

Inspection Questionnaire

Name of Office.....

Date of Inspection.....

Date of last Inspection.....

APPENDIX – 16.1.

(Table: 16.1)

Inspection questionnaire for Departments on implementation of e-Office

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1	Has e-Office been commenced ? If so, date of commencement?		
2.	Section/Desks and personal section /staff where e-Office is yet to be introduced?		
3	Has budget requirement been worked out?		
4	Has adequate budget been provided during the current financial year?		
5	Has responsibility mapping done to implement e-Office?		
6	Has timeline been finalized?		
7	Has action been initiated to procure hardware (with the required specifications) for the e-Office?		
8	Has action been initiated to procure software for the e-Office?		
9	Has action been initiated to post personnel in CRU?		
10	Is monitoring done on a monthly basis in the senior officers' meeting?		

11	Is a quarterly/fortnightly report being sent to DAPRG on the status of progress?		
12	What efforts are made by DARPG to facilitate the Department to introduce e-Office?		
13	Any other issues?		
14	Any other observation of the Inspecting officer/team to expedite implementation of Office?		
15	Is capability Building being imparted to the users of e-Office?		
16	Is there any Central Help Desk to cater to the queries of e-Office?		

APPENDIX – 16.2.

(Table: 16.1)

Inspection questionnaire for CRU where eOffice has commenced

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1.	Is the location of CRU conducive for efficient performance?		
2.	Are the personnel posted in CRU adequate with reference to the workload?		
3.	Dose the CRU has : (a) Efficient PC systems? (b) Latest eOffice applications? (c) Efficient scanner? (d) Efficient printers? (e) Any others (specify)		
4.	Do the personnel posted in CRU have adequate IT proficiency:		

(a)	In operating the PC system?		
(b)	In using the eOffice applications?		
(c)	In operating the scanner?		
(d)	Is the seating arrangements conducive?		
(e)	Any other associated equipment?		
5.	Is the personnel sent on periodic training to operate the latest versions?		
6.	Is CRU under the direct charge of a SO level or higher level officer who is proficient in IT tool used in CRU?		
7.	Is the CRU under the overall charge of a Deputy Secretary of equivalent officer?		
8.	Any other issues?		
9.	Any other observation of the Inspecting officer / team to improve the efficiency of CRU?		

APPENDIX – 16.3.

(Table: 16.1)

Inspection questionnaire for Departmental Records Room

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1.	Is the location of Departmental Records Room conducive for maintenance of physically processed records?		
2.	Dose the Departmental Record Room has:		
(a)	Compactors?		
(b)	Almirahs?		
(c)	Other storage facilities (Specify)?		
(d)	Efficient PC systems?		
(e)	Latest eOffice applications?		
(f)	Efficient scanner?		
(g)	Efficient printers?		

(h)	Any others (specify)		
3.	Is the Departmental Record Room properly maintained to preserve the records?		
4.	Any other issues?		
5.	Other observations of the Inspecting officer/team to improve the efficiency of Department Records Room?		

APPENDIX – 16.4.

(Table: 16.1)

Inspection questionnaire for a Section/Desk

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1.	Is the location of Section/Desk conducive for efficient performance?		
2.	Are the personnel posted in Section/ Desk adequate with reference to the workload?		
3.	Does the Section/Desk has: (a) Efficient PC systems? (b) Latest eOffice applications? (c) Efficient scanner? (d) Efficient printers? (e) Any others (specify)		
4.	Does the personnel posted in Section/ Desk has adequate IT proficiency: (a) In operating the PC system? (b) In using the eOffice applications? (c) In operating the scanner? (d) Is the seating arrangements conducive? (e) Any other associated equipment?		
5.	Is the personnel in the Section/Desk sent on periodic training to operate the latest versions?		

6.	Is data for monitoring of the pendency of the following subjects generated by the Section/Desk automatically: (a) Fulfilments of Assurances? (b) Action on Court/CAT cases? (c) References from Cabinet Secretariat? (d) References from PMO? (e) References from MPs and other VIPs? (f) Action on formulation/review of policy? (g) Action on formulation/review of scheme? (h) Action on Note for the Cabinet/ Cabinet Committee / GoM/CoS? (i) CPGRAM? (j) RTI? (k) Any others? (Specify)		
7.	Are the files kept properly in the almirah / racks?		
8.	Mechanism for brainstorming to develop innovative ideas with interactions with the stakeholders?		
9.	Any other issues?		
10.	Any other observations of the Inspecting officer/team to improve the efficiency of Section/ Desk:		

APPENDIX – 16.5.

(Table: 16.1)

Inspection questionnaire for personal section/staff

Sl. No.	Questions	Status	Remedial action required, if any, for improvement
1.	Is the location of personal section/staff conducive for efficient performance?		
2.	Does the Personal Section/Staff has: Efficient PC systems?		
a)	Latest eOffice applications?		

(b)	Efficient scanner?		
(c)	Efficient printers?		
(d)	Any others (specify)		
3.	Does the personnel posted in personal section/staff has adequate IT proficiency:		
(a)	In operating the PC system?		
(b)	In using the eOffice applications?		
(c)	In operating the scanner?		
(d)	Any other associated equipment?		
4.	Is the personnel in the personal section/ staff sent on periodic training to operate the latest versions?		
5.	Is data for monitoring of the pendency of the following generated automatically by the personal section/ staff:		
(a)	Reminders for the meeting to be attended by the officer?		
(b)	Reminders to prepare / obtain brief for the meetings?		
(c)	Approval for tour programmes of the officer?		
(d)	Arrangements for the tour?		
(e)	Submission of tour report, if any?		
6.	Any other issues?		
7.	Any other observations of the Inspecting officer/team to improve the efficiency of personal section/ staff :		

Date:

(Signature of Inspecting Officer)

Summary Report Proforma

1.	Have all the suggestions / recommendations / defects pointed out in the previous inspection been implemented / rectified	
2.	If not, specific reasons for not implementing the same in each case	
3.	Defects or shortcomings noticed and any other comments which inspecting Officer (s) may have to make	
4.	Suggestions / Actions recommended for improvement	

Date:

(Signature of Inspecting Officer)