

File No:-16-2/2018-Inspn.
Government of India
Ministry of Communications
Department of Posts
(Inspection Unit)

Dak Bhawan, Sansad Marg
New Delhi 110001
Dated 10.05.2019

To

1. All Heads of Postal Circles
2. Director, RAKNPA
3. Army Postal Service Directorate, New Delhi
4. All Directors, Postal Training Centres

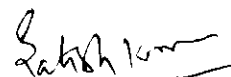
Subject: Revised Inspection Questionnaire for Training Institutes viz. Rafi Ahmed Kidwai National Postal Academy (RAKNPA) Ghaziabad, Postal Training Centres (PTCs) and Regional Training Centres (RTCs).

Kindly find enclosed herewith the revised Inspection Questionnaire for Rafi Ahmed Kidwai National Postal Academy (RAKNPA) Ghaziabad, Postal Training Centres (PTCs) and Regional Training Centres (RTCs) which is in supersession of the Inspection Questionnaire pertaining to these offices issued from time to time.

2. This Inspection questionnaire for Rafi Ahmed Kidwai National Postal Academy (RAKNPA) Ghaziabad, Postal Training Centres (PTCs) and Regional Training Centres (RTCs) will come into force with immediate effect. This Inspection Questionnaire is also uploaded on www.indiapost.gov.in website.

3. This issues with the approval of Competent Authority.

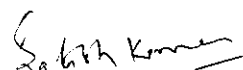
4. Hindi version will follow.



Assistant Director General (PG)

Copy to:

1. CGM (PLI) Directorate/CGM (BD) Directorate/ CGM Parcel Directorate.
2. DDG (Vigilance), Dak Bhawan, New Delhi
3. All DDsG
4. GM, CEPT Mysuru is requested to kindly upload the above revised Inspection Questionnaire on India Post website at S.No. 34 (19) on web page at link <https://www.indiapost.gov.in/VAS/Pages/RTI/RTI-Manual-5.aspx>
5. DDG (Estates) – It is requested to kindly have the questionnaire translated into Hindi from the Hindi Section within a month please.



Assistant Director General (PG)

Inspection Questionnaire for Rafi Ahmed Kidwai National Postal Academy (RAKNPA) Ghaziabad, Postal Training Centres (PTCs) and Regional Training Centres (RTCs)

1. When was the office last inspected and by whom? Mention the names and period during which the charges of Director/ Assistant Director (in case of RCT) were held since last inspection. Note the date on which current inspection is being carried out.

(i) Comment on the territorial jurisdiction of this training establishment. Does it call for any change for better utilization of resources? Name, Designation and Date since when working in respect of all faculty members may also be added for reference.

(ii) What is the sanctioned and available strength of all cadre in this Academy/Centre? What measures are being taken to meet the shortfall?

(iii) When was the last establishment review of this establishment carried out? Record its result?

(iv) Has this training establishment migrated under CSI? If yes, from which date and, if not, from which date this is going to be migrated.

2. Was a sketch map of the Training Centre showing the location of various buildings maintained as a guide?

3. See if action on the last inspection report has been taken?

(i) Is the order book maintained as prescribed? Are marginal remarks recorded in it?

(ii) Ascertain the position of compliance of the last IRs. Summarize the paras pending for compliance and comment on their non-compliance so far.

Budget/ Accounts/ Pension

4. (a) Was the cash in hand on account of undisbursed pay and allowances and the balance of the permanent advance for contingencies found correct?

(b) Enter the amount found in the office and that arrived at with reference to the Cash abstract.

(c) State the amount in hand on account of undisbursed pay and allowances and the balance of the permanent advance.

(d) See whether the cash in hand, representing the amount recovered from the officials due to the Societies, is correct according to the balance shown in the Register.

(e) Examine the register of losses, advances recoverable and retrenchment maintained in form AC. 60 in respect of all advances etc. See that it is properly kept and whether recoveries are affected regularly.

(f) Whether Pay Bills for the required numbers of years are available and kept in proper custody?

(g) Whether fixation of Pay of the staff / officers have been completed as per rules?

(h) Whether PRAN in respect of all new recruits / probationers have been received for uploading of NPS amount correctly?

5.1 Does the fixed contingent allowance meet the requirements of the office?
If not, state reasons.

5.2 Are all the vouchers on hand on account of payments made during the current month? If not, ascertain and state why the charges were not included in the contingent bill for the month in which they were incurred?

6. Is the Register for the receipt and disbursement of cash properly kept?

i. Are the registers for sanction of TA /LTC advance maintained properly and advances regulated in accordance with the Rules? Is prompt action taken to recover the advances from the salary of officials in case they fail to submit bills promptly? Is penal interest charged correctly in such cases?

ii. Is proper control exercised to limit expenditure under Medical claims? Is a register maintained to watch reimbursements made to each official?

7. Do proper arrangements exist for the safe custody of cash and other valuables? If safe is provided see whether it is embedded. Is embedded safe secured by two locks of different pattern? Who are the custodians of keys? Ascertain the position of duplicate keys in office.

8. Examine the Register of nominations for DCR Gratuity and Family pension under the pension rules and see if it is properly maintained (D.G's letter No. SPA/238/10/50 dated 31-01-51). Are nominations kept separately in guard files under personal custody of Director/Assistant Director? Test check few cases and ascertain whether any nomination is awaited. If so, record details.

9.1 Examine the statements of pension cases submitted monthly and note whether the completion of any pension case is needlessly delayed. In case any delay is noticed what remedial action has been taken? See whether all necessary steps are taken well in time (DG's CC No 22. dtd. 06-11-59). Is the pension register maintained as prescribed? Are all details recorded in it?

9.2. Examine whether contribution to NPS is being deducted properly.

10. Examine the Budget statement of expenditure under fixed and fluctuating charges in form 'B' and see whether the outlay is proportioned to the Annual Grant.

(i). Are monthly reviews made to see that the allotment is adequate under all Heads and that expenditure has not been exceeded under any Head?

(ii). Is a regular watch kept in respect of expenditure relating to T.A, Wages, OE, OTA, and Medical treatment with a view to seeing that the ceiling fixed for the purpose are not exceeded?

(iii). Is there any genuine reason to enhance the allotment under any of these Heads ?

11. Are the service books of all officials available? Check 10 % service books to see that (i) annual verification remarks are recorded (ii) re-attestation are done (iii) annual verification of entries in service book has been carried out by every individual (iv) important events affecting the official's career are recorded. Has service book of all employees been digitized? If not, what action is being taken to complete this work?

12. Are the Audit objection memos returned to Audit within 15 days? Examine the pending objections.

(i) Was there any inspection by the P&T Audit since the last inspection? Was there any inspection by the Postal Accounts Office?

(ii) Has suitable action been taken on the last Audit Inspection Reports and replies sent to Audit/Postal Accounts Offices promptly? Are these inspections carried out regularly?

(iii) Mention number and dates of pending objections and give clear instructions about the pending ones.

(iv) The outstanding paras of previous P & T Audit / internal Check Parties mentioned in the latest report may also be examined and action be taken for their early settlement especially the pending ones for more than one year.

13. Is the Register of security bonds properly maintained and have all the officials furnished the required security?

14. Is the Register of PLI insurants duly maintained? Check some of the entries in the register and record your observations. (However, as there is no DDO in RTC, this para stands deleted in case of RTC)

15. Have the old newspapers and periodicals been sold and proceeds credited to Government account? Detail of last such deposit since last inspection be checked and noted.

16 (a) Is timely action taken to sell by auction saleable properties of the centre like fish, fruits, grass etc.,?

b) Is a proper Register maintained for this purpose? Have proceeds been credited to government account? Detail of last such deposit since last inspection be checked and noted.

17. Examine whether procedure for awarding contracts for opening different utilities shops is transparent. Is a register of contracts for opening tailors'/ barber's and washerman's shops maintained and realization of rent done? Detail of last such deposit since last inspection be checked and noted.

18. Examine the Register of overtime charge and ensure that it is not ordered as a matter of routine and proper watch is kept on the incidence of overtime.

(i). Check that the overtime is commensurate with the workload of the day and there is adequate explanation why the work could not be done during office hours.

(ii). That the overtime is not incurred on work of normal nature or bulk task for which specific arrangements are necessary.

(iii). That the competent authority has satisfied itself about the necessity of OTA before ordering it.

(iv). Review the steps taken to curtail expenditure in this head by Head of Training Institution.

Administration

19. Is bio-metric attendance system installed for all employees? If not, record efforts made to install the same. In absence of bio-metric attendance system, see, if the attendance register is being maintained properly.

20. Is the distribution of work suitable and performed according to the distribution? When was the last DOW approved? Check whether there is need for any revision.

21. Are the correspondence register properly maintained?

22. Are the O&M Meetings being conducted regularly every month? If so, please review the action taken and the items being discussed.

23. Examine the calendar of returns and satisfy yourself that all returns have been punctually submitted?

24. See the seating arrangements and furniture in the Library is adequate. Are the books, magazines and newspapers judiciously selected and properly maintained? Is a stock verification of Library carried out at least once in a year? Is the Library Management System being utilized for issue of Books? Has the book and journals been digitized? Please check the number of books purchased language-wise along with the cost of these books. Whether required number of Hindi books have been purchased as per OL Act.?

25. Examine whether adequate medical facilities are available to the residential trainees? Is medical kit / First Aid Box available in every training/ administrative/ residential block?

- (i). What is the establishment strength of medical facility, if available In-house (both sanctioned strength and working strength)
- (ii). What are the working hours of such facility as mentioned in para above?
- (iii) What wages are being paid to Part-time Doctor and Para-medical staff, if any? Has it been revised since last inspection?
- (iv). What are timing of visits by this Part-time Doctor and Para-medical staff? Examine whether there is need for revision of timings of Part-time Doctor and Para-medical staff in view of attendance of the trainees seeking medical facilities?
- (v). Is the available medical facility is sufficient for catering to the requirement of training centre? If not, suggestions for improvement of the same be detailed.

26. See whether the history sheets of the vehicles are properly maintained?

27. See whether the vehicles are maintained in proper order and the diary showing the mileages run is properly written up.

28. See whether the drivers are in possession of proper driving licences and conversant with daily and weekly maintenance drills, as also with the rules and regulations relating to the up-keep of vehicles?

29. See whether the verification of accessories relating to the Staff car is done periodically as prescribed? (For PTCs/ RTCs, this para has been deleted)

30. Have the drivers been supplied with uniforms?

31. See whether the services of the carpenter are properly utilized and that the articles of furniture supplied to the Centre are got repaired through him whenever needed? See whether the Carpenter is well equipped with the required tools and he keeps a proper account of them and the same are checked by the concerned officer?

32. Whether VC facility is available? If so, it is being utilized for virtual classroom facility among all the training centers.

33. Have any contracts been executed by the Director (Assistant Director, in case of RTC) under his own powers during the last financial year? If so, have tenders been called for and all formalities observed? Examine the contracts inclusive of housekeeping, gardening and security entered into since last inspection and note the result of your check giving the particulars of the contracts so checked?

Buildings

34.1 Whether the Register of Land & Buildings has been maintained in prescribed proforma?

34.2 In case the Training Institute is in rented building, whether all the formalities for hiring rented building have been followed?

35.1 Is the available accommodation adequate for office, classes, hostels, mess, auditorium, play grounds?

35.2 Is there any plan for construction of any further accommodation for office, hostel, class room etc.? If so, whether necessary action for approval of SOA/PO/PE etc. have been taken for the purpose?

35.3 What is the amount allotted for building maintenance and other allied matter? Whether AA&ES has been issued for the required work after approval of priority list?

36. Is the location of the Centre convenient for approach to the Airport, Railway station, Bus Stand, Post Office and RMS office?

37. Are the surroundings clean and are the sanitary arrangements satisfactory? Whether sewerage facility is available and connected to the Municipal sewer line?

38.1 Are Quarters provided for the officers, staff and Instructors etc. so as to secure their services at short notice? How many residential quarters are available and occupied in this establishment? What action is being taken to allot the vacant quarters?

38.2 Whether action has been taken to provide LED fittings as per Directorate instructions? Are there any solar street light? Are they in working conditions?

39.1 What are the water arrangements for the Centre? Is the supply adequate and hygienically safe? If not, suggest measure. Is water-borne sanitation available? If there are open drainages, are they being properly cleaned and disinfected?

39.2 Is there any Green House / DoP Irrigation Plant or similar facility? Are they in working conditions?

40. Are proper gardens maintained in the Centre wherever possible? Is there proper planning for planting of trees? Are the premises kept clean? Is

there any Herbal garden in the Centre? Are all the trees provided with Name Boards for easy identification by the trainees?

41. Are the arrangements for security of men and materials of the Centre adequate? How are the movements of the inmates regulated? Whether any CCTV Camera has been installed in the campus for the security purpose?

42. Are firefighting apparatus supplied and installed at important points? Are they in working order? Are the firefighting equipments refilled in time? Whether the fire prevention of the buildings has been done as per the recommendation of the District Fire Officer? Is the Staff conversant with their use? Does firefighting fall within the curriculum of the trainees also?

Staff and Establishment

43(i) Is the register of sanctioned establishment including reservation roster maintained as per provisions on the matter and kept up to date? Has reservation roster been inspected by Liaison officer as required under the rules?

43(ii) Whether any staff is engaged on contractual basis and how the engagements are done?

44. Is the gradation list of the officials in the Centre properly kept? Has it been circulated to the Staff concerned. Is the periodicity of gradation list been observed? Is circulated copy on record? Do the number of posts shown in the gradation lists tally with the sanctioned establishment as shown in establishment register? Is a certificate to this effect recorded in gradation list?

45. Are the APAR of the officials written up to date and kept confidentially? Have the declaration been obtained from all officials concerned and kept properly with their APAR? Have the papers showing

the result of enquiries into the character and antecedents of officials been kept with their APAR?

(i). Is the register of Police Verification Reports maintained?

(ii). Are memoranda of services maintained for officials as prescribed in Rule 174 (7) of Postal Manual Vol. III?

(iii). Check whether entries in APAR are communicated as prescribed. Test check where entries have been communicated and acknowledged copies filed in APAR?

46. Is any guidance book or memorandum book kept in the prescribed format?

47. See that the Departmental examination has been strictly held in accordance with the rules and regulations on the subject?

48. See that in making appointments to the various cadres, special orders in force have been properly followed and the special statements have been correctly prepared?

49. Are appointments of different officials in the Centre made in strict accordance with the rules issued on the subject? Are DPCs held strictly according to schedule? When was the last DPC held for all promotions including MACP?

50. See whether tenure register has been maintained. Is there any official who has been retained beyond the period of tenure? If so, has action been taken to obtain approval of competent authority for the purpose?

51. Is any post of faculty / staff vacant? What action has been taken for filling up the vacant posts?

52 Satisfy that the vacancies that have occurred in the different cadres, since last inspection have been filled substantively without any delay?

53. Is the punishment register properly kept? Examine some old pending disciplinary cases and see that they are properly handled without delay. Examine the cases of the officials under suspension and see if the continued suspension is necessary?

(i). Please see whether punishment recorded in the register is entered in APAR and conveyed to the official concerned?

(ii). Review the cases of suspension with a view to see whether the review committee has carried out review of each case well in time and there is no delay in convening DPC.

(iii). Appeal/ petition against the order of suspension have been promptly dealt with.

(iv). Review Rule 16 & 14 cases of CCS (CCA) Rules 1964 and Rule 9 cases of CCS (Pension) Rules 1972 with the objective to ensure that the cases are not delayed unnecessarily and the processing is free from technical infirmities?

(v). Review Rule 9 cases with a view to ensure that the cases have been referred to the Directorate in complete shape.

(vi). Have the Minor penalty proceedings instituted against any official due for retirement are finalized before retirement?

(vii). Is the Suspension register maintained properly? Is an extract of the register sent to Higher authority regularly? Are suspension cases reviewed immediately before expiry of prescribed period by Competent Authority?

(viii). Are the statement of disciplinary cases and suspension cases sent regularly to higher authorities?

54. How many appeals for which the Director is the appellate authority are pending? (In case of RTC – How many appeals are pending with Assistant Director for its onward submission to Appellate Authority?) Analyse the reasons.

55. Whether the Staff has any grievance regarding the delay in settlement of their claims of arrears of Pay, Allowances, increments etc. or any other staff matter? What action has been taken to address their grievance?

56. Examine the cases of disciplinary action taken against departmental trainees and see that action has been taken in accordance with the orders on the subject. Also examine the cases of discharge of outsider trainees for indiscipline/ lack of progress and satisfy yourself that the action has been taken on accordance with the orders on the subject?

Stock

57. Do the entries in the stock book relating to articles supplied by or return to the Stock Depot or otherwise disposed of corresponding with the invoices on file? Initial each entry so checked in the stock book and the last invoice examined to save recheck when the office is last inspected? Whether Director/ Officer is familiar with procedure prescribed for e-procurement? Random check may be carried out for purchase made through GeM? Whether the guidelines for purchase of items through GeM is being followed by the Director? Please check if the payment particulars in respect of all the purchases made has also been entered in GeM portal.

58. Do the Articles of stock including Book, Projectors, laptops, Printers, Computers and related hardware & software in the office agree with the entries in the stock book? Are the specifications of computers / laptops being mentioned in the Stock Register?

59.(a) Are the duplicate keys of the steel almirahs, cabinets, cup boards, lockers, furnished with body locks supplied to all branches kept in the joint custody of the stock clerk and Branch Supervisor?

b) Is the prescribed register properly kept?

c) In case of the issue of the duplicate keys, is the requisition on record?

60. See that the files of invoices for the past three years are complete?

61. See whether there are any unnecessary articles of stock? Check what efforts are made to dispose off these articles.

62. Are the damaged and unserviceable articles disposed of according to the prescribed procedure? Details of sale proceeds since last inspection may be recorded.

63. See that new furniture supplied for the first time or in replacement of an old one is of the standard approved design?

64. Are any Articles including Books, Projectors, Laptops, Printers, Scanners, Computers and related hardware & software required by the office? If so, state steps taken?

65. Are all the articles of furniture, computer and other peripherals etc. kept clean?

66. Is the furniture adequate and suitable in respect of class rooms, computer labs, library, office and hostel etc.?

67. Is the furniture/audio-visual equipment in the auditorium/Audio-visual Room adequate/suitable for the purpose? Whether latest equipment has been provided?

68. Is every trainee given the prescribed articles of furniture like a cot, a chair and a locker? Are they in good working order? Has proper arrangement been done for Hot and cold weather in training blocks and trainees accommodation? Record any deficiency in same and see if it needs urgent attention of head of this institution. Details of equipment may also be given.

69. Have any contracts been executed by the Director (Assistant Director, in case of RTC) under his own powers since the last inspection for the purpose of Annual Maintenance Contract for computer and other peripheral and other Audio-visual equipment, Xerox Machines etc? If so, have tenders been called for and all formalities observed? Examine the contracts entered into since last inspection and note the result of your check giving the particulars of the contract, so checked.

70. See whether the schedule of forms is up to date and whether the forms are kept well arranged? Is the stock register of forms maintained in form SK -1 (b) and is a review of the stock of forms carried out once every six months?

71. Are all copies of the Postal Manuals and other books of reference kept corrected up to date? Is the stock of saleable copies sufficient for the demand of the trainees also?

72. Are the files of circulars issued by the Directorate and Heads of Circles (for which the centre is catering) for the last three years complete?

73. Have the old records including computers and other peripherals been disposed of in the prescribed manner as detailed in GFR/ instructions of Directorate? Details of sale proceeds since last inspection may be recorded.

TRAINING

74. Has the training capacity of the centre been utilized to the full extent during the past year? Examine the monthly reports sent to the Directorate in this connection.

75(i) Examine few of the requisitions for allotment of seats sent by the Circles. Have they asked for seats in accordance with their actual need?

(ii) Whether the yearly training calendar for training programme are prepared in advance as prescribed in the Postal Training Policy and instructions of Training Division of Directorate and sent to Directorate for approval? Has any change, thereafter, been intimated to Directorate?

(iii) Whether PWD category employees/candidates are given training in the Academy/PTC? Detail of trainees (disability/category wise) and manner of training imparted may be detailed. Is it as per the DoP&T guidelines on the subject?

(iv) Whether special instructors/interpreters hired or are available at PTC for imparting training to PWD category employees/candidates.

(v) Whether special apparatus are available at PTC for imparting training to PWD category employees/candidates.

(vi) Whether Training Administrative Module (TAM) in CSI is implemented in RAKNPA/PTC and whether TAM is integrated with HR module in CSI?

(vii) Whether RAKNPA/PTC is notifying the Training through TAM. Whether Circles are sending the nominations through TAM.

(viii) Whether RAKNPA/PTC is evaluating the trainees and progress of the training through TAM.

(ix). Examine the position of the Centre with regard to the Circles which it serves and see whether it is able to meet the requirements of these Circles completely.

76. See that the training programme are in accordance with the prescribed syllabus and other instructions issued from time to time. Has any training need analysis been conducted and the training programme designed accordingly?

77.(a). Are the class rooms, computer labs, syndicate rooms and other rooms well lit and ventilated? Are the electric lights, air conditioners and fans in the classes adequate?

(b). Are the arrangements in those halls and classes conducive to proper teaching. If not suggest modifications. Are all the requisite teaching / training aids provided in all the class rooms / computer labs.

78. Is there a separate Model Post office Setup in the Centre? See that the equipments available in the Model Post Office give a correct picture of the Post office. What additional equipment would be necessary to make it more realistic and useful?

79. Examine the adequacy of the miscellaneous physical aids used for teaching like Computers, Laptops, Projectors, Interactive Boards, Presenter, Audio-Visual Aids etc. See if the faculty members are able to make the best use of these equipments. Kindly check whether all technology related items available in this establishment are covered either under warranty or AMC.

80. Examine the method of teaching adopted by the instructors/ faculty and give suggestions for improvements if any. Are Standardized Training

Packages (STP) on various courses prepared in the Centre and approved by the Directorate? Whether the Faculty Members are adhering to the method of training prescribed in the STPs?

81. Examine the method adopted to improve the knowledge of RMS Trainees in the Mail Network Optimization Project for both First Class and Second Class Mails.

82. Are RMS Trainees made to do intensive sorting with dummy cards to achieve the required standards of accuracy and speed? Do they have their Due Mail and Sorting List corrected up to date?

83. Do the Instructors/ faculty explain in the local language on some rather difficult topics if it is beneficial to the trainees?

84. Is the ratio of trainees to instructors/ faculty suitable both for theory and practical classes?

85. Is every instructor/ faculty properly equipped in his subject and is he able to teach without any difficulty? Have all the Faculty Members undergone the "Trainer's Training" course prescribed by the Department of Personnel & Training? If not action may be taken as per instructions.

86. Are the periodical tests carried out as per instructions on the subject? Examine some question papers and see that the tests are not merely routine.

87. Examine whether the operational tests are properly conducted and that the trainees are fully able to do all the practicals.

88. See if the valuation of answer books is done properly by the actual scrutiny of a few such books. Suggest improvements if any. Please see whether all the probationers / trainees have been able to complete their probation / training successfully. If not what is the position. What action has been taken to

conduct extra classes for the trainees so that the failed trainees are able to pass the tests?

89. Does the Director and Assistant Director get weekly reports from all instructors/ faculty? Are the classes being frequently visited by them and the progress of training watched? Randomly check whether only “Faculty” is in receipt of “Training Allowance”? Are all such Faculty Members taking the required numbers of classes per month to be eligible to draw training allowance?

90. Are Quiz classes conducted regularly and with interest? Please check up the Questions / Answers for the purpose and see whether it can be made more interesting.

91. Has the Centre prepared any notes for the guidance of the trainees or inadequate material supplied to the trainees to learn the subjects? Examine some of the notes so prepared and comment. Has the Centre taken any steps to prepare any e-learning content and uploaded in the Megh Shikshak Portal for use by the registered users?

92. Is proper attention paid to the physical training of trainees and is the P.T.I competent and trained for the job? Is the supervision over P.T. Satisfactory? Are Yoga Classes conducted regularly and the probationers / other officers attending the same.

93. Is a Periodical appraisal of the effectiveness of training imparted to the probationers / officers / other officials undertaken by obtaining the comments of the Divisional Heads as well as through personal observation of their work?

94. Is an analysis of the marks obtained by the trainees various branches made periodically and follow up action taken to make up deficiency?

95. Examine the action taken to teach second scripts Hindi and English to the trainees. Are the trainees being tested periodically?

96. Is the RAKNPA / PTC conducting any International Course? If so what are the details of the courses. Are these courses being conducted as per the instructions of MEA/ Sponsoring Authority? Have the requisite bills been submitted to MEA in time and the amount reimbursed for adjustment of temporary advances / UCP if any?

97. Are the arrangements for games and other recreational activities conducive to an all round development of the trainees body and mind adequate? Whether adequate arrangements including sports equipments and items are available for yoga and sports? Whether playing fields like Badminton, Lawn tennis, football field etc. are in good condition? Has the Centre engaged any coach for the purpose? If so the details.

98.(i). Is there a separate Hostel for Girl/Lady trainees? Whether required facilities have been provided to these coaches?

(ii). Whether any committee exists to deal with complaints on sexual harassment in accordance with the instructions of DoPT and contained in CCS (Conduct) Rules 1964?

(iii). See, if any complaint is received in this respect since last inspection and action taken on the same.

(iv) Has the academy /PTC conducted any workshop on "Prevention of Sexual Harassment at workplace for the staff / trainees"?

99. Is the space available in the hostel adequate? Are the rooms of the hostels properly ventilated and is adequate furniture supplied to each trainee? Are sanitary arrangements of the hostel proper and is adequate care taken to keep the rooms and premises clean and cheerful? How often the pillow covers / bedsheets are changed in the rooms? Is it prescribed?

100. Are facilities of drinking water, tea snacks etc. easily available for the trainees and at reasonable rates? Is the canteen facility available for trainees? If so, whether the accounts of the canteen are maintained properly and audited?

101. Is proper supervision exercised over the trainees in the hostel regarding discipline, punctuality and in observing the timings of class, rest, study etc.? Whether "Study Hours" have been prescribed for the induction trainees? Are the Faculty Members visiting the hostels periodically to ensure discipline?

102. Are Proper arrangements made to secure the hostel rooms when the trainees are out? Are lockers provided in the rooms for the safety of valuables?

103. Is the mess provided for trainees run by themselves on co-operative - no profit - no loss basis or is it being run by a contractor? Is proper supervision exercised over the working of the mess by the concerned officers and are the accounts of the mess properly kept and got audited properly? Is the space set apart for mess and dining halls, kitchen dormitories and for the mess servants adequate?

104. Examine the working of the following funds:-

(i). Whether the Mess Management Committee has been formed as per Directorate O.M. No. 01-24/2017-Trg dated 09.11.2017?

(ii) Whether erstwhile Training Welfare Fund and other Funds have been abolished and the balances thereof have been deposited in Government account in accordance with the directions contained in O.M. dated 09.11.2017.

(iii). Whether the amount recovered from the trainees towards the mess fund is utilised as per the instructions of the Directorate?

(iv). Whether the amount recovered from the trainees is being correctly accounted for in the mess fund?

(v). Whether the Mess Committee Meeting is held every month to review the management and utilization of the funds?

(vi). Whether the amount available under Mess Fund is deposited in any bank account? If yes, what is the balance amount in the account?

(vii). Whether any cash handling allowance is paid to the Asstt. Treasurer? If yes, it is paid as per the instructions of the Directorate?

105. Is there a Recreation Club for the trainees / staff? If so what are its activities.

106. Examine whether funds were allotted from "Welfare & Sports Division" of Directorate for welfare, sports and cultural activities? If so, whether fund is being utilized as prescribed by the Welfare & Sports Division of Directorate? Are the Annual Accounts of the Welfare Fund / Sports Fund submitted to the Directorate after audit by P&T Audit?

107. Are the Director and Assistant Director competent to discharge their allotted duties? Do they take sufficient interest in their work in harmony for the general objective of improving the quality of training imparted? Has the Faculty meetings been conducted every month?

108. Has the academy / PTC achieved the Physical / Financial targets given by the Training Division of Directorate? If not what are the reasons.

109. Has the suggestion scheme been properly published and popularized? Mention if any employee of the centre has obtained any award or letter of commendation for any suggestion sent. How many suggestions sent from the centre are pending examination in the Directorate?

110. Has the academy published the eBook containing the best practices in the Department / Circles and sent it to CEPT for uploading in India Post Website every month?

RTI:-

111.(i). Whether all RTI applications received in the office are replied by the concerned CPIO within prescribed time limit?

(ii). What is trend of receipt and its disposal of RTI cases over the last 3 years?

(iii). What is the fee received on account of RTI applications during last two years?

(iv). Whether statement in compliance to section 25 of RTI Act sent in time to RTI Cell, Dak Bhawan?

Online RTI

112. Whether RTI application and appeals received through the RTI online portal disposed of within the timeframe prescribed under the RTI Act 2005?

RTI Suo Moto Disclosure

113. Whether the RAKNPA / PTC has uploaded all relevant information as required by RTI Suo Moto disclosure guidelines.

OFFICIAL LANGUAGE & SWATCH BHARAT:-

114. Inspection on progress of official language implementation

(i) Whether orders are issued in Hindi in order book?

(ii) Whether all letters received in Hindi are being replied to in Hindi. If not, the reasons thereof?

(iii) Whether targets for originating *A Region B Region C Region correspondence in Hindi have been achieved. If not, the reasons therefore?

- A Region: Himachal Pradesh, Haryana, Uttar Pradesh, Madhya Pradesh, Bihar, Rajasthan, Uttaranchal, Chhattisgarh, Jharkhand, Delhi and Andaman & Nicobar Island.
- B Region : Maharashtra, Gujarat, Punjab and Chandigarh.
- C Region : All other states and UTs except those stated in A & B above.

(iv) The total number of officers / employees who do not possess working knowledge of Hindi (Those who have studied Hindi as a subject up to Matric or Tenth Standard or those who have furnished declaration that they possess working knowledge of Hindi).

(v) Whether all Name plates / Notice Boards / Rubber Stamps etc. are bilingual/ trilingual (in respect of B Region and C Region)? Whether all the Name plates and Rubber stamps used are in accordance with the rules? (In rubber stamps letters in Hindi should have a point size greater than 2 in figure as compared to the English letters).

(vi) Whether all training material has been prepared bilingual? Are the lectures delivered both in Hindi & English?

(vii) Whether incentive schemes laid down by Department of O.L. are being implemented? If yes, indicate the number of officers/ officials who benefited from these incentive schemes during the last year.

(viii) Whether Hindi Pakhwada has been observed in the RAKNPA / PTC? What activities were conducted during the Pakhwada.

(ix) Whether the meetings of Official Language Implementation Committee are being held regularly? If yes, indicate dates of last four meetings held since last inspection. How many workshops on official language have been conducted in the last one year?

(x) Whether any check points have been set up in the office vide Rule 12 of O.L. 1976 and what are the steps being taken to make these checkpoints more effective?

(xi) Examine the roster of persons to be trained in Hindi and satisfy yourself that all officials who are required to know Hindi have been so trained?

115. Swatchh Bharat Abhiyan:

Whether daily checks as below are carried out on cleanliness?

(i) Check if all Blocks, open area and reception area have been kept clean and waste removed appropriately.

(ii). Whether the accessibilities for persons with disabilities i.e. Ramp/ Elevators/ Chairs and Lifts are provided adequately.

(iii). Whether the Roof Top Rain Water Harvesting structure has been constructed and well maintained.

(iv). Whether the Solar Power Packs installed in buildings is maintained properly and is in working condition. Is it being monitored online? What is the power being generated on an average in a month? What is saving to the Department in terms of amount saved?

GENERAL:-

116. Is the RAKNPA/PTC having a website of its own? Is it being periodically updated? Are all the updated STPs uploaded in the website for use by the registered users?

117. Is there a Postal Museum / Philatelic Museum / Gallery in the PTC? If so please give details. Are all the latest stamps / Miniature sheets displayed for the information of trainees / probationers?

118. List out the issues which the Head of the Training institute would like to bring to the Directorate's notice where decision is pending.

119. What is the over-all impression of the Inspecting officer on the functioning of this training institute?

120. CONCLUSION: This paragraph will include overall findings of the Inspecting Authority and any other direction, deemed fit.