



Back to Village

Governance at the Doorstep

June 20-27, 2019



Government of Jammu & Kashmir

D) FRONTLINE OFFICERS/OFFICIALS WHO ARE PRESENT DURING THE VISIT:

S. No.	Department	Designation of the officer/official
1	Agriculture	JAE0
2	Rural Development	Secretary Panchayat
3	Revenue	Patwari
4	Animal husbandary	A.V.O
5	Horticulture	Senior horticulture assistant
6	ICSD	Supervisor
7	PDD	Inspector
8	Social welfare Deptt.	A.W.W

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

i. Whether Panchayat Ghar is available in the Panchayat: Yes/No/under construction ☒

If yes, whether functioning in: Own building/Other government building/Private building ☒

If no, whether land is available for construction of the Panchayat Ghar: Yes/No

ii. Whether the BDC office has been established (in case the officer visits block Panchayat): Yes/No/Not applicable

- iii. If not, whether the building for BDC office has been identified: Yes/No/Not applicable
- iv. Facilities available in the Panchayati Raj Institutions:

Facilities available	Panchayat Office	BDC Office	Remarks
Furniture	Yes/No ✓	Yes/No ✓	Panchayat Office has been burnt and is in shambles.
Computer/printer	Yes/No ✓	Yes/No ✓	shall be made available in future
Telephone facility	Yes/No ✓	Yes/No ✓	shall be installed.

- v. In case Panchayat has not been constituted, whether Administrator has been appointed: Yes/No
- vi. Whether Infrastructure and Assets Register has been prepared: Yes/No ✓
(Visiting Officer to physically check the register)
- If no, Visiting Officer to get the register prepared in his/her presence and confirm: _____

2. FUNCTIONALITY:

- i. Whether Gram Panchayat meeting is being held regularly on monthly basis: Yes/No ✓
Date of last meeting held: 4/11/2019
- ii. Whether Gram Sabha meeting is being held regularly on quarterly basis: Yes/No ✓
Date of last meeting held: 2/10/2019
- iii. Whether the Karwai register is being maintained by the Panchayat Secretary: Yes/No ✓
(Officer to inspect the register)
- iv. Whether the Sarpanch/Administrator/Panchayat Secretary have digital signatures: Yes/No ✓

v. Bank Account opening and receipt of funds:

Name of the Scheme	Separate bank account opened	Official signatory other than Sarpanch	Funds received	Balance in the account as on date (Rs. in lakh)	Whether at least one transaction has been made
14 th Finance Commission	✓ Yes/No	Secretary Panchayat	✓ Yes/No	4174302	✓ Yes/No
ICDS (Nutrition)	✓ Yes/No	Horticulture Dev. Officer	✓ Yes/No	nil.	✓ Yes/No
ICDS (Honorarium)	✓ Yes/No	Horticulture Dev. Officer	✓ Yes/No	42000	✓ Yes/No
Mid Day Meals (MDM)	✓ Yes/No	Headmaster	✓ Yes/No	nil	✓ Yes/No
Own resources of Panchayat	✓ Yes/No	nil	✓ Yes/No	nil	✓ Yes/No
Any other Scheme, If yes, indicate name	nil	nil	nil	nil	nil.

(Visiting Officer to personally check the Passbook and enter the above details. He/she will also check that the bank account is in the name of the Panchayat and operated by Sarpanch.)

vi. Whether Panchayat Biodiversity Committee has been constituted: Yes/No ✓

If no, the visiting officer to ensure that the Committee is constituted in his/her presence and confirm: Constituted in my presence during B2V2

vii. 14th Finance Commission Award:

- Whether 4 year Action Plan 2016-20 has been prepared: Yes/No ✓
- Whether the detailed estimates for all works have been prepared: Yes/No ✓
- No. of works for which estimates have been prepared: 12 No. (75 % to total)

d. Whether Action Plan has been approved by the DDC: ☒ Yes/No

If no, reason thereof: _____

e. Whether the works have been started: ☒ Yes/No

No. of works started: 6 No. (37.5 % to total)

If no, reason thereof: _____

f. Who is issuing work order for works being executed under 14th FC (tick one):

1) Sarpanch ☐

2) BDO ☒

3) Others (specify): Administrator

viii. Integrated Child Development Scheme (ICDS):

a. Is the Panchayat/Sarpanch purchasing nutrition items at Panchayat level for use in the Anganwadi Centres of the Panchayat: Yes/No ☒

If no, reason thereof: Order not issued as of now.

Also mention if it is being purchased by someone else: ICSD

b. Is nutrition being provided to Anganwadi Centres in the Panchayat: Yes/No ☒

If no, reason thereof: _____

c. Is the Panchayat/Sarpanch paying honorarium to AWWs/Helpers directly at Panchayat level: Yes/No ☒

If no, reason thereof: Order in this regard issued not yet.

d. Whether the record on account of purchase of nutrition and payment of honorarium is being maintained by the Panchayat: Yes/No ☒

(Visiting Officer to check the register and verify the signatures of the Sarpanch on the same)

ix. Mid Day Meal (MDM) Scheme:

- a. Whether Panchayat/Sarpanch is purchasing items at Panchayat level for serving Mid day meal in the schools: Yes/No ✓

If no, reason thereof: Necessary orders in this regard have not be issued by higher ups.

- b. Whether the Panchayat/Sarpanch is providing Mid day meal to the school children in the Panchayat: Yes/No ✓

If no, reason thereof: Necessary orders in this regard are pending.

Also mention if it is being provided by someone else: It is provided by Education Deptt.

- c. Whether the record on account of purchase of MDM items and honorarium to cooks is being maintained at the Panchayat: Yes/No ✓

(Visiting Officer to check the register and verify the signatures of the Sarpanch on the same)

x. MGNREGA:

- a. Whether MGNREGA Plan 2019-20 has been approved: Yes/No ✓

- b. If yes,

✓ Funds allocated to the Panchayat: Rs 14.62 lakh

✓ No. of works approved: Nil

✓ No. of works started: Nil

✓ No of works completed: Nil

✓ No of Job Card holders in the Panchayat: 187

✓ No. of man days generated: Nil

- xi. Whether the Action Plan for funds on account of Own Resources of the Panchayat is being prepared: Yes/No ✓

If yes, whether approved by the Gram Sabha: Yes/No

If no, reason thereof: No own resources.

xii. Whether subjects have been assigned by the Sarpanch to the Panchs: Yes/No
 If no, whether subjects have been assigned in presence of the visiting officer:
 Yes/No

xiii. Major challenges being faced by the Panchayat in functioning and execution of works:

a) Whether full support and cooperation being provided by:

Officer	Department	Response	Remarks
BDO	RDD	Yes/No	Satisfactory
VLW	RDD	Yes/No	Satisfactory
JE	RDD	Yes/No	Satisfactory
CDPO	Social Welfare	Yes/No	- do -
TSWO	Social Welfare	Yes/No	- do -
Anganwadi Supervisor	Social Welfare	Yes/No	- do -
Headmaster/Principal/ZEO	School Education	Yes/No	- do -
I/c MDM	School Education	Yes/No	- do -
BMO	Health	Yes/No	- do -
Tehsildar/Naib-Tehsildar	Revenue		- do -
Patwari	Revenue	Yes/No	- do -
Agriculture Extension Official	Agriculture	Yes/No	- do -
Horticulture Extension Official	Horticulture	Yes/No	- do -
Village functionaries		Yes/No	- do -
Any other			nil.

b) Is the Panchayat facing any difficulty in execution of works, identification of beneficiaries/any other schemes:

✓ Non co-operation by officials: Yes/No ✓

If yes, who: _____ (specify)

✓ Non disclosure of funds available/schemes by officials: Yes/No ✓

✓ Delay in preparation of estimates/technical sanctions by engineering staff: Yes/No ✓

✓ Delay in administrative approval by officers: Yes/No ✓

If yes, how long: Months (specify number of days)

✓ Officers not sharing details of guidelines/lists of beneficiaries: Yes/No ✓

✓ Any other difficulty, give details: Nil

F) FOLLOW UP OF BACK TO VILLAGE-1 (B2V1):

i. Whether the construction work of playground inaugurated/started during the visit of the officer in B2V1 has been completed: Yes/No ✓

If not, likely date of completion: N/A (date)

ii. Whether any other works started during Back to Village-1 have been completed: Yes/No ✓

If not, list of such works and date by which they are likely to be completed:

(1) N/A

(2) N/A

(3) N/A

iii. Whether any funds have been released for works identified in B2V1: Yes/No ✓

If yes, amount released: Rs N/A lakh.

Whether works identified in B2V1 have been started: Yes/No ✓

Likely date of completion: N/A (date)

iv. Whether any new work(s) has/have been sanctioned/taken up/completed in the Panchayat after B2V-1, details thereof:

Sector/Department	Name of work sanctioned/taken up	Whether completed (yes/No)	Remarks:
RDD	① Co. of 2 No. seated Bathroom/flush points near Masjid Mustafa	Yes	Satisfactory
	② Im/Up of patri road from NH to onwards at Warpam - A.	Yes	Satisfactory

v. Whether any improvement in attendance of following Government functionaries has been noticed after B2V1:

- | | |
|---|--|
| a) Doctors/Paramedics/other Health staff | (Yes/No) ☒ |
| b) Teachers/ReT Teachers | (Yes/No) ☒ |
| c) Anganwari Workers/Helpers | (Yes/No) ☒ |
| d) RDD staff | (Yes/No) ☒ |
| e) JEs/other engineering staff | (Yes/No) ☒ |
| f) Agriculture/Horticulture staff | (Yes/No) ☒ |
| g) Animal Husbandry/Sheep Husbandry staff | (Yes/No) ☒ |

In case any particular department has shown improvement, please specify:

RDD, Agriculture, PDD

Any department whose staff is absent most of the time: Nil

Any department whose officers/officials has not visited the Panchayat even once since B2V1: Nil

Any department which has organized any event or camp or tour of senior officer in the Panchayat since B2V1 Nil

vi. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Drinking water	PHE	✓ Yes/No	Should be addressed instantly.
Specialists in PHC	Health	✓ Yes/No	Should be ensured on priority basis
T. wires, poles, Transformers.	PDD	✓ Yes/No	Should be made available immediately

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Insufficient electricity	PDD	✓ Yes/No	Shall be addressed instantly
Scarcity of Drinking water	PHE	✓ Yes/No	shall be taken up on priority basis
Lack of specialist in PHC	Health	✓ Yes/No	shall be ensured instantly
Lack of Irrigation facility	Irrigation	✓ Yes/No	shall be addressed on emergency basis
potholes in H. school premises and school infrastructure	Education	✓ Yes/No	Matter be treated urgent

G) PLANNING, EXECUTION AND TRAININGS:

1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP):

- i. Whether the GPDP for the schemes transferred to the Gram Panchayats have been prepared for the year 2019-20: Yes/No

If no, reason thereof: _____

- ii. Whether the schemes and activities approved under GPDP for 2019-20 are under implementation: Yes/No

- iii. Whether Panchayat-wise disaggregation of the resources earmarked for the schemes for 2020-21 has been done by the Sectoral Officers: Yes/No

If no, reason thereof: _____

- iv. Whether Public Information Board indicating the schemes with allocation for the year 2020-21 has been installed in Panchayat Ghar or at some prominent place: Yes/No

If no, the officer should get it installed and confirm: _____

- v. Whether the meeting schedule of Gram Sabha has been prepared and uploaded on GPDP Portal for preparation of GPDP 2020-21: Yes/No

If no, the visiting officer to ensure that the meeting schedule is framed in his/her presence and confirm: _____

- vi. Whether the frontline workers of the subjects transferred to the Gram Panchayats are participating in the scheduled Gram Sabha meetings: Yes/No

If yes, provide details of participation of frontline workers (Govt. functionaries) in the last two meetings:

1 st Meeting Date (26-27 June 2019)			2 nd Meeting Date (25-26 Nov 2019)		
S. No.	Department	Designation	S. No.	Department	Designation
1	RDD	Secretary Panchayat / VLW	1	Agriculture	JAEO
2	Agriculture	JAEO	2	RDD	Secretary Panchayat

1 st Meeting Date (26-27 July 2019)			2 nd Meeting Date (25-26 Nov 2019)		
S. No.	Department	Designation	S. No.	Department	Designation
3	Horticulture	Senior Horticulture Assistant	3	Revenue	Patwari
4	Animal husbandry	AVO	4	Animal husbandry	AVO
5	ICDS	Supervisor	5	Horticulture	Senior horticulture assisted
6	Social welfare	AWW	6	ICDS	Supervisor
7	Revenue	Patwari	7	Social welfare Dept.	AWW
8	PDD	Inspector	8	PDD	Inspector

If no, reason thereof: _____

- vii. Whether the Gram Sabha Proceedings are read out in front of Gram Sabha after the conclusion of the meeting : Yes/No

If no, Reason thereof: _____

- viii. Whether the GPDP Plans are being approved by the Gram Sabha: Yes/No

If no, reason thereof: _____

- ix. Whether the approved Plans and Facilitator feedback reports are being uploaded through Plan Portal: Yes/No

If no, reason thereof: _____

(VLW to demonstrate the reports to the Visiting Officer)

- x. Whether the critical gaps identified in the Panchayat during Mission Antyodaya Survey, 2019 are being bridged while preparing GPDP plan for 2020-21: Yes/No.

If no, reason thereof: _____

2. SOCIAL AUDIT:

- i. Whether the details with regard to the schemes being implemented by the Gram Panchayats are placed before the Gram Sabha on quarterly basis for carrying out audit: Yes/No

If no, reason thereof: No audit has been carried out till date since B.V.

- ii. Is the Social Audit Committee framed in B2V1 conducting social audit: Yes/No
- iii. Whether the issues raised during the audit are being redressed by the department concerned: Yes/No N/A

If no, reason thereof: _____

3. CAPACITY BUILDING & TRAININGS:

- i. Whether, the capacity building and training has been imparted to the elected representatives: Yes/No

If yes, provide details:

No of Elected Representatives trained	Place of training	Theme of training	No of days
11	4	4	4

- ii. Quality of training: Poor/Satisfactory/Very Good/Excellent.

- iii. Whether any exposure visit within J&K/outside has been conducted: Yes/No

If yes, Visiting Officer to record the experiences/views of the elected representatives about the visit: Poor/Satisfactory/Very Good/Excellent

- iv. Whether any digital literacy training has been conducted for Sarpanches: Yes/No

If yes, quality of training: Poor/Average/Good/Excellent.

- v. Level of awareness among the elected representatives and general public about the schemes devolved to Panchayats:

a. Elected representatives : Poor/Satisfactory/Good/Excellent

b. General Public : Poor/Satisfactory/Good/Excellent

(Visiting officer to read out the schemes from the pamphlet available)

H) INDIVIDUAL BENEFICIARY ORIENTED SCHEMES:

i. Visiting Officer to fill approximate number of beneficiaries covered and approximate number left out:

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
Scholarship for SC/ST/OBC students	N/A			
Scholarship for Minority students	N/A			
Pension - Old Age	70	30	unavailability of funds	nil
Pension - Widow	30	45	-do-	nil
Pension - Disability	18	11	-do-	nil
PM Kissan Nidhi	745 (PHA+B)	N/A	N/A	nil
Ayushman Bharat	N/A			
PM Jeevan Jyoti Bima Yojana	N/A			
PM Suraksha Bima Yojana	N/A			
PM Awas Yojana - Grameen	36	36	u/p	nil
State Marriage Assistance Scheme	07	15	u/p	

L) GENERAL ASSESSMENT OF THE VISITING OFFICER:

I Urgent public requirements in order of priority (Max. 07):

1. Drinking water

2. T-wires, poles, Transformer and Receiving Station

3. Better Irrigation facility.

4. Specialist doctor in PHC / construction of PHC.

5. Construction of Gorge at Bundh of Gundh I.

6. Upgradation of H-school / Infrastructure + fencing of School premises.

7. Dredging and construction of Pond.

II Any major complaint brought to notice of the Visiting Officer:

- > The building and ATM compartment of J and K Bank is ready and shall be inaugurated as soon as possible.
- > The proposal for construction of Stadium lies with the concerned Deptt. The same should be taken up on priority basis.
- > The middle school premises is posing threat to life of children. The matter shall be treated

III Overall perception of functioning of the government:

Satisfactory

IV Overall assessment of visit and suggestions:

(the visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions.)

The people have high expectations from the Govt. and registered their issues per sec. The major points highlighted before VO pertain to various Deptts viz PHE, PDD, Irrigation, RDD etc.

The problems registered previously during B2V, have not been addressed satisfactorily and were highlighted again.

As such it is recommended that the problem registered in this booklet be addressed immediately to win the trust of people. Otherwise, the people will not show any response to such programmes in future.

Signature of the visiting officer

Name Prof. Farooq Ahmad Lapani

25/26 Nov 2019

Note: The menace of Russian poplarn in the premises of High school should be obliterated on priority basis to safeguard health of children.