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**Proforma in respect of Office inspection (Point wise )**

1. Name of Officers :-

Sl.No.	Name of Officer	Designation.	Period

2. Name of H.C. and Staffs.

Sl.No.	Name	Designation	Date of joining

3. Last Inspection :-

4. Guard File :-

5. The Registers are being Maintained by the Section :-

6. Sanction Strength :-

Sl.No.	Sanctioned Strength.	Name of post.	Present strength	Vacancy
1	R.P.			
2.	U.D.C.& L.D.C.			
3.	Group -D			

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7. a) Register 60. ( No. of Letter received. ) :-  
b) Register 61 ( No. of letter issued ) :-  
c) Register 62 (File Index register ) :-
8. Minor Minerals,Hats and Markets, Demand of Rent/Land Revenue and cess,  
Sairats.  
Miscellaneous Demands :-

8. Statement of collection Revenue .

(Period for.....)

l) Electricity Duty :-

No. of D.G. Sets.	E.Duty realized .	E.Duty realized for licence for other.

9. i) Agriculture Loan :-  
ii) Royalty & Cess :-  
iii) Mines & Minerals. :-  
iv) Other Stamp Duty :-

(Period for .....)

10.No. of Stamp Vendors for last one year : \_

Sub Division	Period for 200- to 200-	Vacancy.
Sadar		
Bolpur		
Rampurhat		
Total		

13. Statement of Refund for Security Deposit. (Period for .....)

Total Application received.	Total refund cases.	Pending.
	Employees / Others. (a) (b)	
Nil	Nil	Nil

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14. Legal Heirs Certificate. (Period for .....)

Total No. of Certificate issued.	Disposed	Pending.

15. Audit Paras :- ( Period for .....)

Period	No. of paras settled	Broad sheet No. & Date.	No. of paras unsettled.	What action taken.

16. Revenue Recovery cases. (Period for .....)

No. of requisite cases.	Disposed of.	Undisposed what is reason.	What action taken.

17. Money Lending Licences. (Period for.....)

No. of licences application received.	No. of licence issued.	No. of Licence pending.

18. Delegates of Certificate Power under P.D.R. Act.

- i) How many Officer of such power. :- Not related to this section.
- ii) Any proposal Pending. :- ---D0----

19. Departmental Procedures. (Period for.....)

Total cases received	No. of disposed cases.	Howmany cases pending.
Nil	N/A.	One case is pending before vigilance Commission .

20. Consignment of records .(Period for .....)

How many files were consigned :- No consignment was made during the period.

21. Disposal of H.R.C. Cases (Period for .....)

No. cases received.	No. cases disposed.	No. of case pending.

22. Refund of Stamps. ( Period for .....)

No. of application received.	No. of application disposed.	No. of application pending.
No. Value	No. Value	No. Value

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23. Property for probate . (Period for .....)

No. of cases received.	No. of cases disposed.	No. of cases pending.	Remarks.

Assets Statement . (Period for .....)

No. of cases received :- As they stood on .....

**24. Present position of Court Cases.**

**High Court. (Civil Rule)**

Year	No. of case received.	Engagement of S.A.	Misc & Ord.	Disposed of.	Pending.

**S.A.T.**

Year.	No. of cases received.	Engagement of S.A.	Misc. & Ord.	Disposed.	Pending

**Civil Suit (Suri )**

Year	No. of cases received.	Disposed of.	Pending/ Under process.

**Civil Suit (Bolpur )**

Year	No. of cases received.	Disposed of	Pending/ Under process

**Civil Suit (Dubrajpur )**

Year	No. of cases received	Disposed.	Pending/Under process

**Civil Suit (Rampurhat )**

Year	No. of cases received.	Disposed of	Pending/Under process.

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25. Reconveyances (Eorm No. 34)

No. cases received	No. of cases disposed of.	No. of cases pending.

26. Rent Control Cases :- Period for.....)

No. of case received.	No. of case disposed.	No. of cases pending/under process.

Signature of inspecting Officer.