

17/21/94—AR

From

The Commissioner & Special Secy. to Govt., Haryana,
Administrative Reforms Department.

To

1. All Heads of Depts. in the State
2. Registrar Punjab & Haryana High Court

Dated Chandigarh the 17/1/95

Subject:—Revised Proforma of Administrative Reforms Deptt.

Sir,

I am directed to invite your attention on the subject cited above.

2. The existing proforma regarding inspection to be conducted by the Administrative Reforms Deptt. has been revised now, certain amendments have been made in the Proforma which are helpful and educating.

A copy of the revised proforma is enclosed with guidelines for the Govt. offices to keep their record accordingly.

S. Chaudhary

Deputy Secy. Administrative Reforms
for Commissioner & Spl. Secy. to Govt., Haryana,
Administrative Reforms Department.

Endst. No. 17/21/94—AR

Dated Chandigarh

A copy is forwarded to all Financial Commissioners/Commissioners & Secretaries to Govt., Haryana for information and necessary action.

S. Chaudhary

Deputy Secy. Administrative Reforms
for Commissioner & Spl. Secy. to Govt., Haryana,
Administrative Reforms Department.

GOVERNMENT OF HARYANA

ADMINISTRATIVE REFORMS DEPARTMENT
INSPECTION PROFORMA

(To be filled in by the Head of Department/Office/Branch)

Name of the Department/Office/Branch _____

Date of Inspection :

I. ESTABLISHMENT MATTERS

1. Particulars of staff to be given in the following proforma which may be attached with this report.

Sr. No. Name of Employee Date of joining this office

2. Is there leave Reserve Staff ?
- Yes/No
-
- If not, what arrangements, are made to dispose of the work of any officer/official proceeding on leave other than casual leave. _____

3. Attendance Register

- (a) Is it being maintained and upto date ?
- Yes/No
-
- (b) Whether entries about late-comers are being made indicating timings ?
- Yes/No

4. Casual Leave

- (a) Are Casual Leave Account Files being separately maintained for each employee in every calendar year.
- Yes/No
-
- (b) Whether short leave (including late-arrivals are debited to employees' Casual Leave Accounts ?
- Yes/No

5. Completion of Service Books in following respects :

- (a) Increment
- Yes/No
-
- (b) Efficiency Bar
- Yes/No
-
- (c) Promotion
- Yes/No
-
- (d) Reversion
- Yes/No
-
- (e) Service Verification Certificate
- Yes/No
-
- (f) Suspension
- Yes/No
-
- (g) Re-instatement
- Yes/No
-
- (h) Leave Account
- Yes/No
-
- (i) First Page—Date of Birth and Re-attestation of Employees' signatures after every five years.
- Yes/No

	No. of Cases pending	Delay (in days) Mini- mum	Maxi- mum	Reasons
6. Earned Leave/Half Pay Leave/Extra Ordinary Leave/Other Leave		—days—	—days—	_____
7. Increment/Efficiency Bar Cases		—days—	—days—	_____
8. Pay Fixation cases (on promotion/revision of pay scales)		—days—	—days—	_____
9. Seniority Dispute/Representations		—days—	—days—	_____

10. Promotion cases

	—days—	—days—	—days—
--	--------	--------	--------

11. Disciplinary actions:

(a) Charge-sheets

	—days—	—days—	—days—
--	--------	--------	--------

(b) Departmental Inquiries

	—days—	—days—	—days—
--	--------	--------	--------

(c) Suspensions

	—days—	—days—	—days—
--	--------	--------	--------

12. Pension & other benefits Cases

(i) (a) No. of employees completing — 50 years of age.

--

(b) No. of employees completing—55 years of age

--

(c) Have they been granted extension beyond this age

Yes/No

(d) Reasons for delay, if any

(ii) (a) No. of employees who are due to retire in next 6 months

--

(b) Whether their cases have been sent to A.G. for Certificate and Report.

Yes/No

(iii) (a) No. of employees who have retired in last three months

--

(b) Whether all of them have got—Pension Payment Order

Yes/No

—Gratuity Payment Order

Yes/No

(iv) (a) No. of death cases of Government employees during last one year

--

(b) No. of Pensionary benefit cases pending :—

Pending for

Reasons

Family Pension Payment Order

1 yr.

6 months

3 months

Death-cum-Retirement Gratuity

Final payment of G.P.F.

Ex-Gratia Amount

Employment to dependent

G.I.S. Payment

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

--

13. Writing of Annual Confidential Reports for the year : _____

No. of Employees	A.C.R.		Pending at the level of		
	complete in all aspects		Reporting Officer	Reviewing Officer	Accepting Officer

14. Court Cases :—

No. of pending Court Cases regarding Service Matters :

II. Types of Registers (Accounts/Stores/Establishment/General) for keeping record of processing and retrieval of information and facilitating the supervisors/officers—in delay detection.

Whether these registers are being maintained (Mark tick✓)

Some related questions which need to be answered.

	Yes	No	Not appli- cable	
(a) Receipt/Diary Register.				(a) (i) Are all references being stamped/initialled on the date of receipt. Yes/No
(b) Reference from Chief Minister/Ministers.				(b) (i) Is progress of disposal being watched and indicated. Yes/No
(c) Assembly questions	☐	☐	☐	(ii) No. of pending references on the date of inspection.
(d) Audit paras/Objections	☐	☐	☐	(c) (i) No. of pending questions.
				(d) (i) When the last audit held
				(ii) No. of audit paras/objections.
				(iii) Para/objections —Settled
				—Pending
(e) Pending Cases Register	☐	☐	☐	(e) Area reminders being issued regularly? Yes/No
(f) Register of weeding out the record and files.	☐	☐	☐	(f) (i) No. of files weeded out till now.
				(ii) No. of files proposed to be weeded out
(g) Arrears Report Register	☐	☐	☐	(g) (i) Is it uptodate? Yes No
				(ii) What measures are taken to clear the arrears on any seat?

(h) Registers of Stores—items.	☐	☐	☐	(h) (i) Is certificate of count of pages recorded/given ?	Yes/No
(i) Permanent Store—items.	☐	☐	☐	(ii) Is balance drawn on each page and duly signed ?	Yes/No
(ii) Consumable Store items	☐	☐	☐	(iii) When the Physical Verification was last conducted (date)	
(i) Cash Book	☐	☐	☐	(i) Is certificate of count of pages recorded ?	Yes/No
				(ii) Attestation of individual entries and daily balances.	Yes/No
				(iii) Monthly physical Verification of cash in hand and certificate.	Yes/No
				(iv) Is it upto date at the time of inspection.	Yes/No
(j) Chart of Returns and Statements:				(i) Are these sent to quarter concerned or received from subordinate offices regularly	Yes/No
(i) to be sent to different quarters	☐	☐	☐		
(ii) to be received from subordinate offices	☐	☐	☐		
(k) T. A. Check Register	☐	☐	☐	(k) (i) Are the journeys performed according to approved tour programmes?	Yes/No
				(ii) Is the register upto date in all respects	Yes/No
(l) Complaint Register	☐	☐	☐	(l) (i) No. of complaints received during the year.	
				(ii) Complaints disposed of	
				(iii) Complaints pending	
(m) Register of Bills of Contractors.	☐	☐	☐	(m) (i) Is it up-to-date ?	Yes/No
				(ii) Are payments being made regularly ?	Yes/No
				(iii) No. of Bills pending	
				(iv) Reasons for delay	
(n) Despatch/Service Stamps Register	☐	☐	☐	(n) (i) Are both registers maintained separately.	Yes/No
				(ii) Whether daily balance is worked out ?	Yes/No
				(iii) At what intervals it is checked by the officer concerned ?	days/ months.

- (o) Retirees' Register ☐ ☐ ☐
- (p) Court Cases Register ☐ ☐ ☐
- (q) Register of Movement of Officers/Officials ☐ ☐ ☐
- (r) Register of Movement of Files/documents ☐ ☐ ☐
- (s) Advances Recovery Register ☐ ☐ ☐

III. Accounts and General Matters

1. Pay Fixation Arrears and other payments

- (a) No. of pending cases []

- (b) Stages and reasons for delay _____

2. Advances

House
Building

Marriage

Vehicle

G.P.F.

- (a) No. of pending cases at the time of inspection

[]

[]

[]

[]

- (b) Stages and reasons for delay _____

3. O&M Officer's Role

When the O & M Officer of the department or other officer conducted the surprise inspection of

[]

- (a) Attendance

- (b) Delay Detection

[]

4. Cleanliness and tidyness of the office premises and record _____

5. Whether the Head of Deptt./Office/Branch (inspected) is of Ministerial or Technical cadre ?

Ministerial/Technical.

6. When the last inspection was conducted by the Administrative Reforms Department ?

- (a) Inspection of Attendance (Date)

[]

- (b) Delay Detection (Date)

[]

- (c) Whether report was complied with or pending

- (d) Whether disciplinary action has been taken against all the defaulters?

Yes/No

- (e) Whether the advice has been implemented

Yes/No

- (f) Reasons for delay, if any _____

IV. General Views/suggestions which the department would like to contribute for increasing the efficiency in office working.

Signature of the Head of
Department/Office/Branch
(with rubber stamp)

Dated _____

Signature of the Incharge of
the Inspection Team & Date.