Government of Rajasthan
Administrative Reforms & Coordination Department
(Group -1)

No.F.26(2)AR-1/09/Part Dated: 10th August, 2020

ORDER

Subject: Monitoring of Activities at District and below level

Good governance entails pragmatic and visionary planning, clear and cogent policies with defined objectives, pragmatic schemes & programmes, a motivated team, effective co-ordination between various executing agencies, timely execution, periodic monitoring, close supervision as well as feedback and responsive grievance redressal mechanisms as some of the essential features.

Accordingly, with a view to have a more effective system of monitoring and supervision by the senior most officers for more efficient implementation of schemes, programmes and all other governmental activities at the field level, the following system is put in place, in supersession of all previous orders in this regard:

A. Monitoring of Activities at District Level: Role of Divisional Commissioner

1. The Divisional Commissioner shall henceforth be responsible for monitoring of all Government schemes and programmes in the districts of the Division, in place of Secretary-in-charge earlier.

2. For this purpose the Divisional Commissioner shall visit each district of the Division for at least two days every month, including night halt. The visit may also be in coordination with the Minister incharge of the District. The information of the visit shall be publicized at local level. The visit will include of the following:
   (1) Meeting with all DLOs and review of the progress in respect of all major schemes.
   (2) Review of all activities pertaining to the COVID-19 situation, including medical facilities, preparedness, health care and quarantine arrangements, adoption of safety precautions by the public and action taken by the authorized officers in respect of inspection of work places and levy of fines.
(3) The DLOs meeting be followed by a time given for public grievance redressal. The actions taken by the District Vigilance Committee will also be reviewed.

(4) Field tour with random visits to work sites and offices at Block and Gram Panchayat level.

3. The Tour Report will be uploaded on the Sampark portal within 2 days after return. Issues pertaining to COVID-19 that need to be brought to the notice of the State Government may be intimated to the Principal Secretary, Medical & Health. Any other important issues may be addressed to the Chief Secretary vide D.O. letter.

4. The Divisional Commissioners are also expected to provide guidance to the Collectors, as and when required, and take up important issues pertaining to the Districts in their Division with the Secretaries concerned.

5. The Divisional Commissioners will also hold quarterly meetings with the District Collectors. The second session of the day would be a combined meeting in coordination with the Range I.G. to review the law and order and related issues, in which the SPs would also be present. During the prevalence of COVID-19 situation the same may be held on VC mode.

6. However, there may be occasions when senior officers are required to be present in the districts on any particular same date/s and in such case it would not be possible for the Divisional Commissioner to be present in all the districts of the Division. For this purpose senior IAS officers will be allocated districts and would be required to visit the district allocated as per Government order as and when issued.

B. Field Visits by Secretaries of the Administrative Department

It is imperative that there remains an organic link between the Department and the field, down to the grass roots level. This ensures that the objectives entailed in the polices, programmes and the other activities of the Department concerned are implemented in an efficient manner and the desired objectives achieved. Also, assessment of ground realities and grass roots knowledge helps in more pragmatic decision making and policy formulation as well as policy correctives that may be required. Field visits, moreover, help in better appreciation of requirements at local and regional level as well as long pending departmental issues. Accordingly, all the Administrative Secretaries of the Departments (Additional Chief Secretaries, Principal
Secretaries and Secretaries) are required to undertake field tours to districts as follows:

1. Each Secretary shall visit at least one district each month comprising of two days and one night halt. The District selected for this purpose will be in such manner that all Divisions are covered in a phased manner, when the next such cycle may be followed.

2. Day one of the visit would comprise of Departmental review meeting with Departmental officials of the district up to the level deemed appropriate. In addition to review of departmental activities, discussions would also be held in respect of district level problems and outstanding issues of the department offices at the district and below levels. During visit to a Divisional headquarter, the Secretary may also convene a separate Divisional level review meeting with the senior officers of the Districts in the Division.

3. This would be followed by field visit to inspect the works or implementation of departmental activities.

4. Feedback may also be obtained from the public representatives of the district. The status of grievance redressal at the district and below level may also be reviewed, especially the prompt responsiveness.

5. Important issues that may require the attention of the Collector may be discussed separately with the Collector of the District.

(Rajeeva Swarup)
Chief Secretary

Copy for information & necessary action to the following:-
1. Principal Secretary to CM
2. Senior DS to CS
3. SA/PS to all Ministers/State Ministers
4. All Additional Chief Secretaries/ Principal Secretaries/ Secretaries
5. All Divisional Commissioners
6. All Collectors
7. DIPR
8. Guard File

(Arun Prakash Sharma)
Joint Secretary