

**INSPECTION GUIDE BOOK**

*Compiled by*

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## FOREWORD

This book is a compilation of rules, instructions and orders which are embodied in various Codes, Manuals, and Circulars for supervision and inspection of offices. It will prove to be a useful guide, in a handy form, to the supervising and inspecting officers. It does not, however, in any manner, supersede the existing Codes and Manuals.

Inspection-questions are to be found in the respective Codes and Manuals.

This book does not claim to be free from errors and omissions. Any suggestion for improvement will be welcome.

DACCA ;  
*The 8th October, 1969.*

M. KERAMAT ALI, C.S.P.,  
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# INSPECTION GUIDE BOOK

## 1. INSPECTION MANUAL, 1919

General Orders  
with regard to  
inspections.

1. Commissioners, District Officers and Subdivisional Officers should be personally acquainted with all parts of their respective jurisdictions, and should inspect, with reasonable frequency, all public institutions therein situated, and should make, from time to time, in person, such local enquiries as may be necessary to enable them to conduct their duties with satisfaction to themselves and Government, or supply any information specially required by Government. (Rule 1).

Commissioner's  
Tour.

2. The Commissioner should spend a week or ten days at each district headquarters annually and should try to visit each subdivision every year. He should satisfy himself that district and subdivisional officers and the officers in direct charge of the departments have made full inspections at the prescribed intervals, and he should closely scrutinize the work of any officer or of any department when he has reason to believe that the standard of efficiency has deteriorated, or that the work requires special attention and he should examine in detail the actual working of any procedure which appears to be defective or of any new system which has been introduced tentatively. The Commissioner should examine the work of each gazetted officer sufficiently to form a clear estimate of his capacity and business aptitude. The Commissioner's tour programme should be widely published beforehand and he should afford persons of local influence full opportunity of acquainting him with their views on matters of local or general interest and pending questions with which they are concerned. (Rule 2).

Inspection of  
Commissioners'  
Offices.

3. It is expected that Divisional Commissioners will require their Personal Assistants (now, Private Secretaries to the Commissioners, Assistants to the Commissioners and Administrative Officers) to make thorough inspections at least once a year of every department of their offices and specially of their record-rooms and that Commissioners will themselves make such inspection of their offices as may be required. (Rule 3).

District Officer's  
tour.

4. Apart from such visits to subdivisional headquarters as may be necessary throughout the year for

special objects, a District Officer should endeavour to make a stay of about a week at the headquarters of each subdivision in his district once a year; during this visit, in addition to inspecting the subdivisional office and other institutions, he should provide opportunities for the principal residents of the subdivisional headquarters to meet him and discuss questions of local and general interest. Government attach much importance to this aspect of touring and consider that the knowledge which can be obtained by such discussions can be obtained by no other means. (Rule 4).

Plan of tour of  
the District  
Officers.

5. With regard to tours in the interior of the district, a District Officer can only make the best use of his opportunities by carefully planning his tours in advance: such preparation not only enables him to arrange his case work at headquarters for such dates as will not clash with his tours, but also affords time to give ample notice to the residents of the places to be visited. Occasions which cannot be foreseen will necessitate brief visits to places for particular objects but the greater part of the time spent by a District Officer in the interior of his district should be devoted to tours extending over periods of not less than a fortnight consisting of carefully planned journeys with halts, of which the places and times should be fixed beforehand, and of which notice should be given, or halts for several days at convenient centres from which outlying places may be visited. ~~Hurried movements produce the maximum of inconvenience to all concerned, and afford no time to the raiyats (local people) to realise that they have in their midst an official to whom representations can be made on subjects of importance to them.~~ (Rule 4).

Inspection of  
District Offices.

6. The Government attaches much importance to careful inspection by a Deputy Commissioner of his own office. A good district officer will be constantly inspecting one branch or other of his office work, and, if this duty is systematically undertaken one department after another being visited in turn, there will be a minimum interference with current work. Within at most one month from the date of receiving a Deputy Collector's inspection notes of such departments as the Record Room, Nazarat, Certificates, etc., the Deputy Commissioner himself should go through it in the office room of

the department and see what action has been taken to remedy the defects noticed in that and the previous inspection notes. If one such inspection of the work in all departments of the Collectorate is thus made by the district officer during the first half of the official year, his inspection duties which remain should not interfere with his programme for touring in the cold weather. As far as possible, the Magistrates' Court, Choukidari Offices and Local Self-Governing Bodies such as Municipal Committees, District Councils, etc., at headquarters should also be inspected in the first six months of the official year. The Treasury must also be inspected once a year by the Deputy Commissioner himself. Stamps and cash must be counted twice a year. (Rule 5).

Inspection of district offices by the Commissioner.

7. The Commissioner should make one thorough inspection of work in all the departments of a Collectorate annually. He is not required to inspect the Treasury. (Rule 5).

Failure of District Officers to inspect their offices to be noted in the Land Revenue Report.

8. The names of district officers who fail to inspect their offices in person or who postpone the bulk of their inspections till a late period of the year, when there is no sufficient leisure for it, are to be mentioned in Commissioner's Land Revenue Administration Report. District Officers should furnish explanation of failure in this respect in their own Land Revenue Report. The Commissioner shall pass suitable orders on these, and in his own report state his opinion as to the care and efficiency with which each district officer has carried out his annual inspections. (Rule 6).

Matters which require attention in all offices.

9. Matters which require attention in all offices are the sufficiency of the arrangements of public offices and buildings for the accommodation of the public and the Government Officers; the condition of public buildings and furniture; the state of catchery and office compounds and the arrangements made for lease and license of shops in such compounds; prohibition of erection of inflammable buildings in the vicinity of public offices; prevention of blocking of verandahs, doors and windows with almirahs, etc.; the training of young officers; programmes of work for Circle Officers, Kanungos, and similar touring officers; prevention of

cliques in offices; recruitment of probationers; the distribution of work, both as regards officers and clerks; the observance of the prescribed hours of attendance; arrangements for taking petitions; entry of dates for cases in forward diaries, and punctual dealing with cases on due dates; detention of witnesses; full use of order sheets; examination of case records as the most important test of work; arrangement of records of pending cases in serial order in bundles of convenient size; punctual submission of returns; tidiness and method. The inspecting officer should always ascertain whether his subordinate officers are making adequate inspections; whether orders passed at previous inspection have been carried out; whether stock-books are properly kept up. (Rule 7).

Quarterly or half-yearly inspections by Deputy Collectors and Assistant Collectors in charge of Departments.

10. Complete inspections of their offices should be made by Deputy Collectors and Assistant Collectors at least once each half-year, but a Deputy Commissioner can, if he so thinks fit, require such inspections to be made quarterly. In such inspections full answers to all the questions prescribed for the department should be written at least once a year, and preferably in the first half when complete statistics for the previous year are available. The Deputy Commissioner, when necessary, should require that answers to questions should show what practical tests ~~were applied by the inspecting officer before answering the question.~~ The names of Revenue Officers who failed without due cause to inspect their departments thoroughly in person at least once in each half-year should be noticed and an explanation of the failure furnished, with necessary remarks, in the Deputy Commissioner's annual report on the Land Revenue Administration of the year. The report should not be forwarded to the Board but the Commissioner should pass suitable orders on all cases and mention in his statement on the character of officers (submitted to the Services and General Administration Department) instances of decided failure in this respect which have not been explained to his satisfaction, and should take this matter into consideration in classifying an officer.

*Note*—The instructions in rule 5 of the Inspection Manual (*vide* paragraph 6) should be followed by the Deputy Collectors and Assistant Collectors while inspecting their offices. (Rule 8).



Points of  
inspection of  
District Offices.

11. The district officer is not required to answer the detailed questions prescribed for the inspection of each of his various departments of his office, though a reference to some of them will always be useful. Usually his inspection must chiefly be directed to seeing that the officer is doing his work efficiently. It is specially important to ascertain that the officer in charge is making his inspections in a thorough and complete manner, and that before answering those questions which require the making of a practical test he has actually carried out the test. (Rule 9).

Difficulties to  
be explained  
defects to be  
corrected at  
inspections.

12. An inspection gives opportunity for representation and explanation of difficulties and for discussion of questions of importance; and this opportunity should be fully utilised by the Deputy Collector in immediate charge of an office in explaining difficulties felt by his clerks; and by the Commissioners and District Officers in explaining matters on which their instructions may be required and specially in introducing better practice and standards of other offices into offices where practices and standards may be defective. A good inspecting officer will not only find fault, but will indicate the remedy. It should be the aim of an inspecting officer, as far as possible, to set right then and there anything which he finds wrong, and not to originate a correspondence. A chief object of inspection should in fact be to prevent the necessity for correspondence. It has been found useful for an officer when hearing appeals to keep a note of defects noticed in procedure. These should sometimes be set right by issue of immediate orders, but can sometimes be gone into during inspection. (Rule 10).

Young Officers  
should attend  
senior officers  
inspections.

13. It is very advantageous to a young officer to be present during inspection by more experienced officers. (Rule 11).

Inspection  
Book-Register-  
26.

14. Inspection Book is to be kept at each headquarters and subdivisational station. The important points noted by the inspecting officer should be abstracted in this register. The remarks of Members of the Board, Commissioners, Heads of Departments and District Officers should be entered in separate paragraphs in this register upon each inspection. All such inspection

remarks should be recorded on half margin, the other half of the page being reserved for the gazetted officer in charge to record briefly the measures taken to carry out the orders passed. A complete copy of the Commissioner's inspection notes on the Collectorate Offices should be filed in the English Office (General Section) and extracts should be sent to offices concerned. A Commissioner's orders passed upon inspection of subdivisions, should be always sent in at once for the Deputy Commissioner's information. (Rule 13).

Guard File.

**15.** The ministerial head of each department in a Collectorate should have a guard file in which should be placed, arranged in chronological order, copies of the inspection remarks relating to his department made by the Deputy Commissioner, Commissioner, or other higher authority. These copies should be made on half margin, and against any defects noticed or suggestion made by the inspecting officer should be noted the action taken. (Rule 14).

Commissioner's  
Inspections of  
Revenue Offices.

**16.** The inspection of the Commissioner should be conducted in person. There is, however, no objection to his having certain specified registers or returns examined by his own clerk under his special order. It is desirable that he should spend at least a month annually in each district of his division. (Rule 15).

Unauthorised  
reports and  
returns.

**17.** The Commissioner should, when he inspects, note the extent to which District Officers call for unauthorised reports and returns from their subordinates, and take such steps as he may think fit to check this practice, where such is found to exist. He should also endeavour to secure in his division uniformity of result in the matter of disposals, and as a means towards this he should have prepared before he commences his yearly inspection a statement showing for each district in his division in regard to each department for which such figures are procurable:—

- (a) the number of items of work disposed of during the previous year;
- (b) the number of clerks employed in disposing of such work;
- (c) the average out-turn per clerk.

Care will have to be taken in regard to the figures under (a) since experience has shown that many items are wrongly entered as such, especially in regard to the Record Room and Treasury. (Rule 16).

Examination of Registers, correction of wrong practice.

18. The Commissioner should carefully examine the registers kept in all offices, ascertaining that they are punctually and neatly kept. He should also point out any error or mistaken practice that may come to light. (Rule 17).

Security of Ministerial Officers.

19. The Commissioner should ascertain that the securities of the ministerial officers have been properly tested. (Rule 21).

English Correspondence.

20. The Commissioner should inquire whether the rules for the English correspondence are carried out. (Rule 22).

Record Room, Survey records, maps, and correspondence.

21. The Commissioner should examine the record room, ascertain that survey records and maps are properly kept, and see that the rules of the Records Manual are adhered to, and that the English correspondence and other records of the district and subdivisional offices are intelligently classified and periodically sorted, destroyed, etc., under the rules of the said Manual. (Rule 23).

Library.

22. The Commissioner should examine the office library and see that the rules on the subject are attended to. (Rule 24).

Rules for taking evidence and for the service of processes.

23. The Commissioner should ascertain that the rules for taking evidence are hung up in each court in the district, and that the rules for the service of processes of the Revenue Courts in English and in the vernacular are hung up in some conspicuous place in the offices of the Collector, Deputy Collector and Nazir, respectively, where they can be read by the general public. (Rule 25).

Attendance Registers and state of business.

24. The Commissioner should examine the diary kept by each officer in the form prescribed by the High Court in their Circular Order No. 8 and General Letter No. 6 of the 10th September, 1892; inquire minutely into the state of business before the Deputy Commissioner; provide for disposal of arrears; and prevent the

neglect of any particular branch of duty or of any of the rules for the conduct of business, such as the rules for taking evidence. (Rule 26).

Maintenance of Confidential Note-Book.

25. The Commissioner should enquire whether the confidential note-book is suitably maintained by the District Officer. (Rule 27).

File of General Powers of Attorney.

26. The Commissioner should ascertain that the file of copies of general powers of attorney is properly kept, and that the powers are attested as directed in rules 212 and 213 of the Practice and Procedure Manual, 1940. (Rule 28).

Manuals and Correction Slips.

27. The Commissioner should ascertain that the Board's Manuals are used in all the offices and that correction slips are regularly and intelligently inserted in the Manuals. (Rule 29).

Excise Department.

28. The Commissioner should inquire into the working of the Excise Department, and ascertain that the Deputy Commissioner and his staff visit the distilleries regularly and frequently. (Rule 30).

When Commissioner's inspection to be communicated to Board.

29. When a Commissioner's inspection order contains anything of particular interest, recording, etc., either a remarkably creditable or remarkably discreditable state of the office, a copy is to be submitted to the Board. (Rule 31).

Deputy Commissioner's inspection of offices.

30. ~~The District Officer's inspections of his own~~ office should ordinarily be made in the hot weather and rains except when his touring has to be done chiefly in the rainy season. An inspection, when it comes very closely after the one made by a Commissioner may, as a rule, be directed mainly to an examination into the way in which the suggestions or orders given at the preceding inspection have been carried out. The Deputy Commissioner should forward his notes of inspections as made to the Commissioner. (Rule 32).

Inspection of Excise Office.

31. Every District Excise Office should be carefully inspected by the Deputy Commissioner once a year. An inspection, when it comes very closely after the one made by the Director of Taxation and Excise may, as a rule be directed mainly to an examination into the way in which

the suggestions and orders given at the preceding inspection have been carried out. The report need not contain all the minute details of the inspection, but should give the general results in such a manner as to indicate the condition of the office, and to place prominently before the Director any matters in which any action or order on his part appears to be called for or of which he should be informed. In inspecting an Excise Office the Deputy Commissioner should consult rule 896, Vol. II of the Bengal Excise Manual, 1918. To avoid increasing the bulk of this Manual, the rules for inspection of Excise Offices have not been added to it. In drawing up his report, the Deputy Commissioner should follow the instructions given above in regard to the inspection of the District Excise Office. The report of inspection made by the Deputy Commissioner should be submitted to the Director of Taxation and Excise. (Rule 33).

Inspection of  
Subdivisions.

**32.** The Deputy Commissioner should always ascertain at his inspection of a subdivision how the revenue work is being done, and should consider whether any of it should be transferred to headquarters, or whether work of the subdivisions done by the headquarters staff could be transferred to the subdivisional staff. The revenue registers to be kept at subdivisions are prescribed in rule 11 on page 3 of the Register and Return Manual, 1919. (Rule 34).

Inspection of  
Excise Department of Sub-  
divisional Office.

**33.** The Excise Department of subdivisional office should be inspected by the Deputy Commissioner as part of his regular inspections of subdivision. (Rule 35).

Subdivisional  
Officer's  
inspection of  
his office.

**34.** Subdivisional Officers should make a detailed inspection of their own office annually in every branch and should answer the questions prescribed for the various Revenue Offices so far as they may be applicable. (Rule 36).

Inspection of  
Registration  
Offices by  
Registrar.

**35.** The Registrar, whether he is the District or the Additional District Magistrate, should make a full inspection of the district headquarters office at least once a year. This inspection should either be in accordance with the printed form of questions or should follow closely the lines indicated therein. (Rule 38).

Inspection of  
Registration  
Offices by  
Additional  
District  
Magistrates and  
Subdivisional  
Officers.

**36.** In districts in which the Additional District Magistrate is Registrar, it will probably be found impossible for the Registrar to inspect a large number of Sub-Registrars' Offices and the work of inspection will be principally the duty of the District Officer. Subdivisional Officers should also visit and inspect the Sub-Registrars' Offices in their subdivision. None of these officers are expected to answer all the questions contained in the printed forms. They should call for the file of inspection reports and ascertain whether the defects found at recent inspections have been removed. In particular they should look into the following subjects:—

- (a) The condition of the office building and record room ;
- (b) Any marked increase or decrease in the number of registrations of documents of different classes and the information as to economic conditions ascertainable therefrom;
- (c) The time taken to complete and return registered documents ;
- (d) The punctual remittance of money to the Treasury;
- (e) The working of the East Pakistan Estate Acquisition Act Rules regarding registration of documents under that Act. (Rule 39).

Dealing with  
public and  
control over  
staff.

**37.** Apart from office inspections, District and Subdivisional Officers should enquire in the course of their tours regarding the dealings of the Sub-Registrars with the public in their official capacity, and the control which they exercise over their staff, and in particular whether any unauthorised charges are made at the Sub-Registry Offices for the registration of documents. (Rule 40).

Visit to Muslim  
Marriage  
Registrar's  
Office.

**38.** District and Subdivisional Officers are expected to visit the offices of Muslim Marriage Registrars during their tours. (Rule 41).

Inspection of  
Co-operative  
Multi-purpose  
Societies.

**39.** The details of inspection of the Co-operative Societies should be left to the expert agency provided for the purpose, and it is no part of the duty of the

district officer to intervene in the internal administration of societies. But it is his duty to maintain the closest touch with societies, not allowing them to languish through want of sympathy or to develop on undesirable lines through want of vigilance. He should personally, and not through his subordinates, make himself acquainted with the progress of the movement in his district. The Registrar, when on tour, will be expected to discuss the situation fully with him and to send him all notes and papers bearing on the societies in his district. District and Subdivisional Officers should visit a few representative societies during their tours. They would not be in any way responsible for examining and testing the accuracy of the accounts; they should merely enquire about the general working as sympathetic advisers. (Rule 42).

**2. Extracts from Circular No. GAVI-59/65-594(24), dated 14th May, 1965 Services and General Administration Department.**

**40. Minimum amount of touring by officers shall be as follows :—**

- |        |   |  |
|--------|---|--|
| (i)    | Commissioner .. ..  | 45 days every half-year with 15 night halts.                                   |
| (ii)   | Additional Commissioner ..                                  | Ditto.   |
| (iii)  | Deputy Commissioner ..                                      | 60 days every half-year with 20 night halts.                                   |
| (iv)   | Additional Deputy Commissioner (Joint Deputy Commissioner). | Ditto.   |
| (v)    | Subdivisional Officer ..                                    | 10 days per month with 3 night halts.  |
| (vi)   | Revenue Deputy Collector ..                                 | Ditto.   |
| (vii)  | Other Touring Deputy Magistrates.                           | To be fixed by Deputy Commissioner in consideration of nature of their duties. |
| (viii) | Additional Subdivisional Officer (Revenue).                 | 15 days per month with 5 night halts.  |
| (ix)   | Field Kanungo/Circle Officer (Revenue).                     | 20 days in a month with 7 night halts.   |

It shall be the duty of the Reporting Officer to review the touring done by the officer subordinate to him once in six months with a view to determining whether during the period of six months it has been (i) adequate and (ii) systematic. A copy of his comments will be sent to the officer concerned and another copy to the counter-signing officer in July and January every year.

In the case of Commissioner, the review will be made by the Board of Revenue as the Reporting Authority on Commissioners. It shall be the duty of the Commissioner to examine in detail the working of this procedure in his Division annually each calendar year and to bring to the notice of this department any difficulties experienced or any improvement which he may like to suggest. It shall also be the duty of the Commissioner in respect of the Division and the Deputy Commissioner in respect of the District to examine annually each calendar year whether inspections by officers of Revenue and General Administration have been made according to rules as prescribed in Inspection Manual for Revenue Officers in the districts, Government Estates Manual or any other rules or orders in force. A report in this connection shall be submitted by the Deputy Commissioner to the Commissioner so as to reach him in January and by the Commissioner to the Board of Revenue so as to reach the Board in February every year.

**3. [Extracts from Circular No. GAV-257(4), dated 22nd March, 1963 of Services and General Administration Department.]**

Inspection of  
Criminal Court.

**41.** There should be monthly inspection of the criminal cases by Subdivisional Officer. It is not necessary that he should write detailed inspection notes in every case but he must examine the trial registers, hunt out the long pending cases, find out causes of delay and point out the defects to the Trying Magistrates with a view to expediting those cases. Periodical inspection by the Trying Magistrate himself will keep the Bench Clerk alert and up-to-date with work.

The Additional Deputy Commissioner should similarly inspect criminal work of the Trying Magistrates every quarter. He will make it a special point to see whether the Subdivisional Officer is holding monthly inspection and how far he has been able to give guidance to the Magistrates. The Additional Deputy Commissioner should submit notes of his quarterly inspection to the Deputy Commissioner who will forward the same with his comments to the Divisional Commissioner and the Government. The Divisional Commissioner/Additional Commissioner should also undertake inspection



of all criminal courts at least once a year. In course of inspections superior officers should particularly see if Magistrates give unnecessary adjournments.

Visit to Jails.

**42.** Subdivisional Officer must visit jails at least two days in a week as prescribed. Superior Officer in course of inspection should take particular note of this.

Inspection of Police-station.

**43.** Deputy Commissioner and Subdivisional Officer will hold periodical inspections of the police-station to take note of long pending police cases.

**4. Extracts from Circular No. GAV198/296(52), dated 30th March, 1967 of Services and General Administration Department.**

Inspection of Offices by Commissioners, Deputy Commissioners and other officers of the General and Revenue Administration.

**44.** Government have observed that despite instructions contained in the Board's Inspection Manual, the Manual of Inspection of departments under the Magistrates, the Practice and Procedure Manual and instructions separately issued by Government from time to time, many officers do not regularly inspect courts and offices under them and it sometimes appears that inspections are deliberately avoided. Inspections also, on occasions, tend to be superficial and such inspection notes as Government receive do not always disclose any searching enquiry into various matters. The defects and irregularities discovered in course of inspection are mostly capable of being remedied by the inspecting officers themselves, but inspection notes are not followed up by reports on further action taken thereon.

Reports from Commissioners show that inspection at the district level by Deputy Commissioners, Additional Deputy Commissioners and Subdivisional Officers has been most inadequate and that at places for years there has been no inspection at all. Many Deputy Commissioners have hardly inspected a criminal court or an important revenue office. While Commissioners and Deputy Commissioners may employ Additional Commissioners and Additional Deputy Commissioners respectively on inspection of revenue offices and criminal courts, they should at least once a year personally inspect all criminal courts and all important departments of the Collectorate.

The Board of Revenue for revenue offices, the Basic Democracies and Local Government Department for offices of local bodies and the Services and General Administration Department for criminal courts should immediately open district-wise registers of inspection of offices by officers of each category, viz., Commissioners, Deputy Commissioners, etc. Those Departments should watch progress of inspection and report to the Chief Secretary when inspections are not held or when inspections fall short of the required number and standard. The S. & G. A. Department should keep a constant watch generally on inspections by Commissioners, Deputy Commissioners and Subdivisional Officers. It may be recalled that Government have already decided to insert a separate column in the annual confidential report for noting the number of inspections held during the year by the officer concerned and its adequacy or otherwise. ✓

Lastly, Government wish to emphasise that they regard it a duty of utmost importance on the part of officers to regularly and properly hold inspection of office as enjoined upon them under the rules, and failure on the part of an officer to perform this duty would be taken serious notice of and expose him to a charge of inefficiency and negligence of duty.

##### **5. GENERAL RULES AND CIRCULAR ORDERS OF THE HIGH COURT OF JUDICATURE, APPELLATE SIDE (CRIMINAL), VOLUME 1, 1910.**

44A. The Governor having expressed the opinion that it is desirable that Sessions Judges should be informed that they are authorised and expected to inspect the Courts of Magistrates subordinate to them, the High Court has agreed to those officers making such inspections. (Rule 5).

44B. ✓(1) When convenient, as for instance during any vacations not availed of, or at the time of inspecting outlying Munsifs, the Sessions Judge should visit the Courts of Magistrates of the First Class (excluding District Magistrates). His inspection of these Courts should be of a general character and directed rather to

*Inspection of  
Magistrates'  
Courts by  
Sessions Judge.*

*Magistrates'  
Courts to be  
inspected during  
vacation leave.*

judicial than to executive matters. He should sit with the subordinate Magistrates concerned, advise them in matters of procedure, and consider generally their conduct of the proceedings before them. He should also examine some of their records and scrutinise the orders passed by them at various stages of trials, e.g., orders admitting to bail, for the issue of summonses to and warrants for the arrest of witnesses, for adjournments, and so forth.

(2) As the Courts of Subordinate Magistrates are inspected by District Magistrates and Divisional Commissioners—officers whose attention is directed in the main to such details as the maintenance of the registers and the state of the offices visited—the Sessions Judge should not occupy himself with those matters. ✓

(3) While the Court are anxious to encourage inspection of the above nature, whenever possible, it is to be understood that they should not be permitted to prejudice the proper discharge of a Sessions Judge's more important duties and should therefore be carried out only when that officer can find time for them without detriment to his other work. No detailed report of an inspection need be submitted to the High Court : it will suffice if the mere fact is reported, unless the Sessions Judge's visit has disclosed any facts of unusual interest or importance. An inspection should, if time permits, take the form suggested in paragraphs (1) and (2) of this Rule; but the Court attach greater importance to the supervision of a Magistrate's actual judicial procedure in court than to an examination of his records a number of which are likely to come before the Sessions Judge on appeal. (Rule 6).

## 6. BENGAL RECORDS MANUAL, 1943.

Inspection of  
Record-room by  
Commissioner.

45. It is the Commissioner's duty, when on circuit, to make it a point of inspecting the state of every Collectorate record-room, and when dissatisfied with it to make a report for the orders of Government. [Rule 224(i)].

Inspection of record-room by Deputy Collector in charge.

46. The Deputy Collector in charge of the record room will be held responsible for the proper working of the record-room and the copying department in accordance with the rules of the Records Manual, in addition to the daily supervision of the record-room and staff he will each half-year make a thorough inspection. (Preamble, Note 2). ✓

Occasional inspection of stamped documents enjoined.

47. The Deputy Collectors in charge of departments or offices in which adhesive stamps are used or filed are required to cause an occasional inspection to be made of documents that have been filed, in order to ascertain that the stamps have been properly punched and have not been subsequently removed from the documents on which they are used. The inspection should be made at least once a quarter. The check herein prescribed applies equally to all papers which require adhesive labels, and they should be subjected to similar scrutiny. [Rule 224(ii)].

Questions.

48. In Appendix 'H' questions are given for the use of an officer inspecting the English Department and Mohafizkhana of the Deputy Commissioner's office with reference to records and correspondence and also library and copying department. (Rule 225).

Inspection of Library.

49. A thorough inspection of the library is to be made by the librarian once in three months and the result reported to the District Officer/Subdivisional Officer by the gazetted officer in charge. That officer will inspect library every six months. (Rule 266).

Guard File.

50. A guard file should be kept in the library in which should be entered the periodical inspection reports of the gazetted officers in charge and copies of all inspection notes made regarding the library by the Deputy Commissioner or by officers superior to the Deputy Commissioner. These copies should be pagged and indexed and should be on half-margin, the action thereon being noted, dated and signed on the margin against each paragraph concerned. (Rule 267).

## 7. REGISTER AND RETURN MANUAL, 1919.

Preservation of Registers.

**51.** Deputy Commissioners and Deputy Collectors in charge are responsible for the proper preservation of the registers. Commissioners when inspecting should bear in mind the above points, but are not expected to make a detailed scrutiny of the registers, except in special cases. (Rule 5).

Inspection of Register by Superintendent or Sarishtadar (now, Administrative Officer).

**52.** As a general rule, the Superintendent or Sarishtadar (now Administrative Officer) inspect all the registers of all departments under the control of a Deputy Commissioner at least once a month and should sign and date the last entry in token of his responsibility for their correctness. If specially so ordered in writing by the Deputy Commissioner any specified register should be inspected by the Administrative Officer oftener than monthly; but if the Deputy Commissioner considers that the inspection of any specified register at less frequent intervals than a month will suffice, he should obtain the sanction of the Commissioner to the longer period proposed by him. Such order will most conveniently be passed at the time of the Commissioner's annual inspection. The Administrative Officer should not, without the special written orders of the Deputy Commissioner, inspect any register of a department under a special wholetime Deputy Collector who does no other revenue or criminal work (e.g., Deputy Collectors in special charge of Income Tax, Land Acquisition, Road Cess revaluation); nor should he, without such written order, inspect registers which are daily checked and signed by any gazetted officer. (Rule 10).

Failure of District Officers to inspect their Offices.

**53.** The names of District Officers who fail to inspect their offices thoroughly in person or who postpone the bulk of their inspection till a late period of the year, when there is not sufficient leisure for it, are to be mentioned in the Commissioner's Land Revenue Administration Report. District Officers should furnish explanations of failure in this respect in their own Land Revenue Report. The Commissioner should pass suitable orders on these, and in his own report state his opinion as to the care and efficiency with which each District Officer has carried out his annual inspections. (Rule 58).

Failure of Revenue Officers to inspect their departments.

54. The names of Revenue Officers who fail without due cause to inspect their departments thoroughly in person, in accordance with the directions in the Inspection Manual, at least once in each half-year, should be noticed and explanation of failure furnished with necessary remarks in Deputy Commissioner's Annual Report on the Land Revenue Administration of the year. The report should not be forwarded to the Board, but the Commissioner should pass suitable orders on all cases and mention in his statement on the character of officers (submitted to the Services and General Administration Department) instances of decided failure in this respect which have not been explained to his satisfaction, and should take this matter into consideration in classifying an officer. (Rule 58).

### 8. BENGAL FORMS MANUAL, 1927.

Monthly inspection of forms.

55. The officer in charge of the forms store should at the close of each month inspect and initial the register to be maintained under rule 144 of the Manual. [Rule 142 (d)].

Inspection of stock of forms.

56. The inspection of the stock of non-saleable forms is dealt with in clause (d) of rule 142. As regards saleable forms the stock of such forms should ~~be checked every half-year by the officer in charge of the forms store and any discrepancy between the amount of forms as shown in the register and that actually found in stock should be reported by him to the head of the office who will take the requisite steps to obtain the sanction of competent authority to write off the deficiency or deal with it in such manner as may be directed.~~ (Rule 146).

Stock-taking.

57. Stock shall annually be taken of the forms in each section and this, to reduce labour and minimise the possibility of mistakes, should usually be done when the stock is at its lowest, that is, for each section in the course of the month immediately preceding the receipt of the fresh supply of the forms of the section as shown in column 6 of Appendices F and G. The counting of all forms should be done by the forms clerk and the officer in charge of the forms store shall check not less

than five per cent. of the entries and initial and date the entries in the stock register or cards that he has checked. The forms clerk shall then correct the stock register or cards to show the actual verified balance in hand and shall prepare a statement of any discrepancies discovered. This statement shall be put up to the officer in charge of the forms store who shall submit it for orders to the head of the office and report, at the same time, the total number of different kinds of forms in stock and the number of them that he tested; whether any absolute forms are in stock, and whether, judging by the average of the issues for the preceding two years, there are any forms of which a fresh supply will not be required in the following year. (Rule 147).

## 9. TREASURY RULES, EAST PAKISTAN AND THE SUBSIDIARY RULES MADE THEREUNDER, 1957.

Periodical examination of Treasury by the Deputy Commissioner.

58. The Deputy Commissioner is bound to satisfy himself by periodical examination, at least once in every six months for cash opium, and once a year for stamps, securities, draft and cheque forms—

- (i) That the actual stock of cash, opium, stamps and securities is kept under joint lock and key, and corresponds with the book balance;
- (ii) That the Treasurer does not hold a sum larger than is necessary for the convenient transaction of the Government business and that this sum, together with the value of stamps and opium, if any, in his sole custody, is not larger than the security given by him;
- (iii) That the stock of draft and similar forms which are intended for use in monetary transactions are carefully kept under lock and key by the Treasury Officer and periodically tallied with nominal balance of such forms on the stock books; and ,
- (iv) That the Sub-Treasury balances are verified once a month by a gazetted officer, besides

the verification done by himself during his tour.

*Note*—The word “stamps” used in this and other rules of this Chapter includes Match Excise Bendords. (S.R. 4).

Treasury Ins-  
pection-General  
Rules).

**59.** Every Deputy Commissioner shall make a systematic inspection of the working of the Treasury once a year, with the object of ensuring that the procedure actually observed at the treasury is in accordance with the rules and orders in all respects, and that the accounts and other records are properly maintained. The inspection shall be carried out in accordance with the instructions laid down in Appendix 4. (S. R. 26).

Copies of ins-  
pection memo-  
randum to be  
forwarded to  
Accountant-  
General.

**60.** Copies of inspection memorandum and orders passed thereon by Government or other authorities named in Appendix 4 shall be forwarded to the Accountant-General for information. (S.R. 27).

Inspection of  
Sub-Treasuries.

**61.** Every Sub-Treasury in a District should be systematically inspected by the Deputy Commissioner once a year, and by the Subdivisional Officer once every half-year with the object of ensuring that the procedure actually observed in the Sub-Treasury is in accordance with the rules and orders in all respects, and the accounts and others records are properly maintained.

(Instructions contained in the prescribed printed form for the inspection of Sub-Treasuries).

## **10. COMPILATION OF THE TREASURY RULES BY THE CENTRAL GOVERNMENT IN 1951.**

Treasury  
Inspection.

√ **62.** Every Deputy Commissioner shall make a systematic inspection of the working of the Treasury once a year with the object of ensuring that the procedure actually observed at the treasury is in accordance with the rules and orders in all respects and that the accounts and other records are properly maintained. The inspection shall be carried out in accordance with the following instructions:

- (a) The strong-room should be first inspected then the Treasurer's branch and lastly the Accounts Branch.



- (b) The cash balance should be verified, if not already done in the month preceding that in which the inspection is held.
- (c) The following are some of the more important points to which personal attention must be devoted at the inspection:—
- (i) that the arrangements connected with the strong-room for storage and custody of treasure, stamps, opium, padlocks and keys and other valuables are perfect and complete;
  - (ii) that cash, draft forms and cheque forms are handled strictly in accordance with the rules;
  - (iii) that the arrangement for the examination of money received and of claims to be paid are satisfactory;
  - (iv) that the Treasury and potdars have given adequate security and that the former has in addition furnished a security bond in proper form;
  - (v) that the Treasury Officer exercises a proper and adequate check over the working of the Treasury;
  - (vi) a general review of the various records registers, books of reference, etc. should be undertaken to see whether the detailed orders of competent authorities, issued since the date of last inspection, relating to such matters as the issue of coins and notes, remittances, custody of padlocks and keys, stamps and opium, and maintenance of accounts are readily available for reference and have been properly maintained.

These points are not exhaustive and the Deputy Commissioners have full discretion to add other items according to local needs. Neither the specification of these points nor the inspection carried out an officer of the Pakistan Audit Department shall in any way diminish the Deputy Commissioner's personal responsibility for

the efficient working of the Treasury. As the inspection must be made as systematically and thoroughly as possible, it is open to the inspecting officer to extend his personal scrutiny to points not mentioned in this rule, which in his opinion require such scrutiny. (Rule 70).

Copies of inspection memorandum to be forwarded to the Accountant General.

63. Copies of inspection memorandum and orders passed thereon by the Head of the Local Administration shall be forwarded to the Accountant-General, for information. (Rule 71).

## 11. GOVERNMENT ESTATES MANUAL, 1958.

Inspection by Circle Officer (Rev.), Revenue Circle Officer (Collection) or Field Kanungo.

64. The Circle Officer (Rev.) or Revenue Circle Officer (Collection) or the Field Kanungo should ordinarily be out on tour at least for 20 days in a month. During this tour he must visit every tahsil in his charge every month. During such inspection he must carry out a hundred per cent. audit of collection by cross verification of the carbon copies of the rent-receipts against Registers II to VII. Register II should be the starting point of the inspection and not the Counterfoils of the rent-receipts. He must ensure that the Tahsildar makes his credits at regular intervals, never allowing money in excess of his security to accumulate in his hand. He should also see that all collections of rent are promptly posted in the tenants' ledger. He should examine the tenants' portion of the rent-receipts in certain cases in order to see that they tally with the carbon copies retained by the Tahsildar. He should personally inspect at least 10 per cent. of the khas lands in each village during the cultivating season every year in order to see if anybody has cultivated and grown any crops without authority on any of the khas lands. He should check 100 per cent. of diluvion lines drawn by the surveyors and check up the list of abatement and remission drawn up by the Tahsildar. He should also check 100 per cent. defaulters' list, demand verification statement and annual return prepared by the Tahsildar. Similarly, he should visit the alluvial areas in order to see if there has been any accretion or char formation so that earliest steps may be taken for their settlement as soon as they are ripe for settlement. He should also make himself sure whether any land so far held under grazing or any

other lease has become fit for permanent settlement. In course of his inspection he should check up cases of mutation in order to see whether the Tahsildar's report has been drawn on correct lines and whether correct information has been supplied by him. In case of mutations arising out of registered transfers no further scrutiny by the Field Kanungo will be necessary, but in mutations arising out of inheritance, etc., he should check up, by reference to the villagers, whether proposals made by the Tahsildar are proper. (Rule 249).

Tour Chart of  
Inspecting  
Officers.

**65.** A tour chart showing the Tahsils and other offices visited and inspected should be maintained by all the above Inspecting Officers. (Rule 250).

Inspection by  
Additional  
Deputy Com-  
missioner of  
Revenue or  
Joint Deputy  
Commissioner  
of Revenue.

**66.** The Additional Deputy Commissioner of Revenue or Joint Deputy Commissioner of Revenue should inspect each of the Subdivisional Manager's (now, Circle Officer, Revenue) Office under them twice a year; and during one of these inspections they should follow the instructions contained in the inspection questions of the Manual. They should also inspect a good number of Tahsil Offices and the Revenue Circle Offices each year and follow as far as possible the inspection questions of the Manual. In course of these inspections, they should see whether the inspecting officers have observed the questions fully in the course of their inspections. (Rule 251).

Regular in-  
spection after  
notice, and  
surprise ins-  
pections.

**67.** Inspections should be held after proper notice. In case of Tahsil, inspection notice should be given in good time to the tenants who will be asked to attend with their receipts. In addition to inspections, of which notice is given, it is essential that surprise inspections of Tahsil should also be made as often as possible. These will compel the Tahsildar to keep his accounts and registers up-to-date and to remit collections promptly. The enforcement of this rule is the special duty of the Deputy Commissioner, who should satisfy himself that the visits are made in such circumstances as to be really unexpected. When at such a surprise inspection, the Tahsildar cannot produce all his registers, the inspecting officer should, as soon as possible, complete his check by

comparing the registers already examined with the remaining registers. At the time of doing so, he must satisfy himself that no alternations have been made subsequent to his first inspection in the entries already examined. A report as to the inspection and touring of all executive officers should be submitted along with the Annual Report under the paragraph "Tours of Executive Officer". (Rule 252).

Inspection of  
Rent-Receipt  
Books.

68. Ordinarily before inspecting a Tahsildar's office, the inspecting officer will refer to Register 94, and take a list of the number and particulars of the books for which the Tahsildar is responsible, and he will begin his inspection by calling all the receipt books in the Tahsildar's custody and comparing them with the list. If he has not an opportunity of preparing such a list from Register 94 he will note particulars of the books found in the custody of the Tahsildar and compare them with Register 94 on his return to headquarters. The cause of any discrepancy must be fully investigated and the responsibility for it must be traced to the officer who is at fault. (Rule 253).

## 12. LAND ACQUISITION MANUAL, 1917.

Inspection of  
Land Acquisition  
Offices by  
~~Deputy Com-~~  
missioner and  
Commissioners.

69. Government attach importance to the regular inspection of the offices of officers entrusted with the duties of land acquisition. Such inspections of the ~~proceedings of officers in the general line~~ are governed by the usual rules regulating the inspection of Collectorate and Subdivisional Offices; but, in the absence of other specific orders, it is necessary to lay down that the offices of Deputy Collectors specially deputed to land acquisition work should also be fully inspected by Deputy Commissioners at least once a year and by Commissioners at such intervals as may be convenient. The notes of inspections made by Deputy Commissioners should be submitted to the Commissioner of the Division. (Rule 183).

## 13. SURVEY AND SETTLEMENT MANUAL, 1935.

Inspection by  
the Director of  
Land Records  
and Surveys.

70. The Director of Land Records and Surveys will inspect all major operations. He will send printed copies of important inspection notes to the Settlement

Officer, the Commissioner of the Division and the Board of Revenue. Typed copies should be sent to the Settlement Officer concerned and to Government immediately after the note has been recorded. The Settlement Officer should report within a month of the receipt of the inspection note what action has been taken to remedy the defects, if any noticed. (Rule 24).

Inspection by the Deputy Commissioner or the Settlement Officer.

71. In minor operations, the Deputy Commissioner or the Settlement Officer, as the case may be, will make frequent inspections of the work both in the office and in the field. A copy of his inspection notes will be forwarded in duplicate to the Director of Land Records and Surveys, who will forward one copy to the Commissioner of the Division for information. (Rule 25).

Inspection of minor operations by the Director of Land Records and Surveys.

72. Minor operations will be inspected when necessary by the Director of Land Records and Surveys. Copies of his inspection notes will be forwarded to the Deputy Commissioner or the Settlement Officer, as the case may be, and to the Commissioner of the Division. But where the note is generally important, a copy will be forwarded to Board of Revenue. The Deputy Commissioner or the Settlement Officer will report within a month of the receipt of inspection notes what action has been taken to remedy the defects, if any noticed. (Rule 26).

Inspection by Assistant Settlement Officer.

73. The Assistant Settlement Officer at Headquarters should make frequent inspection of the office and should verify the stock in the Nazarat at least twice in the year. He will check the accounts according to the rules of the Bengal Audit Manual, the Bengal Financial Rules and the Civil Account Code, and will retain one key of the double-lock safe. He must guard against the opening of unnecessary registers and the increase of clerical work. (Rule 332).

#### 14. BENGAL SETTLEMENT MANUAL, 1908.

Inspection by Subdivisional Officers and Others.

74. Subdivisional Officers and other touring officers of the district staff should be instructed to make enquiries regarding boundary stones and to report to the Deputy Commissioner any instances of disappearance, removal, or damage. It shall also be the duty of

managers (now, Circle Officers, Revenue) once every year and of sarbarakars (Field Kanungos), gomashas (Surveyors) and Tahsildars in Government Estates once every three months, to inspect the permanent survey marks, to inspect personally the marks shown on the map and to repair them. A note of this inspection shall be made in their Annual Reports. (Rule 807). ✓

### 15. THE EAST PAKISTAN CERTIFICATE MANUAL 1962.

Inspection by Certificate Officer.

75. The Certificate Officer should at least once in every week make an inspection of the work in the hands of each muharrir, and satisfy himself that the rules as to the systematic disposal of files are duly observed. He should particularly satisfy himself that the old certificates are not overlooked or neglected. (Rule 50).

Inspection by Deputy Commissioner.

76. The Deputy Commissioner should also examine the number of cases disposed of, which should ordinarily be not less than 900 muharrir. [Rule 52 (cc)].

In respect of rent certificate cases, the standard of disposal has been fixed at 1200 cases per clerk per annum (*vide*, Memo. No. 147(16)/BR/VI-68/67C., dated 24th February, 1968 of the Board of Revenue, East Pakistan).

### 16. BENGAL FAMINE MANUAL, 1941 (NIPA REPRINT).

Inspection of test works by the District Officer.

77. The District Officer has to supervise and control test works by frequent inspections personally and through the gazetted officers under him, paying special attention to the methodical and orderly management of the works and the prompt payment of labourers.

### 17. BENGAL LOANS MANUAL, 1918.

Inspection of work by the Deputy Commissioner.

78. (1) The Deputy Commissioner shall make provision for the inspection from time to time of all work undertaken under the Act.

(2) In all cases the work shall, if possible, be inspected within one month from the date of completion of the work specified in the agreement contained in Form B. (Rule 24).

## 18. THE LEGAL REMEMBRANCER'S MANUAL, 1930, VOLUME I.

Inspection of Execution Register.

79. In the execution registers sufficient space should be left to enter all the successive steps which are taken by the Deputy Commissioner for the execution of a decree. When inspecting the Deputy Commissioner's Office, the Commissioner should scrutinise the entries in this register, and notice in his inspection report any irregularity which he may find in regard to the execution of the decree. (Chapter IV, RULE 16).

## 19. THE BENGAL PRACTICE AND PROCEDURE MANUAL (JUDICIAL), 1908.

Inspection of Execution Register.

80 When inspecting the Deputy Commissioners Office (Civil Suits), the Commissioner should scrutinise the entries in the Execution Register, and notice in his inspection report any irregularity which he may find in regard to the execution of the decree.

(Sub-Section 5 of Section III at page 5 and Rule 79 at page 19).

## 20 THE BENGAL ARMS ACT MANUAL, 1921.

Check on Arms in Police Custody.

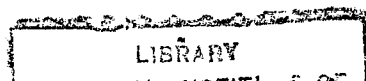
81. Every Sub-Inspector on assuming charge of a police-station shall personally compare the arms on deposit at the police-station with their descriptions in the Register in P.R.B. Form No. 10 (Item No. II in Schedule of Provincial Arms Act Forms) and enter a certificate to this effect in the register in his own hand, signed and dated. (Paragraph 102).

Check on Arms in Malkhana.

82. Every Sub-Inspector on assuming charge of a court office shall personally compare the arms in stock in the Malkhana in Bengal Executive Form No.190 (Item No. 10 in Schedule of Provincial Arms Act Forms) and enter a certificate to this effect in the Register in his own hand, signed and dated. (Paragraph 103).

Register of cancelled licences to be examined by the Magistrate in charge.

83. The Magistrate in charge of licences shall examine the register of cancelled licences once a month, and in any case in which delay has occurred he shall call on the thana officer for a report, and if on receipt of the



report it appears to him that the fault lies with the licensee, he should submit the case to the District Magistrate for orders as to whether a prosecution should be instituted or not. (Paragraph 104).

Inspection of Court Malkhana by the Magistrate in charge.

**84.** The Magistrate in charge of licences shall inspect the Court Malkhana twice a year and should compare the arms in stock with the Malkhana Register and with the register of cancelled licenses. (Paragraph 105).

Officers empowered to inspect premises of licensed dealers and examine their stock and accounts.

**85.** Under sub-rule (4) of rule 28 of the Indian Arms Rules, 1924 every Magistrate, and every Police Officer of and above the rank of Sub-Inspector, may within the limits of his local authority, enter and inspect the premises of any licensed dealer in arms and ammunition, and examine his stock and accounts. (Paragraph 113).

Verification of sales and import of arms and ammunition.

**86.** All sales of arms should be verified. The verification of sales of ammunition is left to the discretion of the Superintendent of Police. The following sales, however, should always be verified; sales of smooth bore cartridges exceeding 150 loaded and 500 empty; sales of gun powder exceeding one seer; sales of percussion caps exceeding 500; sales of sulphur, leaden bullets and bird shot, exceeding the limit prescribed by Government, *viz.*, bird shot and leaden bullets 5-seers and sulphur 10 seers. (Paragraph 115).

Cases of illicit transactions to be brought to the notice of the District Magistrate.

**87.** Verification may be made in whatever manner the Superintendent of Police considers most suitable but the work should invariably be trusted to officers possessed of tact, discretion and courtesy. The Superintendent of Police will bring all cases of illicit transactions and all excessive purchases of ammunition by exempted persons to the notice of the District Magistrate. (Paragraph 118).

## 21. BENGAL JAIL CODE, 1937.

Visit to district jail by the District Magistrate.

**88.** The Magistrate of the district shall visit the district jail (if not also a central jail) once a week; if from any cause he is unable to visit the jail personally he may depute the senior covenanted subordinate, or, if



each subsidiary jail. The principal points on which information should be furnished are (a) the state of subsidiary jail buildings and whether the rules relating to sanitation have been properly carried out, (b) the correctness of the registers and the date up to which they have been posted; (c) the state of the warder guard and the arrangements for guarding the subsidiary jail; (d) the observance of the orders regarding the extramural employment of prisoners under Rule 133 and the manner in which prisoners have been employed extramurally; (e) the form of labour adopted in the subsidiary jail; (f) the number and kind of punishment; (g) the arrangements for the transfer of prisoners to the district jail; (h) whether prisoners are properly fed and supplied with clothing and bedding both in the subsidiary jail and when transferred; (i) the rates charged for rations as compared with the ruling market rates; (j) the observance of the rule requiring the performance of subsidiary jail clerical work on the jail premises; (k) the number of visits paid to the subsidiary jail by the Superintendent. The report shall be drawn up in Subsidiary Jail Form A (Bengal Form No. 5147) and a copy of the report shall be entered in the Visitors' Book. (Rule 23).

### 23. POLICE REGULATIONS, BENGAL, 1943.

Inspection of  
police-station  
by the District  
Magistrate  
(Deputy Com-  
missioner).

97. The District Magistrate (Deputy Commissioner) shall exercise constant supervision over the prevention and detection of crime, for the proper conduct of which he is ultimately responsible. An important part of his duty is to inspect the police-stations of his district at regular intervals. It is not necessary for him to examine the details of the working of the Department, but he should give special attention to:—

- (i) the general diary and the manner in which it is written up;
- (ii) the recording of vital statistics;
- (iii) the proper working of the Arms Act;
- (iv) the working of the rural police;
- (v) the general state of crime in the police-station and any reasons for its increase or decrease;

- (vi) whether the Sub-Inspector appears to have a proper knowledge of his duties, whether he is in touch with the respectable inhabitants of his charge, has acquired local knowledge, and takes an interest in his work;
- (vii) whether the police-station officials appear to be working properly and have a proper knowledge of their duties and the neighbourhood;
- (viii) whether the police-station has been regularly and properly inspected. (Regulation 19).

Relations between Subdivi-  
sional Magis-  
trates and the  
Police.

**98.** It is the duty of every Subdivisional Magistrate to inspect all police-stations within his jurisdiction once annually. At such inspections Subdivisional Magistrates shall follow the instructions laid down for District Magistrates in regulation 19 and may give orders affecting the preparation and trial of cases; but they are not empowered to issue executive orders to the police and shall confine themselves to bringing to the notice of the District Magistrate (Deputy Commissioner) any matter which appears to call for intervention. [Regulation 22(a)].

Number  
Inspections to  
be made.

**99.** (a) The Inspector-General shall inspect every district once in two years.

(b) A Deputy Inspector-General shall inspect every ~~district in his~~ Range once a year and every subdivision once in two years.

(c) The Deputy Inspector-General, Criminal Investigation Department, shall inspect crime work in districts as ordered from time to time by the Inspector-General with reference to the incidence of organised crime.

(d) The Deputy Inspector-General in charge of the Intelligence Branch, Criminal Investigation Department, or his Special Superintendent, shall inspect the working of the arrangements for the collection of intelligence in every district once in two years.

(e) The Superintendent, or, subject to Regulation 41 (c) (iii), an Additional Superintendent, shall make a thorough inspection at least once a year of every office, police-station or subsidiary post in the district.

(f) Whenever the Superintendent thinks it necessary for the better supervision of the work or in view of the incidence of crime, he should pay additional visits to police-stations or have them inspected under regulation 45 by an Assistant or a Deputy Superintendent.

(g) The Superintendent shall also make once a year, for each subdivisinal headquarters and for each circle, a general inspection of the progress of work in each circle, and shall examine particularly how far the Subdivisinal Police Officer or Circle Inspector has supervised investigations locally, what local knowledge he has acquired and what steps he has taken for the prevention and detection of crime.

(h) The Superintendent shall visit all Railway police-stations within his district once a year. He shall have access to all registers and files but any notes recorded by him in the inspection register shall ordinarily be confined to crime and criminals, co-operation between Railway and District Police and any particular cases in which the District Police are directly interested.

(i) Annual inspections should be made by Subdivisinal Police Officers as provided by Regulation 46 (d).

(j) A Circle Inspector shall thoroughly inspect every police-station and subsidiary post, including guards, within his circle once a year, if he is working under a Subdivisinal Police Officer, and once in each half year if he is not.

(k) Similarly, a Court Inspector or a Circle Inspector under Regulation 189(f) shall inspect his Court office once every year.

(l) Inspections by the Armed Inspector are governed by Regulations 896 and 898.

(m) In addition to the inspections prescribed above, other inspections may usefully be made on particular points and to see whether orders have been carried out. (Regulation 47).

**100.** The inspection by Superintendents, Subdivisinal Police Officers and Inspectors should be so arranged that they do not follow each other at unduly short intervals. (Regulation 48).

Inspections not to follow closely.

**Duration of Inspections.**

**101.** A thorough inspection of a police-station can never be made in a few hours and seldom in a day. In the cold weather a stay of three or four days should be made within the limits of each police-station; during the hot weather and rains the inspection of a police-station near which there is no proper accommodation may be spread over several visits. In dry districts, Superintendents should try to finish their inspections before the cold weather, so as to be free then to examine in the interior the matters enumerated in Regulation 51(a). (Regulation 49).

**Use of Statistics.**

**102.** Statistics are of great value to inspecting officers, and specially to Superintendents, indicating as they do the officers whose work needs special scrutiny, and the areas and kinds of crime on which they should concentrate their energies. But to go further than this and to use them as the chief means of appraising work is deceptive, and teaches subordinate officers to believe that credit can only be gained by the maintenance of a high ratio of convictions to cases and a low return of crime. In the inspections of small areas, such as police-stations specially, the award of praise or blame on the basis of percentages and comparisons of figures is dangerous, and may be unfair. An officer's merits can be gauged effectively only by a careful scrutiny and testing of work actually done. (Regulation 50).

**Matters to be inspected at inspections.**

**103.** (a) The chief object of an inspection is to see that the police are working properly for the control and prevention of crime; and inspecting officers should, therefore, pay particular attention to the following:—

- (i) the conduct of investigations;
- (ii) the collection of information about criminals;
- (iii) the local progress of crime;
- (iv) the application of preventive measures;
- (v) the employment of the village police; and
- (vi) co-operation with union councils or committees and the public.

(b) Registers, records, clothing, equipment, furniture and buildings should be examined in order to see that

they are in good order, that rules are observed, that economy is practised and money well spent, that correspondence and orders receive prompt attention, that registers and papers are duly classified and that old papers are not allowed to accumulate.

✓ (c) All inspecting officers must realise that they are responsible not only for issuing necessary orders but for seeing that they are carried out; they shall invariably ascertain and state whether the remarks made at the preceding inspection have received due attention. If they have been neglected, the officers at fault should be brought to account.

✓ (d) Inspections should be helpful. The object of an inspection is not merely to look for faults and defects, but to obtain a clear idea of the position as regards crime and criminals and to give the officer inspected the benefit of the wider view and greater experience of the inspecting officer.

✓ (e) An officer can dispose of many matters more effectively on the spot an inspection than at headquarters by written orders. The Superintendent shall keep a file of such matters for each police-station and deal with them when he inspects the station.

✓ (f) An inspecting officer should see that the inspections of officers subordinate to him have been regular and to the point, and should mention this in his inspection note. ✓ The Deputy Inspector-General of a Range in particular shall record a note regarding the inspections made by the Superintendent and shall comment on any irregularity or defect in this respect when he forwards the annual report of the district.

(g) The Deputy Inspector-General of a Range shall report in his inspection note upon the drill, discipline and training of the Special Armed Force and of those officers of the Unarmed Police who are from time to time brought into headquarters. He shall test the proficiency of the Superintendent and of Assistant and Deputy Superintendents in drill and in the work of the Reserve office. He shall not merely hold one general inspection parade but pay special attention to the individual work and training of all the officers in the Special Armed Force.

(h) In making his inspections, the Superintendent shall be careful to observe the extent of the supervision and control exercised by the Circle Inspector and the nature of his inspections. The Inspector has a small area under his charge, and possesses every advantage in knowledge of the language, the people, and the details of his work. Serious defects in the state of discipline or in the character of the work done imply a failure of duty on his part, unless he can show that he has already done his best to correct what is wrong. This responsibility shall always be brought home to him.

(i) As the area under a Circle Inspector is smaller than that under a Superintendent or an Assistant or Deputy Superintendent and his duties keep him less at headquarters, his inspections shall be more detailed and thorough than theirs. It is his duty at an inspection not to criticise but to help, to instruct and to act; he should, therefore when inspecting a police-station—

(i) first acquaint himself with the local circumstances by examining the available records; and

(ii) next, help the officer in charge in dealing with the problems disclosed by the examination. In doing so he shall be careful himself to avoid the mistake of thinking that all crime against property is committed by local criminals only, and he shall be on the look-out for foreigners also. The register of unidentified persons and other records will enable him to ascertain what foreigners have been convicted or suspected of crimes within his charge.

(j) Inspectors and officers of higher rank should frequently examine the staff of police posts including Court Offices as to their knowledge of Regulations 237, 327, 328 and 329. Prisoners who may be in the *hajat* when a police post or court office is visited should, if time permits, be given the opportunity of making representations regarding their treatment, if they wish to do so. When inspecting police posts and court offices, officers by an inspection of the records and otherwise should ascertain as far as possible whether the rules

mentioned above have been followed and should note the result in their inspection notes. They should, in particular, when occasion offers, make enquiries to ascertain whether prisoners while in *hajat* have been properly treated. (Regulation 51).

Inspection notes to be brief and to the point.

✓ **104.** (a) Inspection notes should be brief and to the point, without elaborate reviews of crime, long complimentary or condemnatory remarks or lengthy dissertations of any kind. They should be mainly a record, for the future guidance of subordinates, of errors and omissions detected and of orders issued.

(b) Defects should be noted one by one, under serial numbers, and brief remarks made about each.

(c) The inspecting officer must not merely record in writing the defects which he has noticed; he must also explain them carefully to the officers whose work is being inspected, and make them understand how an improvement can be secured.

(d) At the end of his inspection notes, the inspecting officer shall record the fact that he has taken action under clause (c) and shall summarise, for the benefit of the officer who next inspects, the remarks which he has made under clause (b). (Regulation 52). ✓

Memorandum of points for inspection of police-stations and out-posts.

**105.** A memorandum of points which should be thoroughly looked into by Superintendents, Subdivisional Police Officers and Inspectors, is given in Appendix XXIII of P.R.B., 1943 as an *aide memoire*. This memorandum is not exhaustive, and inspecting officers are, of course, at liberty to include within the scope of their inspections any other matters which appear to them to require scrutiny. It is not intended that remarks shall be recorded on any points unless they require notice but it is expected that none of these points will be overlooked. (Regulation No. 334).

Inspection of police-stations by Civil Surgeons.

**106.** Civil Surgeons have instructions, when on tour, to inspect police-stations they may pass through in the course of their tours. They, while making an inspection of the police-station, shall record their remarks in the inspection register, in the same manner as any other inspecting officers, copies being forwarded by

officers-in-charge of police-stations to Superintendents in the ordinary way. Superintendents shall do their best to carry out any recommendations made by medical officers, and if for financial reasons they are unable to do so, they shall apply through the Deputy Inspector-General to the Inspector-General for necessary funds. (Regulation No. 335).

**24. Extracts from Circular No. GAVI-33/65-793, 8th July, 1965 of the Services and General Administration Department.**

Inspection of police-stations by the Deputy Commissioners and the Sub-divisional Officers.

✓107. The reports on the inspection of police-stations by the Deputy Commissioners and the Sub-divisional Officers should, *inter alia*, cover the following points—

- (i) the general diary and the manner in which it is written up;
- (ii) the proper working of the Arms Act;
- (iii) the working of the rural police;
- (iv) the general state of crime in the police-station and any reasons for its increase or decrease. In case crime is on the increase, whether any special measures have been taken to check it or not.

Crime map should be examined in this connection ~~to see whether in any particular area the~~ incidence of crime continues to be high and what special measure like starting of B. L. Cases may be called for;

- (v) whether the Sub-Inspector appears to have a proper knowledge of his duties, whether he is in touch with the respectable inhabitants of his charge, has acquired local knowledge, and takes an interest in his work;
- (vi) whether the police-station officials appear to be working properly and have a proper knowledge of their duties and the neighbourhood;
- (vii) whether the police-station has been regularly and properly inspected.



For this purpose the Inspecting Officers are to examine some important registers with particular reference to the following—

- (i) **Khatian Register**—This should be examined with reference to a few cases to see if it is maintained properly from the reporting of a case till its final disposal. This register should particularly be examined to check progress of investigation and to see whether investigation of cases is being unnecessarily delayed.
- (ii) **The Warrant Register for the C.R. and G.R. cases**—This register should be examined to see whether—
  - (a) warrants are promptly executed,
  - (b) warrants are received at the police-station sufficiently ahead of the returnable date,
  - (c) *ad interim* report is sent from the thana before returnable date.

A few long pending warrants may be examined. For cross-checking of warrants and their entry in the Warrant Register, lists of warrants issued by the Courts to the thana concerned should be carried by the inspecting officer and checked up with the Thana Warrant Register.

- (iii) **Absconder Register**—This should be looked into to see if regular enquiries are made about the absconders and orders for proclamation and attachment are promptly executed.
- (iv) **Property Register**—Property Register should be checked to ascertain if property including *alamat* is disposed of property.
- (v) **Fine Warrant Register**—This should be looked into to see if D.W's are executed properly and also to know if the register is being put up to the S.D.O., or to a Magistrate authorised by the S.D.O., in this behalf, quarterly as per rules.
- (vi) **Gun Licence Register**—This register should be examined particularly with reference to

the checking chart to ascertain if checking of arms is being made according to rules.

- (vii) **Chowkidari Register**—This should be examined to ascertain (a) percentage of the attendance of the Rural Police, (b) whether Absentee Statement is submitted by the thana to the S.D.O., in time and returned from S.D.O's office with necessary orders, (c) if S.D.O's, C.O.'s and others visit thanas on Chowkidari parade days.

The Inspecting Officers should also go through the Village Crime Note Book (V.C.N.B.), particularly the part relating to the surveillees, to ascertain if the visit to the places of the suspects by the thana staff is being made according to requirements.

In course of inspection some entries in the General Diary may also be compared with the FIR Book. Relevant records may be seen in respect of B.L.U.D. cases. The list of persons arrested under section 54, Cr.P.C. may also be checked to ascertain if cases are started promptly, where necessary. Papers on detection and investigation of smuggling cases may also be looked into, specially in the border thanas. Working of the Village Defence Parties may also be examined.

The relationship and the degree of co-operation between the Police and the Basic Democrats in the matter of prevention and detection of crime may also be noted.

Inspecting Officers should also ascertain how far the Government instructions about prompt action in dealing with the complaints lodged by members of the minority are observed. ✓

**25. Extracts from Memo. No. AC/2B-5/68-533, dated 15th October, 1968 of the Services and General Administration Department.**

**108.** Director, Bureau of Anti-Corruption should inspect every unit at least once in two years. The Deputy Directors should make regular inspection of the units under them.

## 26. THE EAST PAKISTAN FACTORIES ACT, 1965.

Inspection of  
factories.

109. The Provincial Government may, by notification in the Official Gazette, appoint such persons as it thinks fit to be Inspectors for the purpose of this Act within such local limits as it may assign to them respectively.

Every District Magistrate shall be an Inspector for his district.

Subject to any rules made by the Provincial Government in this behalf, an Inspector may, within the local limits for which he is appointed,—

- (a) Enter, with such assistants (if any) being persons in the service of the Government or of any Municipal or other public authority, as he thinks fit, any place which is or which he has reason to believe is to be, used as a factory or capable of being declared to be a factory under the provisions of section 5 of the Act;
- (b) make such examination of the premises and plant and of any prescribed registers, and takes on the spot or otherwise such evidence of any persons as he may deem necessary for carrying out the purposes of this Act; and
- (c) exercise such other powers as may be necessary for carrying out the purposes of this Act;

Provided that no one shall be required under this section to answer any question or give any evidence tending to incriminate himself. (Section-11).

## 27. THE INDUSTRIAL STATISTICS ACT, 1942.

Visit of a factory  
by the Statistics  
Authority.

110. The Statistics Authority (the Director of the Bureau of Statistics) or any person authorised by him in writing in this behalf shall, for the purposes of the collection of any statistics under this Act, have access to any relevant record or document in the possession of any person required to furnish any information or return under this Act, and may enter at a ~~any~~ reasonable time

any premises wherein he believes such record or document to be, and may ask any question necessary for obtaining any information required to be furnished under this Act. (Section-6).

28. **BENGAL REGISTRATION MANUAL, 1928.**

Instructions  
regarding  
inspection of  
registration  
offices.

111. (a) The following instructions regarding the inspection of registration offices should be observed by—

- (1) District Officers who are Registrars.
- (2) District Officers who are not Registrars.
- (3) Additional Deputy Commissioners who are Registrars.
- (4) Subdivisional Officers.

(b) The Registrar, whether he is the Deputy Commissioner, or the Additional Deputy Commissioner, should make a full inspection of the District Headquarters Office at least once a year; this inspection should either be in accordance with the printed form of questions or should follow closely the lines indicated therein.

(c) In districts in which the Additional Deputy Commissioner is Registrar, it will probably be found impossible for the Registrar to inspect a large number of Sub-Registry Offices, and the work of inspection will be principally the duty of the District Officer. Sub-divisional Officers should also visit and inspect the Sub-Registry Offices in their Subdivisions. None of these officers is expected to answer all the questions contained in the printed forms. They should call for the file of reports and ascertain whether the defects found and recent inspections have been removed. In particular, they should look into the following subjects:

- (1) the condition of the office building and record room;
- (2) the number of registration of documents of different classes and the information as to economic conditions ascertainable therefrom;
- (3) any marked increase or decrease in registrations and the reasons therefor;

- (4) the working of the East Bengal State Acquisition Tenancy Act rules regarding the registration of documents under that Act;
- (5) the time taken to complete and return documents; and
- (6) the punctual remittance of money to the Treasury.

The inspecting officer should also ascertain from the Sub-Registrar whether he is receiving for registration any documents of an unusual nature, which may be of interest in illustrating the relations between landlords and tenants or between money-lenders and their clients and, if so, he should note the peculiarities of these documents.

(d) District and Subdivisional Officers are expected to interest themselves in the success of the Bengal Muhammadan Marriages and Divorces Registration Act and to visit the offices of Muhammadan Registrars during their tours. (Rule 289). ✓

Inspection by  
Inspector of  
Registration  
Offices.

**112.** The Inspector of Registration Offices is expected to be on tour for at least 9 months in the year. His primary duties are to assist the Inspector-General of Registration in the detailed inspection of Sadar Offices, departmental enquiries, etc. He should also inspect such sub-registry and Muhammadan Registration Offices as he may be directed by the Inspector-General of Registration. (Rule 290).

Inspection by  
Sadar Sub-  
Registrar.

**113.** The Sub-Registrar in charge of the district headquarters office shall ordinarily inspect his office twice a year. (Rule 291).

**114.** (a) The District Registrar shall forward a copy of his report to the Sub-Registrar concerned, and another copy to the Inspector-General, to whom he shall also forward a copy of any explanation submitted by the Sub-Registrar, together with his own remarks thereon.

(b) The Sadar Sub-Registrar shall submit his report to the District Registrar who shall forward a copy of it to the Inspector-General of Registration and also another

copy to the Sub-Registrar concerned, with such remark as he may think fit to make. A copy of the remarks made by the Inspector-General (or such portion as may be applicable) on the inspection report will be forwarded to the officer concerned. When a particular office is found to be in an unsatisfactory condition, the Sadar Sub-Registrars are requested to keep a note and inspect that office again at their earliest opportunity.

(c) The Inspector of Registration Offices shall send his memoranda of inspection direct to the Inspector-General of Registration, from whose office copies with remark which may be necessary shall be sent to the offices inspected through the District Registrar.

(d) The submission of the reports on inspection should not ordinarily be delayed more than a week after the inspections are made. (Rule 293).

Duties of  
Inspector.

**115.** (a) The Inspector shall record a full report on the state of each office which he visits. For this purpose he will be entitled to the use of the necessary stationery and staff of the district office where he may happen to be on tour.

(b) The Inspector shall keep a note book in which he will note any circumstances connected with registration which come to his notice and any opinion of the ~~people on the subject which seems to be worthy of report~~. A copy of the entries should be submitted for perusal of the Inspector-General of Registration at the end of every month. When there is any important matter requiring immediate attention, a separate report should be submitted without delay.

(c) Monthly tour programme and fortnightly diaries of the work done should be regularly submitted by the Inspector. (Rule 294).

Inspection of  
stamps by  
Officers of the  
Registration  
Department.

**116.** The Inspector-General of Registration and the Inspector under him when visiting districts, and subdivisional office on ordinary duty, are required by the orders of Government to inspect the record rooms of public offices and of Revenue, Civil and Criminal Courts, in order to ascertain that the rules for the cancellation of court fee stamps have been uniformly and

properly carried out. All Revenue Officers should render the officers of the Registration Department all possible assistance on the occasion of these inspections. It is not intended that the inspecting officer should exercise any sort of interference with the arrangements which he may find in force in the offices under inspections and therefore his proceedings, as a rule, should be limited to recording a note of his observations together with any suggestions he may think fit to offer. He should not involve courts or offices in correspondence with him. The notes recorded will be communicated by the inspecting officer to the officer in charge of the court or office inspected or, in the case of a subdivisonal office, to the Deputy Commissioners of the district, and the discovery of any irregularity in respect of the punching or otherwise defacing of court fee stamps should thereupon form the subject of prompt enquiry by the head of the court or office concerned in order that the person responsible may be traced. (Rule 296).

Supplementary  
instructions for  
Inspector and  
Sadar Sub-  
Registrars.

**117.** The following special instructions are laid down for the guidance of the Inspector and Sadar Sub-Registrars while inspecting Registration Offices:—

- (a) They should check at least 5 per cent. of the entries in the attendance register, as regards each permanent and extra copyist employed in a month, with the register books and note the result in the prescribed form of report of inspection against question No. 3. That particular month should be ordinarily chosen in which a large number of extra men were employed.
- (b) At least four documents registered in Book No. 1 and two documents in Book No. 4 should be taken by Sadar Sub-Registrars at random and carefully compared with the register books and the result noted in the prescribed form of report of inspection against question No. 11.
- (c) The balance of the permanent advance in the Sub-Registrar's hand on any given day, plus the expenditure on account of contingencies and refunds which has not been recouped

ought to be equal to the permanent advance. Keeping this in view, the balance of the permanent advance on the date of inspection should be tested with the contingent register, and the register of refunds, and the result reported against the appropriate question in the printed form of inspection report.

- (d) The general condition of all the records in the office should be carefully examined and the result noted against the appropriate question in the prescribed form of the inspection report.
- (e) The file of weekly statements of remittances should be carefully examined to see if they have been regularly submitted.

They should examine the file of weekly statement of remittances and check the entries with the cash books, the rough drafts and the chalans or other acknowledgements and report the result in their memoranda of inspection. When chalans or acknowledgements are not found in the office, a separate note in respect of the items should be made in the memorandum of inspection.

~~In cases of remittances of registration fees in which~~ only postal receipts are noted in the cash book, but the receipts are not found in the office owing to their having been sent to Sadar as vauchers for recouping the permanent advance or for some other cause, the Inspecting Officers shall note in their memoranda of inspection the amounts remitted and the number and date of the postal receipts as shown in the cash book. If the inspecting officer is the Sadar Sub-Registrar he should lose no time in verifying the remittances on arrival at headquarters. If he is an Inspector of Registration Offices, he should send to the Sadar Sub-Registrar a separate note about these amounts which



should be checked, in the sadar office immediately on receipt, by reference to the advice lists mentioned above.

- (f) Some of the entries in the registers of letters received and issued should be tested with the files of correspondence taken at random and the result reported against the appropriate question in the printed-form of the inspection report.
- (g) Inspector of Registration Offices and Sadar Sub-Registrars, while inspecting Sub-Registry Offices, shall examine applications with a view to seeing that court-fee stamps have been duly affixed and punched and note their having done so in the inspection reports.
- (h) The contract contingent register maintained in each office, the contingent sub-voucher book and the office copies of contract contingent bills should be carefully examined by inspecting officers when on tour who will report specially whether the rules are understood and followed: if they are not they will report in what particular respects they are disregarded.
- (i) The leave accounts of some of the members of the permanent establishment kept in Form No. 9-A should be checked by the Inspecting Officers to see that the accounts have been correctly maintained. They should note the result of the check in their inspecting reports. (Rule 297).

Inspection of  
Mufassil Offices  
how to be  
regulated.

**118.** Inspections should be judiciously spread over the year and in such manner that the mufassil offices may be seen at work under normal conditions without having had opportunities of covering any defects which may normally exist. Where the work of the office is known to be good and satisfactory, it may be expedient to inspect it once, instead of twice, a year, and bad offices may be inspected three times. (Rule 298).

Surprise Visits.

**119.** It is desirable that Inspecting Officers should occasionally visit and inspect offices without previous notice. (Rule 299).

## 29. MANUAL FOR THE GUIDANCE OF THE OFFICERS OF THE DIRECTORATE OF TAXATION AND EXCISE, VOLUME H, 1918.

Touring and  
Inspection.

**120.** The Director of Taxation and Excise should inspect every District Excise Office at least once a year. He will give previous notice of his visits and will, if possible, meet the Deputy Commissioner in order to discuss with him excise matters generally and any special questions which have been reserved for personal discussion. He will also, if possible, meet Divisional Commissioners when visiting their headquarters. He should once a year inspect the ganja mahal, every distillery, and all warehouses and ganja golas situated at the headquarters of districts. He will also inspect outlying warehouses as far as possible. (Rule 118).

Inspection of  
Excise Office  
by the Deputy  
Commissioner.

**121.** The Deputy Commissioner should inspect at least once a year the District Excise Office, the excise registers maintained at each subdivision and every distillery, brewery, warehouse and ganja gola in his district. As he is primarily responsible for excise work in his district, he should make himself thoroughly acquainted with the conduct of that work in all its branches. He should take immediate action to remedy any defects which he may discover, should see how suggestions at previous inspections have been dealt with and ascertain that orders have been carried out, should indicate the general condition of the office, and should place prominently before the Director of Taxation and Excise any matter which he considers should be brought to his notice. He should in the course of his ordinary tours pay attention to matters connected with the excise administration of his district and in particular to questions relating to the number and location of shops, the adequacy of provision to meet the needs of moderate consumers, the abuse of intoxicants, the prevalence of illicit practices, the conduct of vendors and the working of excise officers and their relations with other departments and with the public. The Deputy Commissioner of Rajshahi should pay special attention to the working of the ganja mahal. (Rule 119).

Inspection by  
Deputy Director  
of Excise.

**122.** The Deputy Director of Excise will make a detailed inspection of the work of the preventive establishments in each district in his range at least once and if possible twice a year. He will also make special enquiries into other matters if so requested by the Director of Taxation and Excise or the Deputy Commissioner. In the course of his visits to districts he will, whenever possible, inspect the work of officers in the field and give them instructions personally. He should also inspect the uniform, equipment and drill of the staff. (Rule 120).

Inspection by  
Deputy Director  
of Excise.

**123.** (1) The Deputy Director of Excise will inspect each distillery and bonded laboratory at least quarterly and as many warehouses as possible in the course of the year. He will not ordinarily give previous notice of his visits unless he wishes to see the Superintendent, but, when inspecting at the headquarters of a district, he will call on the Deputy Commissioner, if in the station.

(2) If a Deputy Commissioner or a Superintendent wishes to see the Deputy Director of Excise at his next visit to his district, he should ask the Deputy Director of Excise to give his previous notice of his visit, but the date fixed should not be communicated to the subordinate officers whose work will be inspected.

(3) The Deputy Director of Excise will also, as far as practicable, inspect premises licensed for the retail sale of liquor, for the manufacture of perfumes, for the compounding, blending and bottling of foreign liquor or for the storage of denatured spirit, and will make special enquiries into other matters if so requested by the Director of Taxation and Excise or the Deputy Commissioner. (Rule 121).

Inspection by  
the Subdivi-  
sional Officer.

**124.** A Subdivisional Officer is required to inspect the Excise Register kept in his office at least once a year. He should visit a distillery or a liquor, ganja or bhang warehouse at his headquarters at least once a month. Except as regards matters in which his duties are prescribed by the statutory rules, he may confine his remarks to the action taken at previous inspections and to such subjects as he considers should be brought to the notice

of the Deputy Commissioner. Copies of his inspection remarks need only be sent to the Deputy Commissioner when the Subdivisional Officer considers this necessary. (Rule 125).

Inspection by  
the Superintendent  
of Excise.

**125.** The Superintendent of Excise will make a detailed inspection of every distillery, brewery, bonded laboratory and warehouse in his district once a quarter, and of the District Excise Office, the Excise Registers kept at each subdivision and the papers kept by each Executive Inspector twice a year. He should, as far as possible, visit distilleries and liquor warehouses at more frequent intervals, as laid down in paragraphs 656, 659 and 660 of the Manual. His duties in connection with the executive establishment are dealt with in paragraphs 129 to 171 of the Manual. (Rule 126).

Inspection  
Register.

**126.** At every Excise Office, distillery and warehouse an inspection register must be kept in which inspecting officers reports should be entered. The pages of this register are to be examined, numbered and certified to by the Superintendent of Excise. (Rule 127).

### **30. THE BENGAL CO-OPERATIVE SOCIETIES ACT, 1940.**

Inspection by  
Registrar or  
financing bank.

**127.** (1) Every co-operative society shall be liable at any time to inspection—

(a) by the Registrar or any person authorised by him in this behalf by general or special order; and

(b) by the financing bank, if any, of which it is a member.

(2) An inspection under this section by a financing bank shall be made by an officer of the bank or by a member of its paid staff certified by the Registrar in accordance with the rules as competent to conduct such an inspection.

(3) The result of an inspection under this section shall be communicated to the society and to the financing bank, if any, of which it is a member and, when the inspection is made by a financing bank, to the Registrar if so required by him. (Section 82).

Inspection of  
books of an  
indebted Co-  
operative  
Society.

**128.** (1) Subject to the provisions of sub-section (2) on the application of a creditor of a co-operative society, an inspection shall be made of the books of the society by the Registrar or by a person authorised by him in this behalf by general or special order in writing.

(2) No such inspection shall be made unless—

- (a) the Registrar, after giving the society an opportunity of being heard, is satisfied that the alleged debt is a sum then due, and that the creditor has demanded payment thereof and has not received satisfaction within a reasonable time; and
- (b) the creditor deposits with the Registrar such sum as security for the costs of the inspection as the Registrar may direct.

(3) The Registrar shall communicate the result of any inspection under this section to the creditor, to the society and to the financing bank, if any, of which the society is a member. (Section 83.)

### **31. THE BENGAL MOTOR SPIRIT SALES TAXATION ACT, 1941.**

Powers of Ins-  
pection, entry  
and search.

**129.** (1) Any person empowered by the Provincial Government in this behalf may, for the purposes of this Act,—

- (a) require any wholesale or retail dealer to make available for inspection at the ordinary place of business of the dealer all accounts, vouchers, and other documents relating to stocks, purchases, sales and deliveries of motor spirit, or to furnish any other information relating thereto, and every such wholesale and retail dealer shall comply with such requisition; and
- (b) inspect such accounts, vouchers and documents of, and the motor spirit, stocked by, any wholesale or retail dealer.

(2) For the purpose of sub-section (1) any such person specially empowered by the Provincial Government in this behalf may enter and search at any time by

day any building, vessel, vehicle or place in which he has reason to believe that any wholesale or retail dealer carries on business or keeps any stock of motor spirit.

(3) All searches made under sub-section (2) shall be made in accordance with the provisions of the Code of Criminal Procedure, 1898. (Section 11).

### 32. THE BENGAL RAW JUTE TAXATION ACT, 1941.

owers of ins-  
pection, entry  
and search.

130. (1) Any person empowered by the Provincial Government in this behalf may, for the purposes of this Act,—

(a) require any occupier of any jute-mill or shipper of jute to produce before such person all accounts, vouchers and other documents relating to stocks, purchases, receipts and despatches of raw jute, and to furnish any other information relating to such stocks, purchases, receipts and despatches, and every such occupier and shipper of jute shall comply with such requisition; and

(b) inspect such accounts, vouchers and documents of, and the raw jute held in stock by, such occupier or shipper of jute.

(2) Any such person specially empowered by the Provincial Government in this behalf may enter and search, at any time by day any building, vessel, vehicle or place in which he has reason to believe that any occupier of a jute-mill or shipper of jute holds any stock of raw jute.

(3) All searches made under sub-section (2) shall be made in accordance with the provisions of the Code of Criminal Procedure, 1898. (Section 11).

### 33. THE BENGAL EDUCATION CODE, 1931.

Inspection.

131. Every College, aided or unaided, together with its account and records, shall be open to inspection by the Director of Public Instructions or any officer deputed by him, the Commissioner and the District Officer. (Rule 43, Appendix D).

**34. MANUAL FOR THE FIELD PUBLICITY ORGANIZATION, GOVERNMENT OF EAST PAKISTAN, INFORMATION DEPARTMENT, 1968.**

District Public Relations Officers will inspect the Offices and units of Subdivisions.

**132.** The District Public Relations Officers will exercise full control and supervision over the Subdivisional Public Relations Officers and all other staff of the Subdivisional Units. They will inspect the offices and units of Subdivisions every six months as per pro forma inspection report. Besides, they will go to the Subdivisions at least once in a month for supervision of their activities. (Paragraph 4 at page 14).

Amount of tour.

**133.** The District Public Relations Officers and Subdivisional Public Relations Officers will tour for a minimum number of 14 days and 17 days respectively while the Unit shall be on tour, including transit, for 21 days in a month. (Paragraph 4 at page 26).

Checking of Mobile Unit by District Public Relations Officers and Information Officers of Field Publicity Division.

**134.** The District Public Relations Officer shall check, by surprise visit, if the approved cinema programme is being strictly followed by the Subdivisional Mobile Unit. He shall report forthwith, with reasons, if any, cases of failure of Subdivisional Mobile Unit to attend show places as per staging programme. Information Officers of Field Publicity Division will also give surprise visits to see that the programme is being really followed. Paragraph 12 at page 27).

Tour Diaries.

**135.** The District Public Relations Officers and Subdivisional Public Relations Officers shall maintain tour diaries in which they will enter all the places visited with dates and times and briefly state the work done in chronological order. These diaries will be inspected by the superior officers of the Information Department as also by the District Officers.

The tour diaries shall be written clearly and must be as concise as possible. (Paragraph 30 at page 29).

Inspection Book.

**136.** Each Unit shall maintain an Inspection Book. Departmental Officer authorised to inspect the Unit shall put down his inspection remarks in the books. Copies of such remarks should be forwarded to the Chief of Field Publicity Division within a week from the date of inspection. (Paragraph 17 at page 28).

### 35. THE BENGAL AMUSEMENT TAX ACT, 1922.

Inspection of  
the place of  
entertainment.

**137.** (1) Any officer authorised by the Provincial Government for the purpose may enter any place of entertainment while the entertainment is proceeding, and any place ordinarily used as a place of entertainment at any reasonable times, with a view to seeing whether the provisions of this chapter or any rules made thereunder are being complied with.

(2) If any person prevents or obstructs the entry of any officer so authorized, he shall, in addition to any other punishment to which he is liable under any law for the time being in force, be liable on conviction before a Magistrate to a fine not exceeding two hundred rupees.

(3) Every officer authorised under this section shall be deemed to be a public servant within the meaning of section 21 of the Pakistan Penal Code. (Section 11).

### 36. THE BENGAL CHILDREN ACT, 1922.

Inspection of  
Schools.

**138.** (1) The Provincial Government may appoint a Chief Inspector of reformatory and industrial schools and so many inspectors and assistant inspectors as they think fit to assist the Chief Inspector; and every person so appointed to assist the Chief Inspector shall have such of the powers and duties of the Chief Inspectors as the Provincial Government direct, but shall act under the direction of the Chief Inspector.

(2) Every reformatory and industrial school shall, at least once in every six months, be inspected by the Chief Inspector, or by an inspector or assistant inspector.

Provided that when any such school is for the reception of girls only and such inspection is not made by the Chief Inspector, the inspection shall, when practicable, be conducted by a woman. (Section 8).

Power of  
Inspectors.

**139.** The Chief Inspector, or an inspector, or an assistant inspector authorised in that behalf by the Chief Inspector, may, at any time, enter and inspect any reformatory or industrial school in all its departments. (Section 9).



Medical  
inspection.

**140.** Any qualified medical practitioner empowered in this behalf by the Provincial Government may visit any reformatory or industrial school at any time, with or without notice to its managers or other persons in charge thereof, in order to report to the Chief Inspector on the health of the inmates and the sanitary condition of the school.

Provided that in the case of a school for girls only, such practitioner shall, when practicable, be a woman. (Section 10).

### **37. THE BENGAL ORPHANAGES AND WIDOWS' HOMES ACT, 1944.**

Inspection of  
the Institution.

**141.** The District Magistrate or any Magistrate authorised in writing in this behalf by the District Magistrate, or any person not in the service of the Government when authorised in writing in this behalf by the District Magistrate, may enter and inspect any orphanage, widows' home or marriage bureau at any time by day or night, and the society having control of such institution and the persons in charge thereof shall not refuse entry or inspection. (Section 7).

### **38. THE EAST PAKISTAN ASSEMBLY MEMBERS' PRIVILEGES ACT, 1965.**

Visits to Hos-  
pitals, dispen-  
saries and  
educational  
institutions by  
members and  
submission of  
reports thereof.

**142.** (1) A member shall be entitled to visit hospitals, dispensaries, health centres, family planning centres, tahsil offices and educational institutions located within his district with previous intimation to the authorities concerned.

(2) After such visits a member may submit his reports direct to the Minister-in-charge. (Section 13).

### **39. EAST PAKISTAN VETERINARY MANUAL, PART I, 1958.**

Inspection by  
Animal Hus-  
bandry Officer.

**143.** Animal Husbandry Officers are expected to spend at least 200 days in the year on tour. They will inspect every Veterinary Hospital and Dispensary, and Centres for Livestock Improvement in the district at least four times a year. They will submit their tour programme to the Superintendent two days previous to

their leaving headquarters, but will not, as a rule, inform the subordinate staff of their movements beforehand, except under special circumstances. Their diaries shall be despatched to the Superintendent fortnightly, but not later than three days after expiry of each fortnight. The Animal Husbandry Officers shall frequently proceed to the interior to verify the work of all their subordinates in the mufassil and to see the results of their action with a view to giving them necessary guidance. In the event of urgent work causing alterations of programme, they will send information of the same to the Superintendent of Animal Husbandry in charge of the Range. (Rule 38).

Inspection by  
Commissioner,  
and others.

**144.** Veterinary Hospitals and Dispensaries are subject to the inspection and supervision of the Commissioner of the Division, the District and Subdivisional Magistrates, the Chairman of the Local Body concerned, the members of the Veterinary Committee, if any, and the Director of Animal Husbandry, his Deputies, Superintendents of the Ranges and Animal Husbandry Officers. (Rule 51).

Visitor's Book.

**145.** Visitor's Book shall be kept at every hospital and dispensary. A copy of the remarks made in it by any inspecting officer or visitor shall at once be sent by the Veterinary Assistant Surgeon in charge to the Director of Animal Husbandry, the Animal Husbandry Officers and the Superintendent of the Range and one copy direct to the Chairman of Local Body. (Rule 52).

#### **40. THE EAST PAKISTAN MUNICIPAL COMMITTEE (INSPECTION) RULES, 1962.**

Inspecting  
Official.

**146.** Inspecting Official means—

- (i) In the case of Class I Municipal Committees (at present Dacca, Chittagong, Khulna and Narayanganj Municipal Committees) the Commissioner of the Division or the Additional Commissioner, if so authorised by the Commissioner;
- (ii) In the case of other Municipal Committees, the Deputy Commissioner of the District or the Additional Deputy Commissioner, if so authorised by the Deputy Commissioner;

(iii) Any official, officials or team of officials whom the Provincial Government may, by any special or general order, appoint in respect of any Municipal Committee or class of Municipal Committees to perform any or all of the duties of an Inspecting Official, as may be specified in the order. (Sub-rule 1 of Rule 2).

Annual  
Inspection.

**147.** The Municipal Committees shall be inspected by the respective Inspecting Officials mentioned in clauses (i) and (ii) of sub-rule (1) of rule 2 at least once a year. (Sub-rule 3 of Rule 2).

Power of  
Inspecting  
Official.

**148.** The Inspecting Official shall, at the time of inspection, have access to all books, proceedings and records of the Municipal Committee concerned. During such inspection, the Municipal Committee concerned shall, if required to do so, also produce the cash balance in hand. (Sub-rule 4 of Rule 2).

Report of  
Inspection.

**149.** A report of every such inspection by officials mentioned in clauses (i) and (ii) of sub-rule (1) of rule 2 shall be recorded in writing, and a copy thereof shall be forwarded for information and necessary action—

- (i) in the case of Class I Municipal Committees, to the Chairman of the Municipal Committee concerned and the Provincial Government;
- (ii) in the case of other Municipal Committees, to the Chairman of the Municipal Committee concerned and the Commissioner of the Division. (Sub-rule 5 of Rule 2).

**41. Extracts from Notification No. S-II/3R-30/63/72, dated 25th April, 1963 of the Basic Democracies and Local Government Department, Government of East Pakistan.**

When specially authorised, the Deputy Directors, Basic Democracies may perform the duties of an Inspecting Official in respect of Class I and Class II Municipal Committees.

**150.** In pursuance of clause (iii) of sub-rule (1) of Rule 2 of the East Pakistan Municipal Committees (Inspection) Rules, 1962, the Governor is pleased to appoint Deputy Directors, Basic Democracies, to perform the duties of an Inspecting Official in respect of both Class I and II Municipal Committees within their respective jurisdiction, if and when specially so authorised by the Commissioner of the Division.

## 42. THE EAST PAKISTAN LOCAL COUNCILS (INSPECTION) RULES, 1961.

Inspecting  
Official.

151. Inspecting Official means—

- (i) in the case of Divisional Councils, any officer above the rank of a Commissioner appointed by the Provincial Government;
- (ii) in the case of District Councils, the Commissioner of the Division or the Additional Commissioner, if so authorised by the Commissioner;
- ✓(iii) in the case of Thana Councils, the Deputy Commissioner of the district or any Additional Deputy Commissioner authorised by the Deputy Commissioner in this behalf;

Provided that the Deputy Commissioner may, if he considers necessary, also appoint any other officer subordinate to him, above the rank of the Subdivisional Officer, for the purpose of carrying out such inspection so as to ensure completion of inspection of all Thana Councils within the year. ✓

- (iv) in the case of Town Committees, the Subdivisional Officer, or the Additional Subdivisional Officer or the Circle Officer (Development) if so authorised by the Subdivisional Officer;—
- (v) in the case of Union Councils and Union Committees, the Circle Officer (Development) or any other official authorised by the Controlling Authority;
- (vi) any official, officials or team of officials whom the Provincial Government may, by any special or general order, appoint in respect of any local council or class of local councils, to perform any or all of the duties of an inspecting official, as may be specified in the order.

The other words and expressions used in these rules shall have the same meaning as are respectively assigned to them in Article 3 of the Basic Democracies Order, 1959. (Rule 2).

Annual  
Inspection.

**152.** Every local council shall be inspected by the respective Inspecting Official mentioned in clauses (i) to (v) of sub-rule (1) of rule 2. at least once a year. (Rule 3).

Casual  
inspection.

**153.** Inspecting Officials mentioned in clauses (i) to (iii) of sub-rule (1) of rule 2 may casually inspect the lower tiers of local councils within their respective jurisdictions and in so doing may exercise all the powers of an inspecting official under these rules. (Rule 3A).

Power of Ins-  
pecting Officials.

**154.** Every Inspecting Official shall, at the time of inspection, have access to all books, proceedings and records of the local council concerned. During such inspection the local council concerned shall, if required to do so, also produce the cash balance in hand. (Rule 4).

Report of  
inspection.

**155.** A report of every such inspection by officials mentioned in clauses (i) to (v) of sub-rule (1) of Rule 2, shall be recorded in writing and a copy thereof shall be forwarded, for information and necessary action,—

(i) in the case of Divisional Councils, to the Chairman of the Council concerned and the Provincial Government;

(ii) in the case of District Councils, to the Chairman of the Council concerned and the Provincial Government;

(iii) in the case of Thana Councils, to the Chairman of the Council concerned and the Deputy Commissioner of the district unless the Deputy Commissioner himself is the Inspecting Official;

(iv) in the case of Town Committees, to the Chairman of the Committee concerned and the Deputy Commissioner of the district;

(v) in the case of—

(a) Union Councils, to the Chairman of the Council concerned and the Subdivisional Officer; and

- (b) Union Committees, to the Chairman of the Union Committee concerned, the Chairman of the Municipal Committee concerned and the Deputy Commissioner of the district:

Provided that in the case of a Union Committee within the jurisdiction of the Dacca Municipality the Deputy Commissioner may, if he considers necessary, forward a copy of the inspection report to the Commissioner, Dacca Division and the Provincial Government. (Rule 5). ✓

Inspection of property and works.

**156.** (1) Every Inspecting Official may, within his respective jurisdiction,—

- (a) inspect or cause to be inspected, any immovable property used or occupied by any local council, or any work in progress under the direction of such council;

- (b) by order, in writing, call for and inspect a book or document in the possession, or under the control of, such council;

- (c) by order, in writing, require the local council to furnish such statements, accounts, reports or copies of documents relating to the proceedings or duties of the council as he thinks fit to call for; and

- (d) record, in writing any observations, as he may deem proper, in regard to the proceedings or duties of the local council for the consideration of the council.

(2) A work or institution, constructed or maintained, in whole or in part, at the expense of a local council, and all registers, books, accounts or other documents relating thereto shall, at all times, be open to inspection by the Inspecting Officials. (Rule 6).

**43. Extracts from Notification No. S-H/H-1/62/176, dated 18th July, 1962 of the Basic Democracies and Local Government Department, Government of East Pakistan.**

Deputy Directors and Assistant Directors of Basic Democracies are Inspecting Officials.

**157.** In pursuance of clause (vi) of sub-rule (1) of Rule 2 of the East Pakistan Local Councils (Inspection) Rules, 1961, the Governor is pleased to appoint the following officials to perform the duties of an Inspecting Official in respect of Local Councils within their respective jurisdictions as noted against them—

(1) Deputy Directors, Basic Democracies Organisation, East Pakistan—All Union Councils, Union Committees, Town Committees and Thana Councils and also District Councils, if and when specially so authorised by the Commissioner.

(2) Assistant Directors, Basic Democracies Organisation, East Pakistan—All Union Councils, Union Committees and Town Committees and also Thana Councils, if and when specially so authorised by the Deputy Commissioner.

**44. Extracts from Notification No. S-II/2-1/62/177, dated 18th July, 1962 of the Basic Democracies and Local Government Department, Government of East Pakistan.**

Deputy Secretaries, Basic Democracies and Local Government Department, may perform the duties of an Inspecting Official.

**158.** In pursuance of clause (vi) of sub-rule (1) of Rule 2 of the East Pakistan Local Councils (Inspection) Rules, 1961, the Governor is pleased to appoint the Deputy Secretaries, Basic Democracies and Local Government Department of this Government to perform the duties of an Inspecting Official in respect of Union Councils, Union Committees, Town Committees and Thana Councils; and also of District Councils and Divisional Councils, if and when specially so authorised by the Secretary of the Department.

**45. MANUAL OF RULES FOR THE MANAGEMENT OF HOSPITALS AND DISPENSARIES UNDER THE SUPERVISION OF THE GOVERNMENT OF EAST PAKISTAN.**

Inspection and Supervision.

**159.** Every institution which is recognized by Government and brought under these rules is subject to

inspection and supervision by the Commissioner of the Division, by the Deputy Commissioner, by the District Judge, by the Subdivisional Magistrate, by the Civil Surgeon, by the District Health Officer in case of provincialised districts, by the Administrative Officers of the Medical Department, and by any other person who may be generally or specially appointed by the Commissioner of the Division in that behalf. No charge will be made for such inspection or supervision. (Rule 6).

Inspection by Superintendent (i. e., Civil Surgeon).

**160.** The Superintendent shall visit each dispensary in his district not less than four times annually, except by special dispensation from the Director of Health Services and shall prepare and submit promptly to the Director of Health Services inspection reports in B.C.M.D. Form No. 29. The Sadar Hospital should be visited by the Civil Surgeon daily when he is at headquarters at a fixed hour which should be notified throughout the district so that patients who wish to consult him may know exactly when they can do so. (Rule 31).

Inspection by Chairman and Vice-Chairman and by District Health Officer.

**161.** The Chairman and Vice-Chairman of a District Council, Local or Municipal Committee and any member of such Local Body specially authorised in this behalf by a resolution at a meeting may inspect any dispensary which is maintained or aided by the Local Body in question. The District Health Officer may inspect district council dispensaries and a copy of his inspection note shall be submitted by the Managing Committee to the District Council through the Civil Surgeon. (Rule 35):

#### **46. EAST PAKISTAN ANSARS MANUAL, 1969. OFFICE INSPECTION.**

Inspection by the Director of Ansars.

**162.** The Director of Ansars shall inspect every office of Assistant Directors once in two years and take up inspection of any of his subordinate offices at any time.

Inspection of the Deputy Director of Ansars.

**163.** The Deputy Director of Ansars shall inspect the office of every Assistant Directors once a year, the District Adjutants' offices once in two years and Subdivisional offices in three years.



Inspection by  
Assistant Director  
of Ansars.

**164.** The Assistant Director of Ansars shall inspect every office of the District Adjutant of Ansars and the Subdivisional Adjutants of Ansars under his charge once a year.

Inspection by  
District Adjutant  
of Ansars.

**165.** The District Adjutant of Ansars shall inspect every office of the Subdivisional Adjutants of Ansars and other subordinate offices once a year.

Inspection by  
Subdivisional  
Adjutant of  
Ansars.

**166.** The Subdivisional Adjutant of Ansars shall inspect all the offices of the Assistant Adjutants of Ansars once a year.

Points to be  
covered in an  
inspection.

**167.** The Inspections shall be thorough and not hastily or perfunctorily done and among others shall also cover the following points:—

- (a) Proper maintenance of records,
- (b) maintenance of all accounts,
- (c) maintenance of stores,
- (d) progress of recruitment and training of Platoon Commanders and Ansars.
- (e) supervision of the work of officers, their activities and general efficiency of the Organisation under the control and supervision of the officers concerned,
- (f) complaints and their disposal,
- (g) departmental proceedings and their disposal,
- (h) progress of cases/suits instituted against officers and staff of the Organisation,
- (i) relation with the public, and
- (j) general remarks.

Submission of  
inspection  
report.

**168.** Inspection Reports of all Inspecting Officers shall be submitted to the next higher officer for perusal and remarks with copies to the office inspected. A statement in the following pro forma shall be submitted to Government by the Director of Ansars by the 1st week of January about the inspections made by the various officers during the previous year.

Name of the Inspecting Officers with designation.	Name of the office inspected.	Date of inspection.	Remarks.

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