

Government of Jammu & Kashmir  
Directorate of School Education,  
Kashmir

**Subject: - Conduct of administrative inspection of sub-ordinate office at different levels.**

ORDER NO. 1308 DSEK of 2016  
DATED 05/10/2016

In furtherance to the extended recommendations of State Vigilance Commission and in order to salvage deterioration in administrative set up, it has been decided to conduct detailed administrative inspection of various administrative units of Education Department (Kashmir Province) w.e.f 05-10-2016.

The details of Officers assigned the job of conducting impartial and thorough inspection is given in annexure A, B & C.

Brochure of guidance for conducting the said inspection is also enclosed to the order with the instructions that administrative audit be detailed and not restricted to the draft guideline. The Brochure is also available on official website ([WWW.dsek.nic.in](http://WWW.dsek.nic.in)) of this Directorate for ready reference.

It is further directed that Joint Director (SE) Shri Saif Ali Chouhan shall co-ordinate/supervise the whole process on behalf of Directorate and compile a comprehensive report with assistance of OSD (IMW).

Sd/=   
Director School Education,  
Kashmir

No. DSEK/927/2016-AM/5052 Dated:- 05/10/2016  
Copy to the:-

1. Commr./Secy to the Government School Education Department, Civil Secretariat, Srinagar for information.
2. State Vigilance Commissioner for information.
3. Joint Director (SE), Directorate of School Education, Kashmir for follow up.
4. Principal SIE, Kashmir for information.
5. Chief Education Officer \_\_\_\_\_ (All) for information.
6. Principal DIET \_\_\_\_\_ (All) for information.
7. OSD (IMW), Directorate of School Education, Kashmir for follow up.
8. I/C Website for dissemination of information on website.

Personnel Officer  
Directorate of School Education,  
Kashmir

PRO FORMA FOR INSPECTION OF GOVERNMENT/SEMI GOVERNMENT OFFICES/ HEADS OF DEPARTMENTS/ DIVISIONAL LEVEL OFFICES BY CONCERNED ADMINISTRATION DEPARTMENTS/ARI DEPARTMENT

- 01. Name of the Department/Office: \_\_\_\_\_
- 02. a) Name of the Head of the Department/Office: \_\_\_\_\_  
 b) Date of taking over: \_\_\_\_\_
- 03. a) Name of FA/CAO/DDO: \_\_\_\_\_  
 b) Date of taking over: \_\_\_\_\_
- 04. Date of last inspection: \_\_\_\_\_ Conducted by: \_\_\_\_\_
- 05. Date of present inspection: \_\_\_\_\_

I. ORGANISATIONAL SET-UP OF THE DEPARTMENT:

- a. Please furnish a chart showing the organizational set-up of the Department.
- b. Is the distribution of work between the Head of the Department and his Gazetted assistants properly and suitably made? (A copy of the distribution of subjects may be furnished).
- c. Does any Gazetted Officer/Non-Gazetted Official submit the papers to more than one officer?
- d. Is the distribution of work rational and equitable? If not, what changes are suggested to secure greater efficiency and quick disposal of public business?
- e. Is the office adequately staffed? (Comment with reference to the average turn over of the work and other relevant factors).
- f. What is the sanctioned strength of the office under such category?
  - i. Permanent
  - ii. Quasi Permanent
  - iii. Temporary
  - iv. Daily wagers
  - v. Vacant

II. EXPENDITURE /BUDGET:

- a. What are the various heads of expenditure and the amount provided in the budget therefore?
- b. What is the progress of expenditure under each head?
- c. What is the method adopted to closely watch the pace of expenditure?

- d. Was there any rush of expenditure at the end or close of the previous financial year? If so, what steps are being taken to eliminate such trend?
- e. Is there a proper phasing of expenditure over the entire financial year?

### III. ACCOUNTS:

- a. Are all the registers, required under rules, being maintained properly and up-dated?
- b. Whether the cash book is being maintained properly with special reference to:
  - i. Certificate regarding counting of pages.
  - ii. Attestation of individual entries and daily balance
  - iii. Monthly certificate regarding physical verification of cash.
  - iv. Drawl verification certificate obtained from the concerned treasury.
- c. Is the office provided with cash chest?
- d. Is cash personal security being obtained from the official dealing with cash? If not, reasons therefore.
- e. Are the journeys being performed in accordance with approved programme?
- f. Is disbursement certificate recorded?
- g. Are the account registers page marked?
- h. Is the Pay Acquittance Roll maintained properly?
- i. Are proper receipts being obtained for all sums disbursed?
- j. Is the contingent register being maintained properly and verified and attested item-wise regularly by the officer in-charge?
- k. Is Log-book maintained in respect of the Government vehicles attached with the Department?
- l. Is the Department maintaining following registers of account and are there registers up to date/verified and attested by the concerned officer?
  - i. Cycle Advance Register.
  - ii. Scooter Advance Register.
  - iii. Advance Pay Register.
  - iv. G.P. Fund Register.
  - v. Telephone Register.
  - vi. Audit Objections Register.
  - vii. Charcoal Register.
  - viii. Uniform Register.
  - ix. Drawl Register.
  - x. Festival Advance Register.
  - xi. Store/Stock Register.
  - xii. Perishable Articles Register.
  - xiii. Log-Book Register.

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(A list of registers maintained by the office may be furnished to Inspection Party).

IV. STORE/STOCK:

- a. Is the Store/Stock Register maintained properly?
- b. Is the physical verification of stock-in-hand being carried out as per rules and instructions? If so, verification report be furnished to the Inspection Party.
- c. Is the value of purchased articles shown, with date, in the registers?
- d. Are written off articles/losses etc. correctly accounted for?
- e. Are separate registers being maintained for perishable articles?
- f. Are un-serviceable articles being disposed off as per norms?
- g. Is the furniture supplied by Estates Department or directly purchased from the market? In case of direct purchase from the market, are quotations/tenders being called under rules?

V. ATTENDANCE REGISTER:

- a. Is the Attendance Register maintained properly in the prescribed form?
- b. Is late attendance counted towards casual leave or any other leave due to the officers/officials as prescribed under rules?
- c. Is a register showing casual leave/restricted holidays availed of by the staff maintained up to date?
- d. Are the registers as indicated above being submitted to the concerned officer and his signature obtained daily? If not reasons thereof.

VI. RECORDS:

- a. Is the department maintaining the File Movement Register/Index Register in each Section? Is this being checked by the next authority and after what intervals? If not, reasons therefore.
- b. Are the files maintained continuously or year wise?
- c. Are the files properly indexed/page marked/In cover tagged?
- d. When the weeding of records has last taken place?
- e. Is weeding of records being done in accordance with the rules and regulations in vogue? If not, reasons therefor.
- f. What is the number of cases pending with the Department (give Section wise details) with reasons for pendency?
  - i. Between one and three months.
  - ii. Between six months and one year.
  - iii. Between one and two years.
  - iv. Over two years.

VII. SPEEDY TRANSACTION OF BUSINESS AND CLEARANCE OF PENDING CASES:

- a. Preparation of Fortnightly Arrears Statement of each Section and its consolidation/submission on due date to concerned quarters.
- b. Inter Departmental meetings for clearance of pending cases and resolving points of differences.
- c. Time bound disposal of important references.
- d. Issue of monthly reminders.
- e. Time to be taken for disposal of various types of references including D.O. letters, telegrams etc.
- f. Disposal of secret and confidential papers.
- g. Distribution of daily dak.

VIII. PLANNING:

- a. What are the plan schemes, both State and Centrally sponsored with which the department is concerned? (Give a statement of all such schemes, the budget allotment and target fixed).
- b. Have the prescribed guidelines been kept in view while formulating annual plan proposals?
- c. What procedure has been devised for review of the plan schemes?
- d. Are departmentally coordination/review meetings held periodically to review financial and physical aspects?
- e. Are the following points specifically examined in those meetings:-
  - i. Physical targets and achievements.
  - ii. The actual position of the expenditure booked and its preparation on staff and that of actual development programme.
  - iii. The shortfalls and reasons therefor.

IX. PROPERTY RETURNS:

- a. Whether property returns are obtained/transmitted and scrutinized by the prescribed dates?

X. RECEIPT AND DESPATCH:

- a. Whether the communication received in the Department are diarized the same date after these are submitted to the concerned officers properly and perused by them?
- b. Whether communications received from GOI, Governor, CM/Minister of State/Chief Secretary are processed on priority?
- c. Whether Parliament/Assembly/Council questions and important references are being dealt with on priority basis?

- (4)      (3)      (3/4)
- d. Are receipts obtained by the receipt clerk from the officials at the time of delivery the Dak?
  - e. Is the Stamp Register being maintained as laid down under rules, monthly balances shown up to date and checked by the officer authorized for the purpose?
  - f. Is the working of this section being watched and checked at prescribed intervals?

XI. APPOINTMENTS/PROMOTIONS:

- a. Whether Recruitment Rules of Gazetted/Non-Gazetted staff have been got sanctioned from ARI Department, Law Department and Public Service Commission? If not, reasons thereof.
- b. Whether seniority lists have been prepared have been circulated/ finalized after calling the objections from all the categories under the administrative control of your Department including your office?
- c. Whether the Roster regarding the reservation for Scheduled Caste/ Scheduled Tribe candidates is being followed for direct appointment/ promotions?
- d. Whether employees have been declared Quasi permanent/permanent? If not reasons thereof?
- e. Are temporary appointments made only when candidates selected by Competent Authority are not available?
- f. Whether any vacancy ought to have been notified to the Recruitment Board has been filled up without such notification? If so give particulars.
- g. Has concurrence of the Competent Authority/Recruitment Board been obtained where necessary for temporary appointments (exceeding three months) promptly?

XII. PERSONAL FILES/ESTABLISHMENT:

- a. Are Personal Files for all employees maintained properly and up to date?
- b. Are APRs written regularly?
- c. Have adverse remarks, if any, been communicated to the concerned officials and their acknowledgement filed in the concerned personal files?
- d. Whether the Government instructions regarding transfer of government employees who have stayed for more than three years are being implemented? If not, reasons thereof.
- e. Whether seniority lists have been prepared and finalized after calling objections? If not, reasons thereof.
- f. Whether increment/E. Bar is sanctioned as and when it accrues? If not, reasons thereof.

- g. Whether all the Government servants are subscribing towards G.A Fund and Insurance? If not, reasons thereof.
- h. Are there any appeals/representations of any official pending with the Department of any Government official? Give details of pendency.
- i. What is the number of pension cases pending with the Department (own office/subordinate offices) with reasons of pendency?
- j. Whether a list of government servants who attain the age of superannuation during a particular year being circulated and their pension cases processed 18 months before the date of superannuation if not, reasons thereof?

### XIII. INSPECTIONS:

- a. Whether annual inspection has been conducted by the ARI Department / Head of the office?
- b. Observations made and action taken for removal of the defects found be furnished?
- c. Whether annual inspections of the offices under the Administrative control of the office in question have been conducted?
- d. Is action taken on the observations made during the last year communicated to the concerned and their reply received?
- e. How many subordinate offices were inspected during the last year?
- f. Whether copies of inspection notes are being furnished to next higher authority through the Department of Administrative Reforms and Inspections to the Chief Secretary?
- g. Whether Audit has been conducted by AG office? If so,
  - i. put up a statement of audit objections/ Audit Notes/ Draft Paras pending disposal.
  - ii. What is the total amount involved in the objections (both in respect of the concerned office and the offices under the Administrative control with reasons of pendency)?
  - iii. Whenever the office audited last by the Accountant General?

### XIV. OFFICE ACCOMMODATION:

- a. Is it sufficient for all members of the staff?
- b. Is the seating arrangements being made properly?
- c. Is the building kept neat and clean?
- d. Is the building government property? In case of private building, has certificate of non-availability been obtained from the PWD/Estates Department?
- e. Is the rent fixed by the PWD authority/Rent Assessment Committee?
- f. Has rent been paid up to date, if not, reasons thereof?

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XV. STATIONERY AND FORMS:

- a. Are the Registers of Forms and Stationery maintained properly? Are these registers checked by the officer concerned?
- b. Are the stocks physically verified periodically?
- c. Are receipts of stocks from the Stationery Report being verified at the time of receiving such stocks in the office and the bills entered with attestation of officer in charge?
- d. Are acknowledgements obtained for each item of issue?
- e. Are the instructions regarding economy in the use of stationery articles being implemented?

XVI. SUPPLY OF UNIFORMS:

- a. Particulars of Orderlies to whom uniforms have been supplied.
- b. Whether all the Orderlies do wear the uniforms so supplied? If not, what action is taken against the defaulters?
- c. Any other item the concerned Head of Office wants to discuss and bring to the notice of the Government.

XVII. VIP REFERENCES AND GRIEVANCES:

- a. References received from <sup>VIP</sup> with date, receipt number and date from the office received.
- b. Disposal of the grievance.
- c. Date of disposal.

XVIII. FOR ENGINEERING DEPARTMENTS ONLY:

- a. Name of the Scheme.
- b. Year of Execution.
- c. Total cost of the scheme.
- d. Present position of the work done.
- e. Spill-over work if any?
- f. Causes of delay if any for execution of the work.
- g. Name and designation of the executing engineers of the scheme.