

## CIRCULAR NO. 144

SUBJECT :- Inspection of the work of the members of the staff.

During the course of the inspection of some of the Regional Officers, it has been observed by the Charity Commissioner that the work of inspection of the work of each member of the staff in the Regional Offices is not attended to by the Superintendents and the Regional Officers.

The Superintendents are required to inspect the work of the members of the staff every month and the Regional Officers are to inspect their work once in every three months.

This is however not being done.

The Charity Commissioner now instructs that Superintendents in the Regional Offices should inspect the work of four members of the staff, and the Regional Officers should inspect the work of one member of the during a month. The inspection should be taken in detail with reference to the duties assigned to the member, his work-sheets and their abstracts, cases pending with him, cases in await etc.

The inspection notes should be drawn in the form as per Annexure, 'A' with suitable changes or modifications as may be found necessary.

In addition to the inspection, the Superintendents should prepare in the first week of every month an abstract of arrears remaining with each member of the staff in that form as per Annexure 'B'. This form should include the consolidated information regarding

arrears of work with each individual including the copying and the Superintendents and should be submitted to the Regional Officer in the second week of the month. The Regional Officer should scrutinize the second week of the month. The Regional Officer should scrutinize the abstract and issue such directions to the members of the staff concerned and the Superintendents as would be necessary.

The Regional Officers should see that these instructions are invariably complied with.

Dated: 29th October, 1971

M.D. KAMBLI,  
Charity Commissioner,  
Bombay.

CIRCULAR NO. 144  
ANNEXURE 'A'

OFFICE :-

Inspection Memorandum

1. (a) Name of the incumbent
- (b) Duties assigned in brief
- (c) Date of last Inspection
- (d) Date of present Inspection
2. (a) Whether daily work sheets are maintained upto-date.
- (b) Whether the numbers and particulars of pending cases tally with those shown as pending in work-sheets.
3. (i) Total No. of Cases pending submission.
- (ii) Details of outstanding cases with remarks, if any.
  - (a) Less than 1 week
  - (b) Over one week
  - (c) Over two weeks
  - (d) Over three weeks
- (iii) Date of oldest cases pending
- (iv) Whether cases pending over 7 weeks are shown personally

to Branch Officer.

4. Whether cases are arranged and disposed of in chronological order after giving preference to urgent or very urgent work.
5. (i) Awaiting cases with the nothing hand,
  - (a) Total No.
  - (b) Awaiting for less than 3 months(ii) Awaiting for 3 to 6 months.
  - (iii) Awaiting over 6 months.(b) Whether arranged according to dates by which replies are expected.
  - (c) Whether reminders are issued in time.
6. Whether Select files of
  - (i) Important Orders/Correspondence.
  - (ii) Government Circulars/Resolutions are maintained upto-date.
7. (a) Whether compiling work is kept upto date and If not, from what date is it in arrears?
  - (b) Whether compiled files are arranged properly in their files.
8. Whether a list of periodical returns has been maintained correctly and action taken in time to,
  - (a) Call for returns, wherever not received, and
  - (b) Send the returns on due dates.
9. Stationery Articles -

- (a) Whether stock of Stationery articles is preserved properly and
  - (b) Whether stock register of consumption and balance of stationery articles maintained.
10. Dead stock Articles
- (a) Whether Register of Dead stock Articles, maintained properly and upto-date.
  - (b) Whether action about articles requiring repairs or replacement taken in time?
  - (c) Whether articles are inscribed with office, name etc.
11. (a) Whether unnecessary files and papers are littering the tables.
- (b) Whether the general appearance of the Table is neat and tidy.
12. Compliance of the previous inspection report.
13. General remarks.

## ANNEXURE 'B'

ACCOMPANIMENT TO CIRCULAR NO, 144

ABSTRACTS OF ARREARS FOR THE MONTH ENDING

OFFICE:

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Serial No.	Name and designation of the member	Arrears at the beginning of the month	Receipts during the month	Total receipts	Disposals during the month
1	2	3	4	5	6

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Arrears at the end of the month	How old			Remarks
	For 1 month	For 2 months	For 3 months and above	
7	8	9	10	11

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