

No. 5/1/2020-O&M/
Central Water Commission
O&M Section

3rd Floor (S), Sewa Bhawan,
R.K. Puram, New Delhi-110066
Dated 05.01.2021

Subject:- Organization and Methods (O&M) inspection of Central Water Commission (HQs) New Delhi- regarding.

Please find enclosed a copy of DoWR, RD&GR's letter No. W-14012/1/2020-O&M-MoWR dated 28.12.2020, whereby Dept. communicated its decision to conduct the O&M inspection of Central Water Commission from 23.03.2021 and asked for sending the requisite information latest by 31/01/2021.

In this regard, it is requested to furnish the requisite information for the period 01.04.2019 to 31.03.2020 in the prescribed proforma (copy enclosed) to the undersigned latest by 20.01.2021 positively.

Yours faithfully,

Encl: As above

Signature Not Verified
Digitally signed by SANJAY SINGH CHAUHAN
Date: 2021.01.05 17:01:44 IST

(Sanjay Singh Chauhan)
Under Secretary (O&M)
Tel No. 29583344
Email. soom-cwc@gov.in

Copy for necessary action to (through CWC website).

1. Director (Admn.), CWC, New Delhi.
2. Director (Estt. I), CWC, New Delhi
3. All Under Secretary, CWC, New Delhi.
4. All Section Officer, CWC, New Delhi

Copy for information:- Secretary, CWC, New Delhi

From: "O&M Unit" <iwsu-mowr@nic.in>

To: cehrm-cwc@nic.in, "Chairman cwc" <chairman-cwc@nic.in>, "SectionOfficer OMSection" <soom-cwc@gov.in>

Cc: "US(Coord.)" <uscoord-mowr@nic.in>, "Director" <dircoord-mowr@nic.in>

Sent: Tuesday, December 29, 2020 1:23:28 PM

Subject: Organization & Methods Inspection of CWC - reg.

Sir,

Please find attached herewith a letter on the above mentioned subject for conducting O&M Inspection of CWC in the month of March, 2021. The requisite information may please be furnished in the prescribed proforma to the Department through email at uscoord-mowr@nic.in and iwsu-mowr@nic.in latest by 31.01.2021.

Thanks & Regards,

कनिष्ठ विश्लेषक (का. अ.)

Junior Analyst (WS)

ओ. एण्ड एम. एकक/O&M Unit

Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(O&M Section)

Room No. 5, 'B' Wing,
Ground Floor, Shastri Bhawan,

New Delhi, the 28th December, 2020

To,

The Chairman,
Central Water Commission,
R.K. Puram, New Delhi

Subject: Organization & Methods (O&M) Inspection of Central Water Commission (HQs) - regarding

Sir,

I directed to refer to letter No. N-74074/447/2020-O&M dated 21.12.2020 received from Central Water Commission regarding deferment of O&M Inspection of CWC and to state that while acceding the request it has been decided to conduct Inspection from 23.03.2021 onwards.

2. In view of the above, it is, requested to furnish the requisite information in the prescribed proforma (already supplied to CWC) to undersigned latest by 31.01.2021.

This issues with the approval of competent authority.

Yours faithfully,



(Rajan Bhasin)

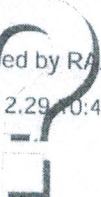
Under Secretary to the Govt. of India
& O&M Officer

Tele: 23074033

Signature Not Verified

Digitally signed by RAJAN
BHASIN

Date: 2020.12.29 10:44:37 IST



Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(O & M Section)

Room No. 5, 'B' Wing,
Ground Floor, Shastri Bhawan,

New Delhi, the 11th December, 2020

To,

The Chairman,
Central Water Commission,
R K Puram, New Delhi

The Director,
Central Soil & Materials Research Station
Olof Palme Marg, Hauz Khas, New Delhi - 110016

Subject: Organization and Methods (O & M) inspection of Central Water Commission (HQs) and Central Soil and Materials Research Station - regarding.

Sir (s),

I am directed to say that it has been decided with the approval of competent authority to conduct the O&M inspections of the above two Organisations/offices by a team from this Department in the first fortnights of January and February 2021 respectively.

2. Accordingly, an O&M Inspection Questionnaire devised by Department of Administrative Reforms & Public Grievances is enclosed herewith for filling it up and submission to undersigned latest by 28.12.2020. The inspections will be scheduled on receipt of the filled in Questionnaire during first fortnights of January and February, 2021 for Central Water Commission (HQs) and Central Soil and Materials Research Station respectively and communicated accordingly.

Encl: As above

Yours faithfully,

(Rajan Bhasin)

Under Secretary to the Govt. of India
Tele: 23074033

O & M Section
Dy. No. 1701
Date 16/12/2020

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5/1/2020-08m (5)

File No.W-14012/1/2020-O and M -MOWR

Government of India
Ministry of Jal Shakti
Department of Water Resources, RD & GR
(O & M Section)

Room No. 5, 'B' Wing,
Ground Floor, Shastri Bhawan,

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Yours faithfully,

Encl: As above

(Rajan Bhasin)
Under Secretary to the Govt. of India
Tele: 23074033

INSPECTION QUESTIONNAIRE ON EFFECTIVE AND RESPONSIVE ADMINISTRATION (for Organizations)

Name and address of the organization:..... Date of last inspection.....
 Date of present inspection.....

1. Position of vacant posts: (A) ESTABLISHMENT

S. No	Name of post/ grade	Sanctioned	In position	No. of vacancies and date from which vacant	<u>Vacancies arisen under</u>			In case of DR, date on which vacancy sent to UPSC/SSC, etc. and the present status	In case of promotion action taken for holding DPC meeting and the present status	In case of transfer/ deputation, action taken for circulation/ advertisement of post and the present status	Remarks
					D.R.	Promo- tion	Transfer/ deputation				
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

2. Promotional aspects

S. No	Name of post/grade	No. of employees who have been working in the same post/grade on a regular basis for			Reasons for not getting promotion	Whether structuring/quennial review of different posts/grades have been conducted, wherever applicable.	re-cadre	If not, the date of last cadre review	Reasons for not doing structuring/periodical cadre-review	Remarks
		10-15 years	15-20 years	More than 20 years						
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	

3.(a) Ad hoc promotion

S. No.	Name of post/grade	No. of ad hoc promotees	Reasons for resorting to ad hoc promotion	Date of promotion.	Level of authority whose approval was obtained	Whether the concurrence of DOP etc. was obtained for continued promotions beyond one year
1.	2.	3.	4.	5.	6.	7.

(b)

Details of appointments made on compassionate grounds

S. No	Name and designation of Govt. servant(s) expired while in service	Date of death	Date of receipt of application from dependent	Relationship with Govt. servant to whom appointment given/to be given	Post and pay scale for which appointment was made/to be made	Date of appointment	Whether any relaxation in age/qualification etc. was made and if so, details thereof	In case pending, reasons for delay
1.	2.	3.	4.	5.	6.	7.	8.	9.

4.

Completion of probation

Details of cases in which satisfactory completion of probation has not been declared.

S. No.	Name of post/grade	No. of probationers	No. of cases in which probation period has been extended.	No. of cases of termination of services during probation period, if any	No. of remaining cases	Reasons for delay in each category
1.	2.	3.	4.	5.	6.	7.

5.

Maintenance of Service Books

(Take a sample of 10 service books)

(a)

(i)

Are service books available for all categories of Staff? :

(ii)

Whether service books are complete and up-to-date? :

- (ii) Are nomination forms duly filled in and attached ? :
- (iv) Are records of leave, LTC, annual increments etc. maintained? :
- (v) Has verification of service been done particularly for officials retiring in next 5 years.? :
- (vi) Whether service books have been shown to the persons concerned every year. :
- (b) Where service books are not complete, whether any special drive was undertaken, and if so, the results thereof :

6. Disciplinary cases
 (a) Penalties awarded during the year
Nature of penalties No. of cases

Minor penalties

- (i) Censure
- (ii) With-holding of promotion
- (iii) Recovery from pay of any pecuniary loss caused to the Govt.
- (iv) Reduction to a lower stage in the time-scale of pay for a period up to 3 years without cumulative effect and not adversely affecting his pension.
- (v) With-holding of increments of pay
- (vi) Major penalties
 Reduction to a lower stage in the time-scale of pay for a specified period with directions about earning increments of pay etc.
- (vii) Reduction to lower time-scale of pay, grade,

Name & designation of such official/officer (Group-wise)

post or service which shall ordinarily be a bar to promotion.

(viii) Compulsory retirement

(ix) Removal from service

(x) Dismissal from service.

6. (b) (i) Has the penalty imposed been noted in the personal file and Service Book of the individual concerned ?

(ii) Has a copy of the penalty imposed been placed in the CR dossier of the official concerned ?

6. (c) Details of pending disciplinary cases

S. No	Name and designation of delinquent official	Nature of alleged misconduct	Date of receipt of complaint/ cognizance of the offence	Proceedings initiated with date i.e. date of issue of formal charge sheet.	<u>In case of major penalty proceedings</u>			Present status of the case
					Date of initiation of enquiry	Date of submission of report by the Inquiry Officer	Whether UPSC/ CVC was consulted	
1.	2.	3.	4.	5.	6.	7.	8.	9.

6. (d) Details of pending review/ appeal cases

S.No.	Name and designation of delinquent official	Nature of penalty imposed	Date of receipt of appeal/ review application	Present status of the case
1.	2.	3.	4.	5.

7. Review for premature retirement (under FR 56 (J))

Group/ post	Number of cases ripe for review	Number of cases actually reviewed	No. of cases recommended for continuance in service	No. of cases recommended for premature retirement	Remarks
1.	2.	3.	4.	5.	6.

Group A				
B				
C				
D				

8.

Details of vigilance cases

S. No	Name of delinquent employee	Nature of alleged misconduct	Whether preliminary enquiry/regular case has been initiated by CBI	Date of receipt of report from CBI	Whether prima facie case established	Whether sanction prosecution obtained by CBI from competent authority	In case of gazetted employee, whether CVC was consulted and if so, the date thereof	Whether the delinquent official has been suspended and if so, the date of suspension	Whether Prosecution has been launched and if yes, the date of filing of charge sheet in Court	Remarks
1.	2.	3.	4.	5.	6	7	8	9	10	11

9.

Details of suspension cases

S. No	Name & designation of employee	Date of suspension	Reasons for suspension	Whether subsistence allowance is being paid; if not, the reasons for non-payment	Whether review for continued suspension beyond 3 months was made	Whether subsistence allowance has been enhanced or reduced after any such review and if so, the changes made	Whether suspension was revoked as a result of review and, if so, date of order of revocation	Remarks
1.	2.	3.	4.	5.	6	7.	8.	9.

10.

Details of cases where pension and pensionary benefits have not been settled

(a)

Pending cases for settlement of pensionary benefits etc. to persons retired on superannuation /voluntarily

S. No	Name & designation of employee	Date of retirement on superannuation/voluntarily	Nature of pensionary benefits to be settled like pension, CGEIS and encashment of leave (specify each item separately)	Whether advance action like NOC from the Dte. of Estates, filling of forms for family details, nomination of bank, verification of qualifying service, forwarding of Form-7 & pension calculation sheet was taken as per schedule	If not, reasons for delay in each item	Any other reason for which pensionary benefits were not settled	Present status	Whether anticipatory pension sanctioned in respect of long pending case.
1.	2.	3.	4.	5.	6	7.	8.	9.

10. (b) Pending cases for settlement of pensionary benefits etc. to persons died in harness

S. No	Name & designation of employee	Date of Death	Date of sanction immediate relief	Date of receipt of application along with death certificate and other papers for sanction of family pension	Date of sanction of family pension	Detail of non-settlement of claims like DCRG, PF, CGEIS, encashment of leave, Deposit link Insurance.	Specify the reasons for non-settlement of each item.
1.	2.	3.	4.	5.	6	7.	8.

11. Recruitment rules for various posts

Post for which RRs to be finalised	Whether action has been initiated and if so, present status	Reasons for delay in finalisation of RRs	Posts for which RRs have not been reviewed /modified as per instructions	Reasons for non-review in each case.
1.	2.	3	4	5

12. Disposal of petitions from the public

No. of petitions			No. of petitions disposed	No. of petitions pending for disposal (from date of receipt).					Reasons for pendency of cases over 6 months	Broad of nature of petitions received
Brought forward	Received during the year	Total		Less than 3 months	Between 3-6 months	Between 6-12 months	Over one year	Total pending		
1.	2.	3.	4.	5	6	7	8	9	10	11

13. (a) Disposal of representations from the staff

No. of Representations			No. of representations disposed	No. of Representations pending for disposal					Reasons for pendancy of cases over 6 months	Broad of nature of representations received
Brought forward	Received during the year	Total		Less than 3 months	Between 3-6 months	Between 6-12 months	Over one year	Total pending		
1.	2.	3.	4.	5	6	7	8	9	10	11

13. (b) Disposal of complaints of women employees regarding harassment

No. of Complaints			No. of complaints disposed	No. of pending complaints	Detail of each pending complaint			Whether the matter was discussed in the Committee / Cell set up to look into such complaints	Present status
Brought forward	Received during the year	Total			Name of the woman employee(s)	Date of receipt of complaint	Whether any hearing has taken place, if so date thereof.		
1.	2.	3	4.	5	6	7	8	9	10

13. (c) Disposal of complaints of SC/ST employees

No. of Complaints			No. of complaints disposed	No. of pending complaints	Detail of each pending complaint				Present status
Brought forward	Received during the year	Total			Name of SC/ST Employee(s)	Date of receipt of complaint	Nature of complaint	Whether any hearing has taken place and, if so, date thereof.	
1.	2.	3	4.	5	6	7	8	9	10

14. Court cases

(Pendency may be taken from the date of filing the petition/application in CAT/Court)

(a) No. of court cases pending for

Less than 6 months	6 month to 1 year	1-2 year	Over 2 years	Total
1.	2.	3	4.	5

(b) Details of pending court cases

Petition/OA No. with date	Name of Court/ Bench of CAT	Major issues involved	Date on which counter affidavit was filed	Date of filing subsequent affidavits, if any	Present status of the case
1.	2.	3	4.	5	6

(c) Status of implementation of Court judgements

Petition/ OA No. with Date	Name of Court/ Bench of CAT	Date of judgement	Time-frame, if any, given by court for implementation	Major issues involved	Whether the appeal/ review application against the judgment has been filed by Govt./individual, if So, the date thereof	Status of the appeal/ review application	If no appeal etc. has been filed, present status of action taken to implement the judgment	Reasons for delay in implementing the judgment	Whether any contempt petition has been filed for delay in implementation or against the manner of the judgement
1.	2	3	4	5	6	7	8	9	10

15. Mechanism of public grievances and transparency

- (i) Whether a senior officer has been appointed as the Director of Public Grievances :
- (ii) Whether the officer has been empowered to pursue the matters represented and liaise with all branches and sections :
- (iii) Whether a day of the week has been earmarked for attending to public grievances by senior officers :

- (iv) Whether a complaint box has been placed at the reception
- (v) Have suitable arrangements been made for visitors for lodging their complaints
- vi) Have information and facilitation counters been opened?
- (vii) Has a Complaint Register been opened and are the complaints being entered therein ?
- (viii) Has time-frame been fixed for disposal of complaints
- (ix) Does the Head of Office/Department review the action taken for redressal of public grievances
- (x) Whether release of information to the public on Department's activities is taking place through
 - (a) Booklets (b) Information and Facilitation Counters (c) Internet (d) Others

16. Delegation of powers

- (i) Whether the administrative /financial powers have been delegated to subordinate offices/officers
- (ii) If so, the order numbers and date vide which such powers were delegated
- (iii) Whether delegated powers are being exercised ?

17. Maintenance of Advance Registers and Cash Book (Take a Sample of five registers)

- (a) (i) Whether registers for long term advances and short term advances are being maintained properly ?
- (ii) Whether entries of all advances like GPF advance, HBA, Scooter/ Car advance etc. are made in the Pay Book Registers ?
- (iii) Are these registers being submitted to officers?
- (iv) Whether proper account of the imprest money is being maintained?
- (b) (i) Is the cash book being maintained as per rules/instructions ?

- (ii) Are all receipts and payments entered daily in the cash book ?
- (iii) Is physical verification of cash-in-hand done once in a month by the officers ?

18. Audit Objections

- (a) (i) Is internal audit being done every year ?
- (ii) Date of last visit of external audit team.

(b) **Details of pending audit objections**

S. No	No. of pending audit paras brought to notice by audit team	No. of audit paras having financial implications	No. of cases of mis-appropriation/ embezzlement if any,	No. of audit paras pending action	Pending audit paras, in brief	Reasons for delay in taking corrective action (para-wise).	Remarks
1.	2.	3.	4.	5.	6	7.	8.

19. Vehicle-wise details of petrol/ diesel consumption (Month-wise consumption during the year may be given)

Make of vehicle	Registration No.	Whether the log-book is being maintained properly	Actual consumption of petrol/ diesel	Excess, if any, over the prescribed ceiling of consumption	Whether excess consumption was got regularized with IFD's approval.	Remarks
1.	2	3	4	5	6	7

20. Inspection of field/ regional offices

(Details of Inspections conducted by the Head of Deptt./Senior officers during the year)

Name of office inspected	Date (s) of inspection	Name & designation of officers who conducted the inspection	Suggestion / recommendations/ defects pointed out (in brief)	How Suggestions/ recommendations have been implemented	many Suggestions/ recommendations not so far implemented and reasons therefore	Remarks
1.	2	3	4	5	6	7

(C) ORGANISATION & METHODS

21. Subjects allotted to Section/Desk/Unit, in brief :

- (a) No. of receipts received :
(b) No. of new files opened :

22. Staff strength

Sl. No.	Name of post/ grade	Sanctioned	In position	No. of vacancies and date from which vacant	Cause of vacancy (transfer, retirement, death, long leave etc.)	Remarks
1.	2	3	4	5	6	7

23. Pending references from M.Ps. and other V.I.Ps.

No. of references brought forward			No. of references disposed	No. of references pending for disposal (from date of receipt)					Out of pending references no. of cases in which acknowledgement/ interim reply has been sent	Reasons for pendency of cases over one year (in each case)
	received during the year	Total		Less than 3 months	between 3-6 months	between 6-12 months	Over one year	Total		
1	2	3	4	5	6	7	8	9	10	11

24. Rotation of staff :

(Details of persons working in the same section /seat for more than five years)

Sl. No.	Name and designation of employee	Name of Section/ Seat in which working	Date from which working	Whether his case to transfer was considered	Justification for such retention
1.	2.	3	4.	5	6

25. (a) Matters relating to Parliament

(Assurances given in Parliament on which information from organization is pending)

Sl. No	Parliament Question No. and date on which replied	Nature of assurance given	Assurance pending for			Reasons for not furnishing the information	Present status of the matter
1.	2.	3.	Less than 6 months	Between 6-12	More than one year		
			4.	5.	6	7	8

25. (b) Directions of Parliament Committees on which compliance is pending on the part of the organisation

Sl. No.	Name of the Committee	Date on which directions given	Nature of directions	Date by which directions are to be complied	Present status of compliance
1.	2	3	4	5	6

26. Training of Staff

Group-wise number of persons in Section/Unit					Training discipline/ field	No. of persons who have undergone in-service training during the year (Group-wise)					No. of persons who require short-term training (i.e. upto 3 months) in work related jobs (Group-wise)					No. of persons who require long term training (i.e. more than 3 months) in work related jobs (Group-wise)					Steps taken to get the persons trained
A	B	C	D	Total		A	B	C	D	Total	A	B	C	D	Total	A	B	C	D	Total	
1.	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

- i) Office Procedure
ii) Computer
iii) Finance/Audit
iv) Statistics/ Research
v) Management
vi) Other Specialized fields
vii) Any other (Specify)

27. Punctuality

- (i) Is attendance register maintained properly ? :
(ii) Is late attendance marked showing the time of arrival of late comers ? :
(iii) Is attendance register checked by an officer daily? :

(iv) Is forfeiture of casual leave etc. done as per instructions? :

(v) Whether surprise visits conducted by senior officers ? If so, frequency per month :

28. Security of official documents

(i) Whether classified files and papers (other than those in hand) are being kept in locked almirahs ? :

(ii) Whether separate record (e.g. section diary, file register ; index slip) is being maintained in respect of secret papers (unless the section itself is designate as secret or top secret)? :

(iii) Whether any instances of violation of prescribed instructions for treatment and safe guarding of secret/top secret papers/ information have come to notice and, if so, action taken thereon :

(iv) Whether a periodical review is done to de-classify the existing classified documents and if so, the result thereof :

29. Processing of cases and monitoring of pending cases

(a) **Filing and referencing of papers**
(Take a sample of 5 current cases, drafts of which have been approved by senior officers but not yet issued)

(i) No. of cases which were properly referenced, flagged and enclosures clearly marked

(ii) Whether name, designation, complete address and telephone no. of the signatory were marked

(iii) No. of files which were found neat and tidy

(iv) Extent of computerization of file movement/ tracking of papers

(b) Monitoring of pending cases

(i) Whether weekly/monthly statements of pending cases

are being submitted on due dates

(ii) No. of pending cases

Sl. No.	Up to 1 month	Between 1-3 months	Between 3-12 months	Over one year	Total
1.	2	3	4	5	6

(iii) Whether cases pending over a month are being brought to the notice of concerned Joint Secretary or higher officers.

30. Compliance of Official Language Policy

- (i) No. of letters received in Hindi :
(ii) No. of letters out of (i) above replied in Hindi :
(iii) Percentage of correspondence in Hindi with Government offices located in Hindi Speaking States/UTs :
(iv) Whether all the documents like orders, notifications, contracts, agreement etc. are being issued bilingually :

31. Recording, Review and Weeding of Old Records

- (a) (i) No. of files due for recording :
(ii) No. of files recorded :
(iii) No. of files pending for recording :
(b) (i) No. of files received for review :
(ii) No. of files reviewed :
(iii) No. of files pending for review :
(iv) No. of files marked for further retention after review and its percentage to above (ii) :

- (c) (i) No. of files weeded out :
(ii) Whether proper record has been maintained of such files :

(d) Whether Index Slips prepared for recorded files alphabetically:

(e) (i) No. of files sent to the Departmental Record Room :
(ii) No. of files sent to N.A.I. :

- (f) (i) Whether Retention Schedule for records has been drawn up relating to substantive work:
(ii) If yes, whether the Schedule is reviewed every 5 years :

32. Maintenance of office support systems

(a) **Equipment/machines (like typewriters, computers, etc.)**

Equipment.	Whether in working order	If not in working order, date from which not working	Action taken for repairing the fault	Remarks
1.	2	3	4	5

(b) **Furniture**

Action taken for replacing the old furniture by modular furniture

(c) **Registers & folders**

- (i) Whether Section Diary Register, Asstt. Diary, Despatch Register, File Register, File Movement Register, Call Book, Guard File, Reference Folders, Precedent Book, Subject Distribution Chart, Reminder Diary, Suspense Diary, Register for Communication from MPs, Register for Parliamentary Assurances etc. are being maintained and kept neat & tidy.
(ii) Registers/folders not being maintained alongwith the reasons.

(d) **Consolidation of orders and review of rules/manuals etc**

- (i) Whether orders/instructions are being consolidated, if so, details of consolidation of orders made during the year.

(ii) Whether there is any regular mechanism for undertaking revision of old rules, regulation, manuals etc.

(iii) Details of rules, regulations manuals etc. revised/ updated/ reprinted during the year.

(e) Work environment

(i) Whether work environment in office is congenial keeping in view the general cleanliness, seating arrangements etc.

(ii) If not, specify the areas of deficiency and action being taken to improve the same.

(f) Computerization of office work

(i) Items of work which have been computerized

(ii) No. and level of persons trained in computer use

33. Implementation of suggestions/ recommendations of last inspection

(i) Have all the suggestions/ recommendations/ defects pointed out in the previous inspection been implemented /rectified.

(ii) If not, specific reasons for not implementing the same in each case

34. Scheme(s) of awards for suggestions

(i) Whether any 'Scheme of Cash Awards to the Staff/Public' is in Operation for suggesting innovative ideas/ new methods/procedures/ techniques for improving the efficiency and productivity of the Organisation.

(ii) No. of suggestions made by the staff and public separately during the year

(iii) Whether any of the suggestions were accepted for implementation and, if so, details of awardees and their suggestions

35. Brief recapitulation of defects or shortcomings noticed and any other comments which Inspecting Officer(s) may have to make.