

**Government of Jammu and Kashmir
Industries and Commerce Department
Civil Secretariat, J&K.**

Subject: Administrative Inspection of the Head of Departments/Divisional Level Offices and District Level offices.

**Office Order No:- 36 -JK(IND) of 2023
Dated:- 06 .07.2023**

In supersession of all previous orders issued on the subject, sanction is hereby accorded to conducting of Administrative Inspection of HoD Level/Divisional Level & District Level Officers of the Industries and Commerce Department and constitution of the following teams (two each for Kashmir and Jammu Divisions) for such inspections:

S.No	Name of the officer/ official	Designation	S.No	Name of the officer / official	Designation
Team I			Team II		
1.	Mr. Abid Khan	Under Secretary	1.	Mr. Abid Khan	Under Secretary
2.	Mr. Feroz Ahmad	S.O	2.	Mr. Abdul Hamid Ganie	Section Officer
3.	Mr. Masoud Ahmad	Head Assistant	3.	Mr. Ashiq Hussain	Accountant
4.	Mr. Showkat Ahmad Reshi	Head Assistant	4.	Mr. Zahir Ahmad Wani	Head Assistant
5.	Mr. Ummar Rashid	Junior Assistant	5.	Satish Safaya	Sr. Assistant
			6.	Mr. Talak Aziz	Junior Assistant
Team III			Team IV		
1.	Mr. Sanjeev Kumar	Under Secretary	1.	Mr. Anil Sharma	Under Secretary
2.	Mr. Ramesh Kumar Raina	Section Officer	2.	Mr. Sunil Kumar	Statistical Officer
3.	Ms. Kanika Gupta	Head Assistant	3.	Mr. Sohan Lal	Head Assistant

5.	Accounts related official to be nominated by Director Finance	5.	Accounts related official to be nominated by Director Finance
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Team I and II shall be responsible for conducting Inspections of Kashmir based Offices and Team III and IV shall be responsible for conducting Inspections of Jammu based offices as per scheduled annexure to this Government Order.

Team I and II shall be headed by the Additional Secretary (A), whereas Team III and IV shall be headed by Additional Secretary (M) respectively.

By Order.

Under Secretary to the Government.

No: IC-Adm/75/2021-02

Dated: 06.07.2023

Copy to the:

1. Secretary in the Industries and Commerce Department.
2. Director, Finance, Industries and Commerce Department.
3. Additional Secretary to the Government (A/M), Industries and Commerce Department.
4. Director Archives, Archaeology & Museums, J&K.
5. Director General, Industries and Commerce, Jammu.
6. Director, Handicrafts and Handloom, Kashmir.
7. Director, Handicrafts and Handloom, Jammu.
8. Director, Industries and Commerce Department, Kashmir.
9. Director, EDI, J&K.
10. Managing Director, J&K SIDCO/SICOP/TPO/ITIDC.
11. Managing Director, J&K, Handloom and Handicrafts corporation.
12. Director, IICT, Kashmir.
13. Secretary, Khadi and Village Industries Board.
14. Deputy Secretary to the Government, I&C Department.
15. Private Secretary to the Commissioner/Secretary to the Government.
16. Concerned officer(s)/official(s) for information.
17. Incharge Website, Industries and commerce.
18. Office Order file/stock file.

No: IC- Adm/75/2021-02

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Sir/Madam,

I am directed to invite your attention towards Office Order No. 36-J&K(Ind)/g dated 06.07.23 regarding the above cited subject and to convey the schedule for Administrative Inspection of respective Directorate(s) as under

S.No.	Name of Directorate	Dates for Administrative Inspection (w.e.f)	Team of officers
1.	Handlooms & Handicrafts, Kashmir/Jammu.	10.07.2023	I & III
2.	Industries & Commerce Kashmir/Jammu.	12.07.2023	II & IV
3.	J&K EDI	14.07.2023	II & IV
4.	J&K SIDCO/SICOP	17.07.2023	I & III
5.	J&K KVIB	19.07.2023	I
6.	JKI	21.07.2023	II & III
7.	J&K Handloom & Handicrafts Corporation.	24.07.2023	I & III
8.	J&K TPO	25.07.2023	II & IV
9.	J&K IICT	27.07.2023	II
10.	J&K ITIDC	29.07.2023	II

During the above proposed visit(s) the teams shall randomly select not more than **two District level offices** for their inspections as well.

Besides, the proforma devised by the ARI & Trainings Department with regard to Administrative Inspections is also enclosed herewith with the directions that the information be kept ready for the visiting Team(s) on the scheduled date(s).

Yours faithfully,

(Sanjeev Kumar)

Under Secretary to the Government

**PROFORMA FOR INSPECTION OF THE (GOVERNMENT/SEMI-
GOVERNMENT OFFICES), HEAD OF DEPARTMENT/DIVISIONAL
LEVEL OFFICES BY CONCERNED ADMINISTRATION
DEPARTMENTS/ARI DEPARTMENT**

1. Name of the Department/Office _____
2. a. Name of the Head of the Department/office _____
b. Date of taking over _____
3. a. Name of the FA&CAO/DDO _____
b. Date of taking over _____
4. Date of last inspection _____ conducted by _____
5. 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 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 public business?
- e. Is the office adequately staffed? (Comment with reference to the average turn over of work and other relevant factors).
- f. What is the sanctioned strength of the officer under each 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 therefor?
- b. What is the progress/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 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 case? If not reasons therefore?
- e. Are the journey's being performed in accordance with approved programme?
- f. Is disbursement certificate recorded?
- g. Are the accounts registers page marked?
- h. Is the pay Acquaintance Roll maintained properly?
- i. Are proper receipts being obtained from all sums disbursed?
- j. Is the contingent register being maintained properly and verified and attested item-wise regularly by the officer incharge?
- 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 these registers upto 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
- (A list of register 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 register?
- d. Are written off articles/losses etc. correctly accounted for?
- e. Are separate Registers being maintained for permissible articles?
- f. Are un-serviceable articles being disposed off as the norms?
- g. Is the furniture supplied by Estates Department or directly purchased from the market? In case of direct purchase from the market, the 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/official 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 therefor?
- 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, the reasons therefor?
- f. What is number of cases pending with the Department (give Section-wise details) with reasons for pendency:
 - i. Between one and three months.
 - ii. Between six and one year
 - iii. Between one and two years
 - iv. Over two years

VII. SPEEDY TRANSACTION OF BUSINESS AND CLEARANCE OF PENDENCIES

- 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 prepration 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 proposed 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?
- d. Are receipts obtained by the receipt clerk from the officials at the time of delivering the Dak?
- e. Is the Stamp Register being maintained as laid down under rules, monthly 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 circulated/finalized control of your Department including your office?
- c. Whether the Roaster 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 therefor?
- 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 have been filled up without such notifications? 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 acknowledgment 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 therefor?
- e. Whether seniority lists have been prepared and finalized after calling objections? If not, reasons therefor?
- f. Whether increment/E. Bar is sanctioned as and when it accrues? If not reasons therefor?
- g. Whether all the Government servants are subscribing towards G.P. Fund and Insurance. If not, reasons therefor?
- h. Are there any appeals/representations of any official pending with _____.
- 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 therefor?

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. Whether the office audited last the Accountant General

IV. OFFICE ACCOMODATION

- 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 listed by the PWD authority/Rent Assessment Committee?
- f. Has rent been paid up-to-date, if not reasons therefor.

XV. STATIONARY AND FORMS

- a. Are the Registers of Forms and Stationary maintained properly?
Are these registers checked by the officer concerned?
- b. Are the stocks p[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 with attestation of officer incharge?
- 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 items the concerned Head of offices wants to discuss and bring to the notice of the Government.