MEMORANDUM

A large number of instructions have been issued by the Government of Tripura from time to time about touring/inspection by officers at various levels. The objective of these instructions is to make the state administration more responsive to the needs and aspirations of the common people.

2. Touring and Inspection is an integral part of the monitoring and supervision mechanism of the state administration. The instructions issued from time to time in this regard are enclosed as Annexure - 1.

3. To combine all of them and issue comprehensive instructions covering different aspects of a responsive administration, it is, therefore, ordered as follows;

(a) Every officer of the Government must tour extensively. They must get a firsthand account of the works done in the field and nature of problems being faced by their respective subordinate officers in implementation of different programmes. While every officer of the State Government is expected to tour as frequently as possible, a minimum standard of touring and inspection is given below:-

i. Principal Secretary/Secretary: Every Principal Secretary / Secretary may tour at least 3 days a month. As senior officers of the State administration, they may not confine themselves to works related to their own departments during their field visits and they may also enquire about the functioning of the schools, Health Centres, Anganwadi Centres and Fair Price shops, in particular. Detailed inspection notes and tour diaries should be submitted by the Principal Secretaries/Secretaries to the Chief Secretary by 7th of every succeeding month.

ii. District Magistrates and Collector: Every DM & Collector should tour at least 10 days a month, excluding the days fixed for State Level Review meetings. DM & Collector should inspect the activities of all Departments and also check the functioning of the schools/Primary Health Centres/CHCs/Rural Hospitals and Fair Price Shops. During their field visits, officers of other Departments should also accompany the DM & Collectors. The DM & Collectors should submit their tour diaries to the Secretary, Revenue, with a copy to the Principal Secretary, R.D and the Chief Secretary within 7th of every succeeding month. After every field visit, the DM & Collector should issue a detailed inspection note with suitable instructions to concerned Sub-Divisional Magistrate/Block Development Officers/ other Departmental Officers for necessary follow up action to be taken.
iii. **Heads of Department (HOD):** The Heads of Departments such as Director, Commissioner, Chief Engineer etc. should tour at least 7 days a month and submit their tour diaries along with detailed inspection notes to their respective Principal Secretaries/Secretaries by 7th of the every succeeding month.

iv. **Sub Divisional Magistrate (SDM):** The SDM should undertake inspection for at least 10 days a month. Officers of other Departments should always accompany the SDMs during their visit so that they can complete their inspection at the same time.

v. **Block Development Officers (BDOs):** The BDOs should tour at least 15 days a month. SDMs/BDOs should submit their tour diaries to the respective DM & Collectors within 7(seven) days of the succeeding month.

vi. **District level Officers:** District Level Officers of other departments should undertake tour at least 10(ten) days a month and ensure proper implementation of various departmental schemes/programmes. Tour diaries along with detailed inspection notes/tour notes should be submitted by them to the respective Controlling Officer/Head of Department by 7th of each succeeding month.

(b) Following general instructions should be kept in mind by all officers while undertaking tours/inspections:

i. Due economy should be maintained while drawing up inspection programme.

ii. Officers should generally draft tour programme in advance for one month so that all concerned are made aware of the programme well in advance.

iii. Tour should be organized not only to road side locations, but also to the interior areas.

iv. Inspection should be conducted not only for ongoing works, but also of subordinate offices.

v. Detailed tour note/inspection note should be endorsed to all concerned officials for necessary follow up action.

Enclo: As stated.

(Yashpal Singh)
Chief Secretary
Government of Tripura

To,

The All departments/Heads of Departments, Government of Tripura.
Circulars issued for touring and inspection of officers

1. Memorandum No.F.3(36)-GA(AR)/99 dated, Agartala, the 12th June, 2006.
4. Office Memorandum No.8(8)-RD/05/P-III/62-136 dated 11th June, 2010.