

F. No. 2-2/2023-IWSU  
Government of India  
Ministry of Environment, Forest & Climate Change  
(IWS Unit)

Indira Paryavaran Bhawan,  
Aliganj, Jor Bagh Road,  
New Delhi-110003,  
Dated: 27 June, 2024

**OFFICE MEMORANDUM**

**Subject:- Annual O&M Inspection Report in respect of Information Technology (IT) Cell - reg.**

The undersigned is directed to refer to the captioned subject and to forward herewith a copy of the Annual O&M Inspection Report in respect of Information Technology (IT) Cell conducted by Inspecting Officer Dr. Ritesh Joshi, Scientist 'E', MoEF&CC.

2. In this context, it is stated that the Inspecting Officer has reported certain deficiencies in the Report, which need to be rectified by the Division. It is, therefore, requested that necessary action may be taken on the recommendations made by the Inspecting Officer and an Action Taken report in the matter may be furnished to this Unit on priority.

Encl: As above ( 5 original )

*De*  
11/7/24

*A*  
27.6.2024  
(Arvind Bhagat)  
Under Secretary (IWSU)  
#4224

To

Sh. Neelesh Kumar Sah, Joint Secretary, MoEF&CC

~~scf' (LKB)~~

for n/a pl.

US (IT)

03/07/24

*Sh*  
04/7/2024

Senior Consultant (IT)

## Inspection Questionnaire for a Section/Desk

Sl. No.	Question	Status	Remedial action required, if any, for improvement
1.	Is the location of Section/Desk conducive for efficient performance?	Yes	
2.	Are the personnel posted in Section/Desk adequate with reference to the workload?	Yes	
3.	Does the Section/Desk has:		
(a)	Efficient PC systems?	Yes	
(b)	Latest e-Office applications?	Yes	
(c)	Efficient scanner?	Yes	
(d)	Efficient printers?	Yes	
(e)	Any others (specify)	Yes	
4.	Does the personnel posted in Section/ Desk has adequate IT proficiency:		
(a)	In operating the PC system?	Yes	
(b)	In using the e-Office applications?	Yes	
(c)	In operating the scanner?	Yes	
(d)	Is the seating arrangements conducive?	Yes	
(e)	Any other associated equipment?	Yes	
5.	Is the personnel in the Section/Desk sent on periodic training to operate the latest versions?	Yes	In-house training provided
6.	Is data for monitoring of the pendency of the following subjects generated by the Section/Desk automatically:		
(a)	Fulfilments of Assurances?	Yes	
(b)	Action on Court/CAT cases?	Yes	
(c)	References from Cabinet Secretariat?	Yes	
(d)	References from PMO?	Yes	
(e)	References from MPs and other VIPs?	Yes	
(f)	Action on formulation/review of policy?	Yes	
(g)	Action on formulation/review of scheme?	Yes	

(h)	Action on Note for the Cabinet/ Cabinet Committee / GoM/CoS?	Yes	
(i)	CPGRAM?	Yes	
(j)	RTI?	Yes	
(k)	Any others? (Specify)	-	
7.	Are the files kept properly in the almirah / racks?	Yes	100% processing on e-office
8.	Mechanism for brainstorming to develop innovative ideas with interactions with the stakeholders?	Yes	
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.	Question	Status	Remedial action required, if any, for improvement
1.	Is the location of personal section staff Conducive for efficient performance?	Yes	
2.	Does the Personal Section/Staff has: Efficient PC systems?	Yes	
(a)	Latest e-Office applications?	Yes	
(b)	Efficient Scanner?	Yes	
(c)	Efficient Printers?	Yes	
(d)	Any others (specify)	-	
3.	Does the personnel posted in personal section/staff has adequate IT proficiency:		
(a)	In operating the PC system?	Yes	
(b)	In using the e-Office applications?	Yes	
(c)	In operating the scanner?	Yes	
(d)	Any other associated equipment?	Yes	Photocopier with scanner



4.	Is the personnel in the personal section/staff sent on periodic training to operate the latest versions?	Yes	In house training
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?	No No No No No	File are processed on e-office; No programmes are available for reminders
6.	Any other issues?	-	-
7.	Any other observations of the Inspecting officer/team to improve the efficiency of personal section / staff:	-	-

### 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: 27-03-2024

  
(Signature of Inspecting Officer)