

INSPECTION BRANCH

Pro- active disclosure as per Under section 4(b)of the Right Information Act-2005

Sr. No.1 : The particulars of its organization, functions and duties.

Duties and functions include conducting inspection of district offices of the Deputy Collector, Stamp Duty Valuation and to ensure compliance of discrepancies observed during inspection and to examine complaints/applications received from the applicants and to submit report to the Government after obtaining detailed reports from concerned district office of the Deputy Collector, Stamp Duty Valuation on such applications.

Sr.No.2 : The particulars of the powers and duties of its officers and employees.

Annual proposed tour programme is being worked out every year for regular inspections of offices of the Deputy Collector, Stamp Duty Valuation which are subordinate to this office. The work of this office relates to administrative inspection of the offices as per scheduled programme and to undertake inspection of cases decided by the Deputy Collector under sections 31, 32(a) and 33 of the Gujarat Stamp Act, 1958 and to take into audit cases those which are not decided as per market rates according to Jantri.

The functions of this office also include attending the work related to audit paragraphs raised by office of the A.G., Ahmedabad by obtaining progress reports on process of disposal of cases included in those paragraphs and to forward such reports obtained to office of the A.G. and the Government.

Sr.No.3 : The particulars of procedure to be followed in the desion making process,including channels of supervision and accountability.

Annual schedule of tour program is being worked out every year for regular inspections of subordinate offices of the Deputy Collector, Stamp Duty Valuation. The work of this office relates to administrative inspection of the offices as per scheduled program and to undertake inspection of cases decided by the Deputy Collector under sections 31, 32(a) and 33 of the Gujarat Stamp Act, 1958 and to audit those cases which are not decided as per market rates according to Jantri.

Functions of this office also include attending the work related to audit paragraphs raised by office of the A.G., Ahmedabad by obtaining progress reports on process of disposal of cases included in those paragraphs and to forward reports so obtained to office of the A.G. and the Government.

Sr.No.4 : The norms set by it for the discharge of its functions.

The Clerk records primary note in cases received in the branch and furnish it to the Inspector of Stamp. The Stamp Inspector records detailed note and report and furnish it before the Office Superintendent. Office Superintendent submit such cases before the Chief Inspector Of Stamps as per rules and the Chief Inspector of Stamps place such cases before the Deputy Superintendent of Stamps.

Sr.No.5 : The rules, regulations, instructions, manuals (compilation of rules)and records held by it or under its control or used by its employees for discharging its functions.

Circulars and Resolutions of instructions being issued by the Government from time to time.

Sr. No.6: A statement of the categories of documents that are held by it or under its control.

File Register, Register of Inspection of district office of the Deputy Collectors, Register of communications received from Hon'ble Members of Legislative Assembly, Hon'ble Minister, office of the Hon'ble Chief Minister, Register of Gujarat Vigilance Commission, Register of communications received from the Revenue Department, Register of Starred and Unstarred Legislative Assembly Questions, register of paragraphs raised by office of the AG, Ahmedabad, Register of vigilance commission reference cases.

Sr. No.7 : The particulars of any arrangement that exists for consultation with,or representation by,the members of the public in relation to the formulation of its policy or implementation thereof.

No such arrangements has been made.

Sr. No.8: A statement of the boards,councils,committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice,and as to whether meetings of those boards,councils.committees and other bodies are open to the public,or the minutes of such meetings are accessible for public.

Not applicable.

Sr. No.9 and 10:

A directory of its officers and employees and the monthly remuneration received by each of its officers and employees,including the system of compensation as provided in its regulation.

Sr. No	Branch	Designation	Name	Monthly emolument paid	
				Pay + Grade Pay (in Rs.)	Other admissible allowance
1.	Inspection	Deputy Supdt. Of Stamps (Class-1)	Mr. A.R.Patel	73,200/-	--
2.	Inspection	chief inspector Of Stamps (Class-2)	Mr.P.H.Patel	64,100/-	--
3.	Inspection	Office Superintendent (Class-3)	Mr.M.S.Lavadiya	55,200/-	--
4.	Inspection	Inspector of Stamps (Class-3)	Mr.B.S.Suthar	33,900/-	--
5.	Inspection	Inspector of Stamps (Class-3)	Mrs.K.C.Zala	31340/-	Fixed pay
6.	Inspection	Clerk	Mrs.M.N.Rathod	25,479/-	--
7.	Inspection	Clerk	Mrs.B.B.Solanki	19950/-	Fixed pay

Sr. No.11: **The budget allocated to each of its agency ,indicating the particulars of all plans ,proposed expenditures and the reports on disbursements made.**

It is being decided by Accounts Branch of the office.

Sr.No.12: **The manner of execution of subsidy programmes,including the amounts allocated and the details of beneficiaries of such programmes.**

Not applicable.

Sr. No.13: **Particulars of recipients of concessions, permits or authorisations granted by it.**

Not applicable.

Sr. No.14: **Details in respect of the information,available to or held by it,reduced in an electronic form.**

Not applicable.

Sr. No.15: **The particulars of facilities available to citizens for obtaining information.**

As per directions issued by the Government.

Sr. No.16: **The name, designation and other particulars of the Public Information Officers.**

Public Information Officer: Mr.P.H.PATEL Chief Inspector Of

Stamps,Govt.of Gujarat, Gandhinagar.

Appellate Authority : Mr. A.R.Patel Deputy Supdt. Of

Stamps, Govt. of Gujarat, Gandhinagar.

Sr. No.17: Such other information as may be prescribed and thereafter update these publications every year.

Not applicable.

Public Information Officer

And

Chief Inspector Of Of Stamps,

Government of Gujarat, Gandhinagar.