

**TOUR NOTE OF ABHISHEK SINGH, IAS, D.M & COLLECTOR,
DHALAI DISTRICT FOR THE MONTH OF NOVEMBER 2011.**

22-11-2011

I visited the Gandacherra Sub-division to oversee hearing programme of claims & objections under summary revision of electoral rolls, 2011 and for routine inspection of SDM Office, Gandacherra. Sri Ratnajit Debbarma, SDM, Gandacherra and Sri B.L.Hrangkhwl, Branch Officer, Election, DEO Office, Dhalai accompanied me during the visit.

Hearing programme for Raima Valley constituency is scheduled to be held till 28-11-2011 for disposal of claims & objections. On the day of visit, the hearing programme at Tuichakma Village Committee Office was scheduled. Sri Uttam Das Baishnav, DC(AERO) was delegated duty for hearing on the said day.

I visited Tuichakma hearing centre & found that all the officers/staff, BLO and designated officers were present during the hearing. The following instructions were issued to the concerned ERO & AERO based on the observation recorded during the visit.

1. No. of counters could be increased to facilitate more nos. of claims to be heard with placing sufficient no. of officer.
2. The speaking order should be filed up properly by the hearing officer mentioning all the documents/papers produced by the applicant. In case of discretion exercise by the hearing officer, the reason for exemption should be stated very clearly.
3. Efforts should be made to establish proof for various mandatory field based on all the documents available with the applicant. The booth level officer should assess the applicant in their claim for inclusion or deletion or shifting of the case may be. The ERO should satisfy himself for the decision recorded by AERO on the basis of documents produced as well as speaking order enclosed. In case of further clarification, a physical verification may also be got done by the concerned BLO.

4. The entry into EROMS software should be expedited by involving more no. of persons & computers.
5. All register & documents related Sub-Registry, 2011 should be properly kept & ready for inspection for any District Level Officer authorized for some or for the observer as when required.

During the inspection of SDM Office, Gandacherra, I visited the CLR project, e-Suvidha project, cash book & other related documents. The following are of my observation which required immediate action from the SDM, Gandacherra.

1. The manual check of khatian is yet to be completed by the sub-division. The verification so far done should be verified and countersign by the concerned RI/DCM before finalisation.
2. The rate chart listing the fees for availing various services to CLR should be affixed in front of the CLR room and the sitting arrangement for the citizen should be made immediately near the CLR room.
3. The monthly record of collection of revenue & expenditure for running of CLR project should be mentioned separately for each month.
4. The checking & validation of e-Suvidha project is still done manually in spite of repeated instructions, the online validation by the concerned DC/DCM & approval by the SDM is not being done.
5. The recording of AADHAR no. is not done in all the cases & wherever the receipt of enrolment available the entry for the same is not being done properly. The EID (AADHAR no.) enrolment alongwith issue date should be entered in case of non-availability of AADHAR no. for necessary reference in future for all certificates issued through e-Suvidha.
6. As required, the list of applicants for hearing & objection has been raised is not being fixed on the notice board and centre of e-Suvidha project so that the applicant may bring the additional documents or rectify the mistake committed on the next visiting day.
7. The citizen charter conveyed in all the SDM office were not found affixed as it is written in office of the DM & Collector, Dhalai.

8. The Sub-Division Data Centre was found to be almost non-existing and in-operational. Therefore, Sri Tinku Majunder, CLR Operator, NIC, Dhalai should visit immediately and ensure functioning of the project.
9. The Sub-Registry Office, Gandacherra was inaugurated on 22-10-2011 and yet not registry has been recorded through Sub-Registry Officer, Gandacherra. Proper publicity regarding the functioning of Sub-Registry Office, Gandacherra should be made to all citizens by the Sub-Register and SDM, Gandacherra.
10. The cash book was found to be inspected by the ADM & Collector, Dhalai on 08-11-2011. However, it was revealed that a huge sum was not adjusted against the cash advanced taken on various purpose.
11. The AC fund drawn under AC bills are still lying on the cash analysis without being used. The SDM, Gandacherra shall ensure utilizing all from 2009-10 and submit the DCC bills immediately.
12. The minor balance left in various heads in the cash analysis should be spent as per the guidelines & passed out of cash analysis for all entries up to 2009-10.
13. It has been found that the inspection schedule for various revenue officials/Food related office & shops and Tribal Welfare institution are not being followed strictly. The inspection report is also not being filed properly in the prescribed format and recorded. The SDM,GNC shall ensure that all the inspecting officer shall take inspection as per the periodicity in the prescribed format and the record of inspection should be properly filed and follow up action are immediately taken with assigning deadlines.
14. The Modern Record Room for the Sub-division is not yet completed. SDM,GNC was requested to ensure the same immediately.
15. Many of the survey & resurvey equipments are still lying in the SDM Office which should have been allotted and given to survey teams working in the filed.
16. An efforts may be made by SDM,GNC to improve the aesthetic change of the office & surrounding from the available resources.

I also visit the proposed site for new bank branch of UCO bank at Gandacherra at Jagabandhu area. The proposed site (old SDM Office) was found to be in shabby condition & required immediate renovation. Another site for opening of bank branch on the first floor of rural hut was also explored & visited and found to be more suitable. Both of the locations may be communicated to the Director, Institutional & Finance and Secretary, Finance for taking decision at the SLBC level & thereafter, the follow up action may be taken by the Sub-division/Block authorities.

The other Sub-Divisional Magistrate of Dhalai district are also requested to take similar action for the observations recorded for Gandacherra Sub-Division.

SD/-
(Abhishek Singh, IAS)
District Magistrate & Collector,
Dhalai District : Ambassa