



PANCHAYAT INSPECTION

by Smt. Debjani Basu Debroy ,PEO
Jirania R.D. Block.

PANCHAYATI RAJ

FORMAT FOR INSPECTION OF GP/VC/BAC/PS

1. Name of the GP/VC /PS/BAC :-
2. Name of Pradhan/Chairman :-
3. Date of inspection :-
4. Name of In-Charge PS/RPS/RPM :-
5. Name of Inspecting Officer with Designation :-
6. Last Date of Inspection :-

7. Population Statement :

Sl. No	Name of the GP/VC	Total Family					Total Population								
		ST	SC	OBC	RM	UR	Total	ST	SC	OBC	RM	UR	Total	Male	Female

8. Infrastructure:

Having own Panchayat Bhawan (Yes/No)	How many rooms	Pucca/ Semi Pucca /Kutcha	No. of computer		No. of Printer	No. of Scanner	Electricity Available	Broadband Internet available	CSC collocated? (Yes/No)
			Functional	Non-Functional					

9. Staff Strength :

Sl. No.	Name of Employees	Designation	From Director of Panchayat/TTAADC	Posted since
1				
2				
3				
4				
5				
6				

15. Audit :

Type of Audit	F.Y. 2021-22			F.Y. 2022-23			F.Y. 2023-24		
	Total No. of observation received	Total No. observation reply submitted	Total No. observation reply pending	Total No. of observation received	Total No. observation reply submitted	Total No. observation reply pending	Total No. of observation received	Total No. observation reply submitted	Total No. observation reply pending
1. AG Audit									
2. Audit online (FFC)									
3. Internal Audit									
4. Social Audit.									

16. Meeting Related records & registers maintained in GP/VC/PS/BAC :-

Sl. No.	Name of records & registers	Maintained or not		Up-to date or not		Remarks
		Yes	No	Yes	No	
(a)	Agenda Book/Register					
(b)	Notice file					
(c)	Meeting Attendance Register					
(d)	Resolution / Minutes Book					

17.(i) Status of Important records/registers maintained in GP/VC/PS/BAC

Sl. No.	Name of register	Whether Maintained		Whether Up-to date		Remarks
		Yes	No	Yes	No	
1	Register of Ordinary Residents					
2	Budget Control Register					
3	Work Order Register					
4	Cheque issue Register					
5	Advance Register					
6	Sanction Memo file					
7	Attendance /Movement Register					
8	Receipt/Dispatch					
9	Display Board /Notice Board					
10	C & AG Prescribed Register					
11	Inspection Registers					

(ii) Records & Registers of MGNRGS :-

Sl. No.	Name of Register	Whether Maintained		Whether Up-to date		Remarks
		Yes	No	Yes	No	
1	Job Card Application Register					
2	Employment Register					
3	Works Register					
4	Asset Register					
5	Complaint Register					
6	FTO Register					
7	Social Audit Register					

18. Cash Book, Pass book reconciliation :-

a.	Account No.	Cash as per	updated or not		Remarks
			Yes	No (If no, last updating date)	
Cash Book					
Pass Book					



THANK YOU

D o Y o u H a v e A n y Q u e s t i o n ?