Government of Jammu and Kashmir
ARI and Trainings Department
Civil Secretariat, J&K
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Subject:- Proforma for Inspection of Government/Semi-Government Offices/Head of Department/Divisional Level Offices by Concerned Administrative Department/ARI & Trainings Department.

Reference: U.O No. GAD-ADM0II/416/2022-09-GAD dated 19.02.2024 of General Administration Department.

Government Order No: 09-JK(ARI & Trgs) of 2024
D a t e d: 06.03.2024

In supersession of all previous orders issued on the subject, a "Revised Proforma" forming **"Annexure-A"** to this order is hereby notified for the purpose of Inspection of Government/Semi-Government/Head of Department/Divisional Level Offices by Concerned Administrative Department/ARI & Trainings Department.

This is accordingly brought to the notice of all the concerned for compliance.

By Order of the Government of Jammu and Kashmir

Sd/-
(Shabnam Kamili) JKAS
Secretary to the Government
Dated: 06/03/2024

No:-ARI-AI/1/2022-01 (178854)
Copy to the:-
1. All Financial Commissioners (Additional Chief Secretaries).
2. Director General, J&K Institute of Management, Public Administration and Rural Development.
3. All Principal Secretaries to the Government.
4. Principal Secretary to the Lieutenant Governor, J&K.
5. All Commissioner/Secretaries to the Government.
6. Joint Secretary (Jammu, Kashmir & Ladakh), Ministry of Home Affairs, Government of India.
7. Divisional Commissioner, Kashmir/Jammu.

8. All Head of Departments/Managing Directors.
9. Secretary, J&K Public Service Commission.
10. Director Archives, Archeology and Museum.
11. Director Information, J&K.
12. Secretary, J&K Service Selection Board.
13. Private Secretary to the Chief Secretary, J&K.
14. Private Secretary to Commissioner/Secretary to the Government, General Administration Department.
15. Private Secretary to Secretary to the Government, ARI & Trainings Department for information.
16. PA to Secretary (Technical), ARI & Trainings Department.
17. I/c website.
18. Government Order file/Stock file.

(Mohammad Arshad Jan)
Under Secretary to the Government

"Annexure-A" to Government Order No.09–JK(ARI & Trgs) of 2024 dated 06.03.2024

PROFORMA FOR INSPECTION OF GOVRENMENT/SEMI-GOVERNMENT OFFICES/HEAD OF DEPARTMENTS/DIVISIONAL LEVEL OFFICES BY CONCERNED ADMINISTRATIVE DEPARTMENT/ARI & TRAININGS DEPARTMENT

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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: _____

1.   Organizational set-up of the department:

    a. Please furnish the flow chart showing the organizational set-up of the Department.

    b. Is the distribution of work between Head of the Department and staff properly and suitably made? (A copy of the distribution of subjects/work may be furnished)

    c. Does any Gazetted Officer/Non-Gazetted Official submit the papers/files 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 each category?

        i.   Permanent
        ii. Quasi Permanent
        iii. Temporary/Out sourced
        iv. Daily wagers

v.   Vacant

g. Does the department obtain manpower on Outsource Basis? If yes, provide all the details including nature of job and subsequent qualification required.

2.   **Attendance :**

a. Is the Attendance done through Aadhaar enabled Bio-Metric mode?

b. Is the bio-metric attendance monitored by the concerned DDO at the end of every month?

c. Is late attendance counted towards casual leave or any other leave as prescribed under rules?

d. Is pay/salary disbursal linked with Biometric Attendance System?

e. What is the Biometric Attendance Portal Address (URL) of the department?

f. Whether a Nodal officer for Biometric Attendance has been designated by the Department and his user ID / Password on attendance portal is active.

3.   **Store/Stock:**

a. Is Store/Stock register maintained in digital form?

b. Is the Store/Stock register maintained properly?

c. 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.

d. Is the value of purchased articles shown, with date, in the registers?

e. Are written off articles/losses etc. correctly accounted for?

f. Are separate register being maintained for perishable articles?

g. Are un-serviceable articles being disposed off as per norms?

h. 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?

i. Are the hardware items like PCs, AIO, Laptops, Printer, Scanner etc received from Information Technology Department maintained in stock Register?

j. Are the hardware items issued to employees received back by the department after transfer/superannuation of an employee?

4. Records and E-Office:

a. Whether the department/office has fully switched over to e-office mode, If not, reason(s) thereof.

b. Is the performance of employees on e-office regularly monitored by the concerned nodal officer/head of the department? If not, reason(s) thereof.

c. Number of files scanned on e-Office till date.

d. Number of files migrated on e-Office till date.

e. Are the scanned files kept in the record room?

f. When has the weeding of records last taken place?

g. Is weeding of records being done in accordance with the rules and regulations in vogue? If not, reason(s) thereof.

5. Receipt and Dispatch:

a. By what time communications received by the department are processed?

b. Whether communications received from GOI, Governor, C.M./Minister of State/Chief Secretary are processed on priority basis?

c. Are Parliament/Assembly/Council questions and important references being dealt on priority basis?

d. 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, in case of urgent communications issued outside the State/UT?

e. Is the working of receipt and dispatch section of the department being monitored and checked by the nodal officer/head of the department through e-Office?

f. How has the performance of employees been after the introduction of e-office?

6. Redressal of grievances:

a. Total number of Grievances received online and number of Grievances redressed/ final disposal by the department.

b. Number of Grievances Pending with the Department and reasons of pendency thereof.

c. No. of Grievance Camps organized by the department.

d. Any other types of Grievances/Complaints (Offline/online mode) received by the department and their disposal ratio thereof.

e. Whether committee has been constituted to redress the complaints of female staff as per Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013? Details thereof.

   1. Whether the Committee is being headed by a women?
   2. Number of complaints received during the year.
   3. Complaints redressed during the year.

f. Has the department appointed Nodal Officer as mandated under Persons with Disabilities Act, 2016?

7. **Right to Information Act**

a. Has the Department nominated Central Public Information Officer (CPIO) and First Appellate Authority (FAA)? Details thereof

b. Has the department under Section 4(1)(b) of the Act published the information under Suo-Motu Disclosures?

c. Does the department submit Quarterly Return Forms to CIC, if yes, provide Return Forms of last 04 quarters?

d. Does the department organize the educational/training programes regarding RTI Act?

8. **E-governance and Digitization of Services**

a. Whether the department has hosted a departmental website?

b. Whether the Departmental website is being updated from time to time?

c. Mention the duration after which updation of the website is being done?

d. Whether the services/schemes provided by the department are end-to-end digitized? if yes, how many services/schemes are being provided through online mode?

e. Whether the department has designated its Content Administrator and web Administrator for their official website?

f. Whether the department has opened and maintained its Social Media Handles like Twitter/ Facebook/ Instagram.

9. **Employee Performance Monitoring (EPM)& Annual Performance Reports (APR)**

a. Whether all the employees of the department are registered on Employees Performance Monitoring (EPM) Portal? if not, reason(s) thereof.

b. Whether all the registered employees of the department submit the monthly progress Report on EPM Portal?

c. Whether the reviewing officer/authority reviews the monthly progress of employees on EPM on merit as per the official work and progress of employees?

d. Whether the employee performance is monitored regularly by the reporting officer? If not, reason(s) thereof.

e. Are APRs written regularly?

f. Have all the Gazetted Officers been on-boarded on e-SPARROW portal?

10. **Property returns System (PRS):**

a. Whether all employees of the department have registered themselves on the Property Return System (PRS) portal? if not reason(s) thereof.

b. Whether all the employees submit Property Return on the PRS Portal? If not reason(s) thereof.

c. Total No. of employees (Gazetted/Non-Gazetted) who have already submitted the annual property return on PRS Portal.

11. **Personal files/Establishment:**

a. Are personal files for all employees maintained properly?

b. Have adverse remarks, if any, been communicated to the concerned officials and their acknowledgement filed in the concerned personal files?

c. Whether the Government instructions regarding the transfer of Government employees, as amended from time to time is strictly adhered to? If not, reasons thereof.

d. Whether increment is sanctioned as and when it accrued? If not, reason(s) thereof.

e. Are there any appeals/representations of any officer/official pending with the Department? If yes, provide details along with reasons of pendency.

f. The number of pension cases pending with the Department/subordinate offices? Reason of pendency thereof.

g. Is retirement notification of employees published annually?

h. Has any employee of the department retired under Article 226(2) of Civil Service Regulations? If yes, details thereof.

i. Number of Regular Departmental Action (RDA)/inquiries initiated/completed. Details thereof:

j. Are Regular Departmental Action(RDA)/inquiries initiated/completed in time bound manner? If not, reasons thereof

12. Recruitment Rules and Seniority lists

a. Whether Recruitment Rules for Gazetted/Non-Gazetted Services have been notified, if not, reason(s) thereof.

b. Whether Recruitment Rules are reviewed once in every 05 years?

c. When were the Recruitment Rules last updated? Details thereof.

d. Whether seniority lists have been prepared and have been Circulated/Finalized by the department? If not reason(s) thereof?

e. Whether Recruitment Rules and Seniority lists are uploaded on the Departmental website.

13. Appointments/Promotions:

a. Whether indents to the recruiting agencies (JKSSB/JKPSC) are made as per the latest recruitment rules for direct appointment.

b. Is the roster regarding the reservation for Scheduled Caste/Scheduled Tribe Candidates being followed for direct appointment/promotions?

c. Whether employees have been declared Quasi Permanent/Permanent? If not, reason(s) thereof.

d. Are Departmental Promotion Committees (DPCs) regularly held? Details of DPCs held during last year.

14. Expenditure/Budget:

a. What are the various heads of expenditure and the amount provided in the budget thereof.

b. Is the Budget and Expenditure uploaded properly on BEAMS?

c. Is the Budget released in favour of DDOs rationally as per Budget proposal and in time?

d. Is the department working on PaySys and monitors expenditure regularly?

e. What is the method adopted to closely watch the pace of expenditure?

f. Is there a proper phasing of expenditure over the entire financial year? If yes, give details and if not, reasons thereof.

15. **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. Drawl verification certificate obtained from the concerned treasury.

c. Are the journeys being performed in accordance with approved programme?

d. Is the Pay Acquaintance Roll maintained properly?

e. Is the contingent register being maintained properly and verified/attested item-wise regularly by the officer In-charge?

f. Is Logbook being maintained in respect of the Government Vehicles attached with the department?

g. Is the department maintaining following registers of account and are these registers up-to-date/verified and attested by the concerned officer?

   i.   G.P Fund Register.
   ii.   Telephone Register.
   iii. Audit Objections Register.
   iv.   Drawl Register.
   v.   Store/Stock Register.
   vi.   Log-Book Register.
   vii. Any other miscellaneous record maintained manually.

16. **Planning:**

a. What are the plan schemes, both UT and Centrally Sponsored with which the department is concerned? (Give a statement of all such schemes, the budget allotment and target fixed).

b. What schemes are being partially funded by UT and the Government of India?

c. Are the funds under Centrally Sponsored Schemes being utilized through PFMS Portal and the expenditure monitored properly through said portal?

d. Have the prescribed guidelines been kept in view while formulating annual plans proposals?

e. What procedure has been devised for review of the plan schemes?

f. Are departmental coordination/review meetings held periodically to review financial and physical aspects?

g. 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 thereof.

17. Inspections and Audit:

a. Whether annual inspection has been conducted by the ARI & Trainings Department? If yes details thereof.

b. Has action been taken on the observations made during the last Inspection?

c. How many subordinate offices were inspected by your department during last year? Details thereof.

d. 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 reason of pendency?

    iii.   When was the office audited last by the Accountant General?

e. Whether the department has been audited by a third party? If yes details thereof.

18. Deliverables for the Department for FY_____

a. Whether the performance of key deliverables is being monitored?
    i.   If yes, details thereof.
    ii.   If no, details and reasons thereof.

b. Whether the assigned timelines are being followed?
    i.   Details of deliverables where timelines have been followed.
    ii.   Details of deliverables where timelines have not been followed with reasons.
    iii.   Efforts being made to follow the timelines.

c. Whether the achievement of Deliverables is 100%
    i.   Details of deliverables where achievement is 100%.
    ii. Details of deliverables where achievement is less than 50% with reasons.
    iii. Details of deliverables where achievement is between 50% to 75% with reasons.
    iv. Details of deliverables where achievement is between 75% to 99% with reasons.

19.   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 a government property? In case of private building, has the 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, reason(s) thereof?

g. Is the building accessible to persons with disabilities?

h. When has the fire as safety audit of the building last conducted? Details thereof.

20.   Safety Gears & Uniforms:

a. Is your department mandated to provide safety gears and uniforms to the staff?

b. Whether all the staff wears safety gears and uniforms so supplied? If not, what action is taken against the defaulters?

21.   VIP References and Grievances:

a. Detail of references received from VIP, with date and receipt number.

b. Details of disposal of such references.

22.   For Engineering Departments Only:

a. Name of the Scheme.

b. Year of Execution.

c. Total cost of the scheme and position of funds.

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 Executive Engineer of the scheme.

h. Whether codal formalities viz tendering, administrative approval, technical sanction etc. have been observed?