

**INSPECTION REPORT  
OF  
R.I OFFICE**

1.	a)	Date and time of inspection :	
	b)	Inspected by :	
	c)	Date of last inspection	
2.	Name of R.I Office inspected : (mentioning name of the Block)		
3.	Name of the R.I and other staff working there :		
4.	Whether accommodation of R.I Office is hired or Departmental and electrified or not :		
5.	Whether the proposal for construction of R.I Office is made and the particulars thereof :		
6.	Whether Attendance Register is regularly checked :		
7.	Whether leave is deducted for late attendance		
8.	Whether Leave Register is up-to-date and tallies with the Attendance Register :		
9.	Whether maintenance reports are sent to the BL&LRO :		
10.	Whether R.I and his staff maintain Work Diary :		
11.	On survey-settlement works :		
	a)	Total no. of mouza :	
	b)	No. of mouza F/Pd :	
	c)	No. of mouza D/Pd :	
	d)	KB work done by the R.I during last 3 (three) months :	
	e)	Copy of RoR received : (manual and computerized)	
	f)	No. of 51A(1) and 51A(4) objection cases pending :	
	g)	No. of mouzas for which entry of Rent in khatian is completed :	
	h)	No. of barga petitions enquired during last 3 (three) months and now pending :	
	i)	No. of H.S recording petitions enquired during last 3 (three) months and now pending :	
	j)	No. of conversion petitions enquired during last 3 (three) months and now pending :	
k)	No. of maps lying pending :		
l)	No. of mutations allowed during last 3 (three) months and no. of pending petitions :		

(On collection of Land Revenue and Cesses :	
a)	Whether list of 4/6 acres raiyats prepared for all mouzas and no. of such raiyats :
b)	Whether list of such raiyats sent to Gram Panchayat :
c)	Rent exemption petition :

Received	Disposed of	Exemption allowed	Certificate issued	Pending petition for disposal

d)	Field enquiry of part vested tanks (having 10 dec. or more vested portion) :
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Total no. of part vested tanks	No. of part vested tanks enquired	No. of part vested tanks found fit for sairati settlement	Sairati Settlement made	
			Short Term	Long Term

e)	Collection of Land Revenue :
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Monthly target	Collection during last 3(three) months	Whether cesses are correctly realized	Remarks

f)	Action taken for collection : (including preparation of defaulter list)	
g)	Checking of collection papers : (Register-III, IV, RR Book etc.)	

Last date of checking by R.I	Last of checking by R.O/BL&LRO	Remarks

h)	Annual demand of Land Revenue :	
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13.	On vested land :	
	a)	Total vested area :

	Agri	Non-agri	Others (forest)
Wild, Municipality, Notified/Dev. Authority area			

b) Survey of non-agri land :

Total area surveyed	Area found fit for settlement	Area checked by R.O/BL&LRO/Others

c)	Distribution :	
	i) Area distributed :	
	ii) No. of pattadars :	

No. of only male pattadar	No. of only female pattadar	No. of joint pattadar	Remarks

d)	Joint field survey completed out of land pending for distribution and reasons for non-completion :	
e)	Encroachment of vested lands :	

14.	Updating and maintenance of registers :		
	a)	Vested Land Register :	
	b)	Patta Register (Total no. of beneficiaries) :	
	c)	Barga Register (Total no. of beneficiaries) :	
	d)	Total no. of homestead beneficiaries :	
	e)	Other files and registers :	

15.	Checking of computerized khatians : (work done and pending)	
16.	Crop survey done (season-wise) :	
17.	No. of raiyats holding area more than 10 acres :	
18.	General remarks and instructions of the Inspecting Officer :	

(Signature of the Inspecting Officer)