

DEPARTMENT OF SOIL AND WATER CONSERVATION, PUNJAB

O/o Chief Conservator of Soils, Punjab
(Technical Branch)

INSPECTION SCHEDULE OF DEPARTMENT

A. Inspection Schedule of Chief Conservator of Soils(CCS)

The Chief Conservator of Soils, Punjab shall have following responsibilities for inspection:

- a) CCS can inspect any office of Department across the State. This inspection can be on prior notice basis or surprise.
- b) CCS can summon and inspect any record of office under inspection.
- c) CCS shall randomly inspect various sites across the State (sites include work in progress, completed or planned).
- d) CCS shall hold a quarterly review of inspections with all Conservator of Soils.

B. Inspection Schedule of Conservator of Soils(CS)

The CS shall inspect all Divisional Offices under his jurisdiction atleast once in a month. One of such inspection should necessarily be a surprise inspection. CS can also inspect any Sub-Division, Section under his jurisdiction at any time. The CS during his inspection of Divisional office shall at least inspect the following:

- a) Attendance Register.
- b) Review of all Projects under implementation
- c) Progress Reports of various schemes/projects underway.
- d) Status of Funds- Availability, Disbursal from Treasury, Pendency, Requirements.
- e) Inspect Status of RTI Applications/Complaints/Grievances received and disposal thereof.
- f) Status of Promotions/ACP/Increments etc of office.
- g) Listen to Employee Grievances
- h) CS can randomly inspect various works

The CS shall prepare an inspection note for each such visit and convey it to concerned office under intimation to CCS.

C. Inspection Schedule of Divisional Soil Conservation Officer (DSCO)

The DSCO shall inspect all Sub Divisional Offices under his jurisdiction at least once in a month. One of such inspections should necessarily be surprise inspections. The DSCO during his inspection shall at least inspect the following:

- a) Attendance Register.
- b) Movement Register.
- c) Store/Stock Register
- d) Review of all Projects under implementation

- e) Progress Reports of various schemes/projects underway.
- f) Status of Funds- Utilization, Availability and Requirements.
- g) Inspect Status of RTI Applications/Complaints/Grievances received and disposal thereof.
- h) Inspect the Receipt and Disposal of all communications received.
- i) Infrastructure availability at office.
- j) Listen to employee grievances.
- k) Physical Inspection of On-going works in the field.

The DSCO shall prepare an inspection note for each such visit and convey to concerned office under intimation to CS and CCS.

D. Inspection Schedule of Sub Divisional Soil Conservation Officer (SDSCO)

The SDSCO shall inspect all Section Offices under his jurisdiction at least once in a month. One of such inspections should necessarily be surprise inspections. The SDSCO during his inspection shall at least inspect the following:

- a) Movement Register.
- b) Stock Register
- c) Review of all Projects under implementation
- d) Progress Reports of various schemes/projects underway in office.
- e) Status of Funds- Utilization, Availability and Requirements.
- f) Inspect Status of RTI Applications/Complaints/Grievances received and disposal thereof.
- g) Listen to farmer grievances.
- h) Physical Inspection of at least 2 ongoing works in a week.

The SDSCO shall prepare an inspection note for each such visit and convey to concerned office under intimation to DSCO.

Note: Kindly Note that the above mentioned aspects are minimum that have to be inspected during inspection. Other aspects besides these can also be inspected by the concerned officer.