

INSPECTION REPORT
SALES & ARCHIVES SECTION

PART-I: GENERAL [Applicable to all Sections]

1. LAST INSPECTION

- (i) Date of last inspection
- (ii) Action taken on last inspection (items specified to the Section inspected).
- (iii) Date of present Inspection:

2. ATTENDANCE

- (i) Is the Attendance Register being maintained properly?
- (ii) Is it being submitted to Officer(s) punctually in the morning?
- (iii) Is the Casual Leave Register maintained and is up-to-date?

3. RECEIPTS

I.

- (i) How Dak/receipts are registered?
- (ii) What procedure is followed to ensure their timely processing?
- (iii) How effective is the registration and processing procedure? (Please test check and comments on the receipts and their processing)?
- (iv) How movement of files is tracked?

II.

- (i) How pendency with dealing hands is monitored?
- (ii) How effective it is?

III. Average time taken in (where ever applicable)

- (i) Issuing of financial sanctions etc. (please also cross check with receipt of cheques and receipt of APRs and record average times for one 1 month)
- (ii) Processing of various types of cases (*Please specify according to types of office inspected*)

- IV.** (i) Whether Annual Action Plan is being reviewed as per schedule/Office Manual;
- (ii) If so, at what level and its frequency.

4. OPENING OF FILES AND RECORDS

- (i) Whether file-opening register maintained properly?
- (ii) Whether list of standard Heads properly maintained?

- (iii) Whether receipts are dealt under appropriate standard Heads? *(to be test checked)*
- (iv) Whether titles of files precise and expressive of the subject matter dealt with? *(to be test checked)*
- (v) Whether part files properly merged into main file? *(Please test check at random from the files)*
- (vi) Whether the system of docketing, page numbering, filing, referencing on notes & drafts is being properly followed? *(please check 10 files and give details citing file no.)*

5. STANDING GUARD FILES/REFERENCE /RULES BOOKS

- (i) Number of Standing Guard files prepared as per the Office Manual. *(Specify subject wise)*
- (ii) Whether any new decision has been incorporated in the relevant guard file(s)?
- (iii) One of the Guard Files to be test checked and results recorded.
- (iv) Whether all necessary reference books are available and maintained up-to-date?
- (v) Whether copies of Acts/Rules / Manuals utilized by the Section are maintained up-to-date with amendment slips pasted? *(Please specify Acts/Rules)*
- (vi) Whether Precedent Registers have been maintained properly? *(test check)*

6. QUALITY CONTROL

- (i) Whether distribution of work among Dealing Hands is fairly even?
- (ii) Whether Dealing Hands are rotated to different items of work or allotted the same work year after year?
- (iii) Whether any Dealing Hand doing the same work for more than 3 years; if so,
 - (a) Reasons
 - (b) Remarks of Inspecting Officer
- (iv) Types of receipts/cases, if any, dealt with by Section-in-charge himself/ herself.
- (v) Classes of cases disposed off by Section In-charge finally.
- (vi) Any suggestions for further improvement?

7. RECORD MANAGEMENT

- (i) Whether the records in the Section are properly arranged and referenced?

- (ii) Whether the files have been categorized as class I, II, III, IV or V taking into accounts the retention period. *(test check whether categorization is correctly being done)*
- (iii) Whether the record are being reviewed /eliminated/weeded out at regular intervals? When was the last weeding done?
- (iv) Detail of records
 - a. Reviewed
 - b. Weeded out during the last two years may be specified.
- (v) Whether category V/VA files are digitized *(specify the number of such files)*
- (vi) Whether the Section is provided with adequate racks to keep records.

8. **COMPUTERISATION**

- (i) The details of computer hardware available in the Section (proforma to be furnished by IT Section) *(To be verified / checked)*
- (ii) Which are the software packages /applications available / used ? To what extent are they in use? *(Give software wise position)*
- (iii) The details of 'Email' /SMS facilities being used for communicating exchanging information?
- (iv) Whether information relating to the Section's are updated on website: *(please check the last information updated)*

9. **RTI**

- (i) Number of RTI requests received.
- (ii) Number of RTI requests disposed of within scheduled time.
- (iii) Number of 1st Appeal filed.
- (iv) Number of 2nd Appeal filed to Chief Information Commission.

10. **GENERAL ASSESSMENT**

- (i) (a) Cleanliness
- (ii) (a) Brief recapitulation of the impressions of Inspecting Officer on the Sections/ Services
 - (b) Suggestions of Inspecting Officer for improvement.
- (iii) Suggestions for improvement from the staff of the Section / Service including comments of the Inspecting Officer thereon

- (iv) General Assessment of the performance of the Section/Services with particular reference to the picture revealed during last inspection
- (v) Any points which require the attention of the O&M Section regarding Officer Procedure.

PART-II

11. SECTION SPECIFIC PROCEDURES

- (i) Whether proper record of sale of publications and receipt of cash is being maintained.
- (ii) Whether no. of copies received corresponds to requirement or there is wastage or short supply.
- (iii) Whether agents have been appointed for selling parliamentary publications and whether adequate supplies are being sent, record kept of supplies, sales and cash remittances.

(2) Souvenir Items:

- (i) Whether souvenir items are purchased following procedure prescribed in Chapter 8 'Stores' of General Financial Rules.
- (ii) Whether Stock register of Souvenir items is properly maintained and up-to-date.
- (iii) Whether any items are lying in stock unsold for a long time. List of old items quantity and value be given.
- (iv) Suggestions for improving souvenirs and their display.

(3) Binding and Distribution of Debates:

- (i) Whether Register of Printed Debates received (In English and Hindi) is properly maintained and updated;
- (ii) Whether Printed debates are sent to Distribution Section in time, at commencement of each session; and
- (iii) whether updated circulation List is maintained;
- (iv) Whether spare copies of Debates are properly arranged in chronological order;
- (v) Whether binding of debates is being done as per binding list;
- (vi) Whether at the end of each session, statement of pendency in respect of Debates, Appendices and Indexes are being sent to Dir (R&L), JS (Reporting), AS (T).

(4) Record Room:

- (i) Whether Record Room is properly kept, is damp proofed and termite and rodent proofed regularly;

- (ii) Whether records are received into record room duly classified along with challan from the Section;
- (iii) Whether entries are made in the Record Room Register of the appropriate category after checking that the records/files are duly completed;
- (iv) Whether records are stored in proper order as per classification, whether periodic weeding is done and weeding out/destruction register maintained;
- (v) Whether Register of file Requisitioned is maintained, and file requisitioned is entered before being sent to the Section;
- (vi) Whether copies of challans and requisitions are filed in month wise folders systematically.

Signature of Inspecting Officer
Name
Designation
Date