

## 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 :

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

## 8. Infrastructure:

	How	Pucca/	No. of co	omputer	No. of	No. of	Electricity	Broadband	CSC collocated?	
(Yes/No)	rooms	many Semi Pucca rooms /Kutcha		Non- Functional	Printer	Scanner	Available	Internet available	(Yes/No)	

# 9. Staff Strength:

S1. No.	Name of Employees	Designation	From Director of Panchayat/TTAADC	Posted since
1				
2				
3				
4				
5				
6				

## 10. Part Time Pump Operator (PTPO)

S1. No.	Name of LI/DTW Scheme	Name of Part Time Pump Operator	Departmental (WR)/ Directorate of Panchayat	Functional/ Non- functional	If, Non-functional Reason
1					
2					
3					
4					

#### 11. Financial Achievement:

## (i) 15th Finance Commission Grant

Cahama	202	1-22	202	2-23	202	3-24	Total	Total	Total
Scheme	Received	Expenditure	Received	Expenditure	Received	Expenditure	received	Expenditure	Balance
15 <sup>th</sup> FC (Tied)									
15 <sup>th</sup> FC (Un- Tied)									

# (ii) PDF

Scheme	2021-22 Scheme		202	2-23	202	3-24	Total	Total	Total
Scheme	Received	Expenditure	Received	Expenditure	Received	Expenditure	received	Expenditure	Balance
PDF									

# (iii) OSR

Cabarra	20	21-22	20	22-23	20	023-24	Total	Total	Total
Scheme	Received	Expenditure	Received	Expenditure	Received	Expenditure	received	Expenditure	Balance
License Fee									
Users Charge									
Lease of pond									
Lease of Cattle Market									
Drinking Water Charge									
RTI Collection									
Lease of market									
ROR fee									
Others (If any)									

# 12. Physical Achievement:

		PDF			15 <sup>TH</sup> FC			OSR				
(a) Financial year 2021-22	No. of works taken up	Involved amount	Status	No. of works taken up	Involved amount	Status	No. of works taken up	Involved amount	Status	Total No. of works taken up	Total Involved amount	Status
i) Mtc. of spot sources of Drinking Water.												
ii) Mtc. of kucha Road												
iii) Mtc. of brick solling road												
iv) Mtc. of kucha drain												
v) Mtc. of pucca drain												
vi) Mtc. of retaining wall												
vii) Construction of spot source of drinking water												
viii) Const. of brick solling road												
ix) Const. of kucha road												
x) Const. of pucca drain												
xi) Const. of kucha drain												
xii) Retrofitting of single pit toilets to twin pit toilets												

		PDF			15 <sup>TH</sup> FC			OSR				
(a) Financial year 2021-22	No. of works taken up	Involved amount	Status	No. of works taken up	Involved amount	Status	No. of works taken up	Involved amount	Status	Total No. of works taken up	Total Involved amount	Status
xiii) Construction of individual compost pit												
xiv) Construction of soak pits												
xv) Retrofitting of septic tanks without soak pits												
xvi) Construction of Community compost pits												
xvii) Installation of street lights												
xix) Others (if any)												
Total												

## 13. Amar Sarkar:

Total issue raised in the financial year	Total issue Resolved	Total pending issue	1	Issue pending more than 40 days	•	Issue pending 60 days

## 14. Gram Sabha/Panchayat Body's Meeting:

Total No. of Gram Sabha conducted	Date of Gram Sabha	Purpose of Gram Sabha	Gram Sabha Meeting minutes/ document found or not	Total No. of Panchayat Body Meeting	Date of Panchayat Body meeting	Purpose of meeting	Minutes/ documents maintained or not

#### 15. **Audit**:

		F.Y. 2021-22			F.Y. 2022-23		F.Y. 2023-24				
Type of Audit	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:-

S1. No.	Name of records & registers	Maintained or not		Up-to dat	Remarks	
		Yes	No	Yes	No	Kemarks
(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

S1. No.	Name of register	Whether Maintained		Whether Up-to date		Remarks
	Tunic of register	Yes	No	Yes	No	Remarks
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		
		Yes	No	Yes	No	Remarks
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:-

	Account No.	Cash as per		Domonto	
a.			Yes	No (If no, last updating date)	Remarks
Cash Book					
Pass Book					

# THANKYOU

Do You Have Any Question?