District	Name of Inspecting Officer	Name of District	Name of Inspecting Officer
Barpeta	Shri Mukesh Ch. Sahu, Commissioner & Secretary, I.T. and WPT&BC Departments	Baksa	Sri Ahmed Hussain, Commissioner & Secretary, Tea Tribes Welfare and Panchayat & Rural Development Departments (additional charge)
Bongaigaon	Sri Prateek Hajela, Commissioner & Secretary, Political, Home Departments and State Coordinator & I/c of Directorate of NRC and Director, Census Operation and Special Commissioner, Emergency Relief for Guwahati	Biswanath	Sri Simanta Thakuria, Commissioner & Secretary, Finance Department
Cachar	Sri K.V. Eapen, Additional Chief Secretary, Planning & Development Department and Chairman, Assam Power Distribution Company Ltd., Assam Power Generation Corporation, Assam Electricity Grid Corporation Ltd.	Charaideo	Sri Mukti Gogoi, Commissioner & Secretary, Industries & Commerce Department and Commissioner, Upper Assam Division.
Chirang	Sri Imdadul Haque, Commissioner & Secretary, Finance Department.	Darrang	Sri S.L. Mewara, Additional Chief Secretary, Transport, Public Enterprises, Labour & Employment and Tea Tribes Welfare Departments.
Dibrugarh	Sri Rajiv Kr. Bora, Additional Chief Secretary, WPT&BC, Soil Conservation and Power (E) Departments and Chairman, SLNA for IWMP.	Dhemaji	Sri V.S. Bhaskar, Additional Chief Secretary, Tourism and Information Technology Departments.
Dima Hasao	Sri S.P. Nandy, Commissioner & Secretary, Cooperation and Fishery Departments and Commissioner, North Assam Division, Tezpur.	Dhubri	Sri M.G.V.K. Bhanu, Additional Chief Secretary, Health & Family Welfare Department.
Goalpara	Sri Sanjeeva Kumar, Principal Secretary, Irrigation and Environment & Forest Departments	Golaghat	Sri Ajay Tewari, Commissioner & Secretary to the Governor of Assam and Commissioner & Secretary, Sports & Youth Welfare, Hill Areas Departments and Development Commissioner for Hill Areas.
Hailakandi	Dr. Ajay Kr. Singh, Principal Secretary, Parliamentary Affairs and Revenue & Disaster Management Departments.	Hojai	Sri Amlan Barua, Commissioner & Secretary, Agriculture Department and PD, EGM, Assam.
Jorhat	Sri P.K. Tiwari, Principal Secretary, Implementation of Assam Accord, Secretariat Administration and General Administration Departments.	Kamrup	Sri V.B. Pyarelal, Additional Chief Secretary, Agriculture, Panchayat & Rural Development and Finance Departments and Agriculture Production Commissioner, Assam.
Kamrup(M)	Smti T.Y. Das, Additional Chief Secretary, Agriculture, Panchayat & Rural Development and Finance Departments and Agriculture Production Commissioner, Assam.	Karimganj	Sri Hemanta Narzary, Principal Secretary, Water Resources, Public Health Engineering and Social Welfare Departments
Kokrajhar	Sri M.C. Jauhari, Principal Secretary, Animal Husbandry & Veterinary and Fishery Departments.	Karbi Anglong	Sri Preetom Saikia, Commissioner & Secretary, Elementary Education and Cultural Affairs Departments and Commissioner & Secretary, Handloom, Textiles & Sericulture Department.

Lakhimpur	Dr. Ravi Kota, Commissioner & Secretary, Guwahati Development, Urban Development and Handloom, Textiles & Sericulture, Finance Departments and Managing Director, Jal Board, Guwahati, Mission Director, Assam Silk Outreach Mission.	Morigaon	Sri Rajesh Prasad, Commissioner & Secretary, Food, Civil Supplies & Consumer Affairs, Excise Departments and Managing Director, Assam Food, Civil Supplies Corporation.
Nagaon	Sri Ashutosh Agnihotri, Commissioner & Secretary, Planning & Development, Science & Technology and Tourism (additional charge) Departments.	Nalbari	Dr. K.K. Dwivedi, Commissioner, Panchayat & Rural Development and Chief Executive Officer, Assam Integrated Flood & Riverbank Erosion Risk Management Authority and Additional Resident Representative, Assam Bhawan, New Delhi.
Sivasagar	Sri Samir Kumar Sinha, Commissioner & Secretary, Health & Family Welfare Department.	South Salmara	Sri Anurag Goel, Commissioner of Taxes, Assam.
Sonitpur	Sri Paban Kumar Borthakur, Principal Secretary, Elementary Education, Secondary Education, Higher Education, Urban Development, Guwahati Development, Personnel and Administrative Reform & Training Departments.	Tinsukia	Mrs. L. Sweety Changsan, Commissioner & Secretary, Home & Political, Passport & Border Areas and Information & Public Relations, Implementation of Assam Accord Departments.
Udalguri	Sri Dipak Kr. Sarma, Commissioner & Secretary, Revenue & Disaster Management Department and CEO, ASDMA.	West Karbi Anglong	Sri B.R. Samal, Commissioner & Secretary, Science & Technology, Secretariat Administration and General Administration Departments.

The officers shall visit the districts and the sub-divisional offices thereunder at least twice a year and the first visit shall be undertaken before 15th August, 2016. They will conduct comprehensive and intensive inspection of the Deputy Commissioner and Sub-Divisional Officer (Civil) offices as per the check-list prescribed for the purpose. A copy of the check-list is enclosed.

In course of the inspection of the Deputy Commissioner and Sub-Divisional Officer (Civil) offices, the Senior Officers shall also undertake field visits to have first hand information on the functioning of the vital facilities/services and implementation of important government schemes/programmes. They can also hold consultation with the district/sub-division level officials for better understanding of the ground realities.

The inspection report shall be submitted to the General Administration Department within a week of the completion of inspection.

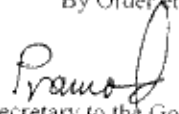
The Senior Officers will also be responsible for tracking the follow-up action on the issues flagged in the inspection report and bring the instances of good or unsatisfactory performance to the notice of the Government through General Administration Department.

Principal Secretary to the Govt. of Assam,
General Administration Department
Dated Dispur the 4th July, 2016.

Memo No. GAG(B)²27/2016/Pt.1/27 -A
Copy to:-

1. Officer Concerned.
2. The Commissioner & Secretary to Chief Minister, Assam, Dispur.
3. S.O to Chief Secretary, Assam, Dispur.
4. All Divisional Commissioners.
5. All Deputy Commissioner/ Sub-Divisional Officer (Civil).

By Order etc.,


Principal Secretary to the Govt. of Assam,
General Administration Department

Check-List for the inspection of D.C./SDO (C) Offices.

Name of D.C. /S.D.O (C)	Name of District / Subdivision
Name of Inspecting Officer	Date of inspection

1. Record – Keeping

Check the following records and comment if they have been maintained in the prescribed / standardised format.

1.1 Records common to all the branches

- a) Dak Receipt and Distribution Register
- b) Issue & Dispatch Register
- c) Guard File
- d) File Index Register
- e) File Movement Register.
- f) Register for RTI applications
- g) Register for communications received from members of Parliament and Legislative assemblies
- h) Register for Court Cases
- i) Assistant Log Book.
- j) Record of Audit Paras
- k) Monthly Arrear List
- l) Work Allotment Order

1.2 Records specific to Branches**1.2.1. Personnel Branch**

- a) Service - Books
- b) Gradation Lists
- c) Roaster Registers
- d) Summary career record (details of postings with duration, educational qualifications, details of training attended, and special area of interest)
- e) Competency Framework for different categories of employees
- f) Record of competency mapping.
- g) Record of training programmes held
- h) Annual Training Plan
- i) Record of Disciplinary Proceedings.
- j) Record of pensioners & pension cases.
- k) Record of Staff meetings.

Ramof

1.2.2 Nazarat Branch

- a) Cash Book
- b) Bill Register
- c) Register of A.C. Bills
- d) Bank Reconciliation Statement
- e) Record of Vehicles
- f) Record of Durable Assets
- g) Record of consumables
- h) SOP for the maintenance of Circuit Houses / Guest Houses.

1.2.3 Administration & Magistracy Branch

- a) Record of Arms Licenses
- b) Record of pending applications for Arms Licenses
- c) Record of renewal of arms licenses
- d) Records of Hotel and Sarai
- e) Record of Cinema Halls
- f) Record of licenses for explosives
- g) Mapping of Police Stations, Fire station and hospitals
- h) Record of events / fairs / festivals attracting large crowds
- i) Check list for Fire Safety of permanent and temporary structures
- j) Annual record of major law & order incidents
- k) Record of major accidents
- l) Record of inspection of jail
- m) Record of J.J. Homes
- n) Record of Cr. P.C. Cases.

1.2.4 Development & Planning Branch

- a) Department-wise list of schemes / programmes
- b) Record of milestones (physical and financial) and processes for planning, implementation & Monitoring under schemes/programmes
- c) Details of District level Committees headed by D.C. under various schemes /programmes and norms regarding periodicity of meetings
- d) Record of Minutes of DDC meetings
- e) Record of Minutes of other District level Committee meetings
- f) Record of Village level Committees under various departmental schemes/programmes
- g) Sector -wise fact-sheet (database on major indicators in regard to the Sustainable Development Goals)
- h) Record of IEC modules / awareness-generation materials developed under various schemes/programmes
- i) Record of good practices and success stories

Samol

- j) Record of knowledge transfer-enrichment programmes held

1.2.5. Bakijai Branch

- a) Record of Cases Registered and disposed
- b) Record of demand and realisation
- c) Cash Book
- d) CFR Book

1.2.6 Food & Civil Supply Branch

- a) Record of G.P.S.Ss, F.P. Shops etc.
- b) Record of allocation, lifting and distribution of commodities
- c) Record of inspections
- d) Record of Vigilance Committee meetings

1.2.7 Revenue & Disaster Management

- a) Record of Mutation, Partition, Conversion & Reclassification cases
- b) Record of Land Allotment/ Settlement Proposals
- c) Record of VGR / PGRs
- d) Record of other categories of reserve land
- e) Record of govt. land not utilised for the purposes it was allotted or not utilised at all
- f) Record of wetlands
- g) Record of Hills and hillocks
- h) Record of ecological sites
- i) Record of Village Land Use Plans
- j) Record of Village Land Management & Conservation Committees (VLMCCs)
- k) Land Revenue Collection Statement
- l) Record of Land Acquisition cases
- m) Record of Annual Property Returns of the revenue staff
- n) Record of Annual Reports of Circle Officers
- o) Record of unsurveyed land
- p) District Disaster Management Plan
- q) Disaster Management Plans of Departments
- r) Record of Village Master Plans for Disaster Management
- s) Record of Monthly Revenue Meetings
- t) Record of inspection of Circle Offices
- u) Record of periodic tours (winter, spring and autumn)
- v) Annual Training Plan for the revenue staff

1.2.8. Excise Branch

- a) Record of licenses under Excise Act

Pramof

- b) Record of raids / seizures of illicit liquor
- c) Record of offences under NDPS Act
- d) Record of awareness generation activities
- e) Record of revenue collection.

1.3. The inspecting officer shall see (i) If the records are maintained in prescribed /standardised format; (ii) if there are 'speaking records; (iii) If they are updated regularly; (iv) If they are digitised; and (v) If any software /programme has been developed for the purpose.

2. Workplace Management

2.1 **Adequacy of space:** see the adequacy of space taking following into consideration:

- a) Sitting arrangement for the staff (*If there is enough space for constructing modern work stations*)
- b) Conference room & space for interaction
- c) IT Lab for training
- d) Toilet Units
- e) Common Room for female employees
- f) Space for keeping current records
- g) Record Room
- h) Facilitation Centre with sitting space and toilet facilities for visitors
- I) Corridors (*If they are clear and wide enough*)
- j) Open spaces around the building (*if there is enough space for the parking of vehicles, if it is sufficient for safe evacuation in the event of earthquake*)

2.2 **Physical work environment:** check the following:

- a) **Safety of the building** (*If the building is earthquake-resistant and accessible for fire tenders, ambulances etc., if there are unsafe structures around the building, if there are adequate exit points and staircases in the building, if the electrical wiring and connections are checked regularly, and if the fire safety arrangements are in place*)
- b) **Condition of furniture** (*if they are in conformity with physical ergonomics, availability of sit - stand up desks for employees suffering from musculoskeletal problems*)
- c) Availability of interactive space within branches (*if there is scope for flexible sitting arrangement to facilitate interaction within branches*)
- e) Condition of day light and airiness
- f) Availability of drinking water
- g) Accessibility of the building, branches and toilet facilities for differently abled persons.

Pramod

3. Human Resource Management

Analyse and comment on the following:

- 3.1 Action taken for filling up the existing vacancies.
- 3.2 Work-load of employees and if all of them are optimally used.
- 3.3 Career plan for the employees and rotation of assignments.
- 3.4 Mechanism for recognising special contribution / outstanding performance by an employee.
- 3.5 Road- map for implementing the training plan and adherence to the Road-map.
- 3.6 Use of 'On -the-go ' methods and technology /social media platforms for the on - job training.
- 3.7 Compliance with the norms and timelines for processing the pension cases (*check the files pertaining to a couple of employees due to retire shortly*)
- 3.8 Proficiency in drawing up disciplinary proceedings (*check the records of one or two ongoing proceedings to ascertain if due diligence was shown while preparing the show cause notice, enquiry reports etc.*)
- 3.9 Updation of Service Books (*pick up a few Service Books on random basis to find out if periodic updation is happening*).
- 3.10 Regularity and quality of staff meetings (*check the agenda and minutes of last three-four staff meetings to get an idea of the seriousness and sense of purpose with which they are held*).
- 3.11 Innovative measures taken for improving the motivation and performance of the employees.

4. Nazarat Branch

Offer your comments on the following:

- 4.1 General Cleanliness of the Office premises and Circuit House.
- 4.2 Maintenance of lawns and open spaces.
- 4.3 Familiarity of the Circuit Houses staff with SOP for the maintenance.
- 4.4 Diligence shown for the settlement of A.C. Bills.
- 4.5 Steps taken for the scientific solid and liquid waste management in the office and Circuit House.
- 4.6 Steps taken for making the office building energy-efficient.

5. Administration & Magistracy Branch

- 5.1 Go through two case records each under section 107,,133 and 145 Cr. P.C. and comment on diligence shown for the disposal of cases.
- 5.2 Comment on the steps taken for creating awareness on:
 - a) Child and Women rights and laws for their protection.

Pramof

- b) Laws for protection of the weaker and marginalized sections of the society.
- c) Traffic and road safety norms.
- d) Citizen's rights in respect of lodging of F.I.R, arrest, detention or interrogation.
- e) Citizen's rights against public nuisances like:
 - i) Encroachment on public roads
 - ii) Stocking of construction materials on community spaces
 - iii) Dust pollution at the construction sites
 - iv) Non-compliance with fire safety norms for temporary structures and buildings under construction.
 - v) Old and unstable trees
 - vi) Unstable electric poles
 - vii) High-voltage transmission lines passing through residential areas
 - viii) Storage of explosives and inflammable substances in /near residential areas.
 - ix) Pot-holes, uncovered drains etc.
 - x) Encroachment on wetlands, open spaces and green cover.
 - xi) Non – permitted activities in the residential area
 - xii) Earth -cutting in hills.
 - xiii) Encroachment on hills and hillocks.
 - xiv) Contamination of soil or water through sewage or chemical effluents.
 - xv) Industrial or commercial activities causing excessive noise.

5.3. Check if the SOP for managing events attracting big crowds has been carefully prepared.

5.4 Pay a visit to the district jail and comment on the status of compliance with Jail Manual.

6. Development & Planning Branch

Comment on the preparedness level / measures in respect of the following:

6.1 Diligence shown in the preparation of agenda and action taken reports for the DDC and other District Committee meetings (i. if agenda is prepared and circulated in advance; ii. if it shows a sense of priority; iii. If action on the decisions of the previous meetings is reviewed sincerely).

6.2 Quality of the analysis of sectoral strengths and weaknesses and the coverage of the identified gaps under developmental schemes/programmes (*i. capacity of the officials to undertake such analysis, ii. creation of teams of personnel for working out the gross and net growth rate of the District Domestic Product; iii. availability of data on the unemployment rate and its spatial and demographic distribution; iv. mapping of the employment generation potential of different regions*

Pramod

the district; v. linkages between the mapping exercise and skill-generation efforts; vi. Creation of Village Development Profiles, indicating the key infrastructural and essential service area gaps).

6.3 Training Modules and awareness generation materials for the village /grass root level committees under various departments (i. if there is an attempt to harmonise and synergise the training programmes and sensitization efforts under different departments; ii. If the training and awareness generation materials have the flavor of local problems and challenges; iii. if they are crated for use through multiple strategies: Blogs, E-mails, SMSs, radio messages).

6.4 Strategy for the training and on-site support to village /grass -root level committees and implementation of the strategy (i. arrangements for structured classroom-based training, ii. continuous training through printed or audio-visual means, iii. use of street plays, processions etc., iii. involvement of educational educations; iv partnership with NGOs; v. organising visits to better performing committees).

6.5 Institutional mechanism for knowledge sharing and enrichment (i. organising talks by domain area experts, ii. sharing best practices, preparation of case studies, iii. building up a library with latest books and journals on relevant topics, iv. creating and sharing database on learning resources available online, v. declaring a day or half a day as Self-learning Day every fortnight or month, vi. exposure visits, vii. partnership with educational institutions and NGOs).

6.6 Practice and quality of documentation of good practices and success stories (i. training organized for documentation, ii. mechanism for sharing of good practices and success stories; iii. incentives for sharing and documentation; iv. arrangements for reaching out to community for such stories; v. uploading such stories on the district website).

6.7 Quality of field inspections:

- a) If Checklist prepared.
- b) If the calendar for inspections is prepared.
- c) If action is taken on the reports.

7. Revenue & Disaster Management

Comment on the following :

7.1 Quality of measures taken for the active engagement of VLMCCs in conservation and Disaster Management efforts.

7.2 Preparation of Village Land Use Plans and their use in processing the land allotment/settlement proposals.

7.3 Preparation of Village Master Plan for Disaster Management and steps taken to factor them into the planning process in various departments.

7.4 Preparation of Departmental Disaster Management Plans.

7.5 Formation and functioning of Ward Disaster Management Committees (if the critical DM issues have been identified and mechanisms developed for sharing them with the concerned authorities).

P. Ramof

1.7 SOP for Flood Damage Assessment in respect of the areas for which financial assistance is provided for under SDRF.

7.8 Measures taken for the protection, development of VGRs/ PGRs (*Green fencing, pasture development, fodder bank, agro – forestry etc.*).

7.9 Measures taken for the protection / development of wetlands (*awareness generation, creation of a cadre of Jaldots: volunteers for water conservation, preparation of water budget for every village, training on water use efficiency, strengthening upland buffer, creation of vegetative barrier, waste water treatments and block flow of garbage or harmful substances into water bodies*).

7.10 Functioning of Dharitree:

- a) Check if D.C, A.DCs and Circle Officers are proficient in the use of the software (ask them to demonstrate the MIS features of Dharitree).
- b) Check the status of the dysfunctional hardware items.
- c) Comment on the pendency of applications for mutation, conversion and partition.
- d) See if District Dharitree Team is active and visiting Circle Offices.
- e) See if D.C. and his officers have submitted the Responsibility Appraisal matrix in time.

7.11 Updation of Management Information System (if accountability is fixed for non-updation of the modules by SDOs, Circle Officers and Sub-registrars).

7.12 Status of:

- a) Construction and functioning of Modern Record Rooms.
- b) Implementation of Bhu-Naksha.
- c) Maintenance and updation of Village Land Banks (*i. if they are there in the computer at the desk of officers, if they are used in Land Advisory Committee meetings; ii. if they have been used to prepare the eviction plan, iii. if they are used for identify land suitable for industrial/commercial projects*).

7.13 Pendency of proposals for ex- gratia payment or Rehabilitation Grant to the victims of disasters.

7.14 Status of land revenue collection and steps taken to improve it.

7.15 Diligence shown for the settlement of Land Acquisition Dues of the affected people.

8. Bakijai Branch

Check the case records of two – three cases involving big defaulters and comments on the quality of the handling of cases under the BPDR Act.

9. Food & Civil Supply Branch

Do visit a couple of F. P. Shops and GPSS offices and comment on the following: 9.1 Measures taken to enhance consumer awareness and making the Vigilance Committees effective.

Pramo

2. The trend of lifting and distribution.
 9.3 Mechanism for grievance redressal and its effectiveness.

10. Excise Branch

- 10.1 Incidence of drug use and effectiveness of measures taken to prevent it.
 10.2 Quality of awareness generation efforts against use of illicit liquor and harmful substances.
 10.3 The Trend in Revenue collection.

11. E- district Project (Sugam)

Comment on the following :

11.1 Status of Operation of Services under e-district Project

Total no. of targeted services under e -district	No. of services operational in district	Reasons for the gap	Steps needed to be taken to fully operationalisation of remaining services	Remarks

11.2 Status of Hardwares available

Hardware	Available	Working	Not working	Procured locally	Remarks
Monitor					
CPU					
Keyboard					
Mouse					
UPS					
Printer					
Scanner					
Finger print reader					
Generator					
Others					

11.3 Quality of ASWAN Network/ Internet availability (Availability during last 6 months)

Month	No. of working days	ASWAN network available fully/	ASWAN network availability	Blackout days/ ASWAN Network	Remarks

Pramod

		for more than 7 hrs in a day (No of days)	Partially/ for less than 4 hrs in a day (No of day)	available for less than 1hrs in a day (No of days)	
Operational Knowledge of e-district project					
Undergone training in e-district					
Requires training under e-district					

11.4 Revenue Collection (in last 6 months)

Total Revenue collected (Rs.)	Total Expenditure (Rs.)	Balance (Rs.) wit h DEGS

11.5 Service wise delivery performance (in last 6 months)

Name of Designate d Official	No. of Applications Received	No. of Applications Processed (Approved or Rejected both)	No of Applications disposed on-time	No. of applications disposed beyond stipulated time	On- time disposal Percentage (%)

11.6 Designated official wise performance (in last 6 months)

Name of Designate d Official	No. of Applications Received	No. of Applications Processed (Approved or Rejected both)	No of Applications disposed on-time	No. of applications disposed beyond stipulated time	On- time disposal Percentage (%)

Prasad

Signature
Name of Inspecting Officer
Designation