

Staff Inspection Report

Name of the Officer :..... Class:..... Grade:.....

Nature of Duties :..... Number of Years in }
the Present Grade }**Basic duties should do as usual -**

- (i) Does he have a duty list assigned on him ?
- (ii) Does he have a file of Acts, regulations and Circulars with relevant to his work ?
- (iii) Does he have a pre Speciman well indexation file ?
- (iv) Does he mark the subject register properly by giving separate serial numbers to each subject ?
- (v) Does he mark the counter foils of written online receipts ?
- (vi) Does he use the remind diary properly ?
- (vii) Does he have a Chart with relevant to his work?
- (viii) When Submit the following details how long does he take to find out the file?
(a) File Number.....
(b) Name of the Person that Connected to the matter ?.....
(c) name of the Subject ?
mention the numbers of files that used to inspect him.
- (ix) Does he send the Completed subject papers to the Registry?
- (x) Does he follow 3 - day Constitution ?

Quantity of Work (Generally)

- (i) Number of Files that with his incharge.....
- (ii) Number of Letters that he gets daily
- (iii) Number of Letters that he sends daily
- (iv) Number of Files that he sends/daily
to the staff officers
- (v) Does he have arrears of work ?
If so, please give details
- mention the file numbers that used
to inspected his arrears of work

Kinds of Work

Can Sort out his work widely ? If so, prepare a list and mention the distribution as percentage. Take a day as a unit for the next Column details; Note down the number of notes done, number of reports done, numbers of letters drafted a day in Front of each subject.

- 1.
- 2.
- 3.
- 4.
- 5.

Distribution

Work units per day

Difference

- (i) Are there rush work periods or less work periods?
or less work periods?
If so, give details
- (ii) How long is the time difference

<p>Documents Quality: -</p> <p>(a) Does it propose the action should we take when he reports ?</p> <p>(b) Does he give all reference details relevance details relevant to the matter?</p>	
<p>Is it appear that he awares of following things?</p> <p>(a) Policy of the government</p> <p>(b) Relevant rules and regulations</p> <p>(c) Circulars and Department advices</p> <p>(d) Previous details of the Subject</p> <p>(e) Pre Specimans</p>	
<p>Can he draft the below mentioned things well ?</p> <p>(a) Short answers</p> <p>(b) Long reports</p>	
<p>Does he have an ability to Find out all spreads in his subject</p>	
<p>Does he aware of working officials relevants to his work ?</p>	
<p>Accounts Quality :</p> <p>1. Are his accounts accurate ?</p> <p>2. Are his notes clear?</p> <p>3. Are there any erased things ?</p>	
<p>Debits - instalment payments and decreasing</p> <p>Does he take down the following things and used them properly,</p> <p>(a) Debits</p> <p>(b) Payments as instalments</p> <p>(c) Does it issue vouchers preventing twice paying ?</p> <p>(d) deductions he does do</p> <p>(e) order to stop a particular payment</p> <p>(f) Temporary difference of payments</p>	
<p>Reports and Announcements - By him:</p> <p>(a) Has he balanced accounts according to the regulations and circulars ?</p> <p>(b) Has he done Comparision daily?</p> <p>(c) Has he sent reports on time ?</p> <p>(d) Does he send debits bills and credit bills among the affires of department deals without fail?</p> <p>(e) Does he settle down the the government store vouchers and Railway bills on time ?</p>	
<p>Emotions - Is there an any compaints about the own work of the officers ? If so, give details</p>	
<p>Are there any private hardships to the officer about his own work ? If so, can we think at what time they would settle?</p>	

.....
Signature and Designation of the
Inspection Officer.

Date :