

General Instructions for the Visiting Officer Back to Village 2 (B2V2)

- i. A suggested activity schedule has been prepared for the visiting officer. It shall be incumbent on the officer to ensure that all activities and elements mentioned in the schedule are carried out/covered fully.
- ii. The visiting officer shall hold a meeting with the Deputy Commissioner of the district before undertaking the village visit. During this meeting he will be briefed about the action taken on the issues raised in the previous Back to Village visit in June and shall also be given various booklets, flyers and analyses.
- iii. Before undertaking the visit, officer must familiarise himself/herself with important schemes especially flagship schemes, rural income focussed programmes and individual beneficiary oriented programmes e.g. PM-Kaushik, Dairy Entrepreneurship Development Scheme and Backyard Poultry Scheme, Pension Schemes etc. He/she must also be familiar with 14th FC, MDM and ICDS (nutrition component).
- iv. During his visit, the officer shall participate in the Gram Sabha, unveil the Gram Panchayat Development Plan (GPDP) and also ensure the constitution of various committees including Panchayat Biodiversity Committee.
- v. He/she shall hold district deliberations in the Gram Sabha about the issues raised in Back to Village-1 and the follow up action taken on the same by the district administration and the various line departments. He/she shall also share the report card and critical gap analysis under Mission Antyodaya prepared by the District Administration with the Gram Sabha.
- vi. The visiting officer shall distribute the information flyers regarding 100% coverage of all beneficiary oriented schemes and also discuss the issue in the Gram Sabha. He will ensure that frontline workers accompanying him explain at least some of these schemes in detail to the people.
- vii. The officer should assess the level of functionality of the Panchayat, infrastructure available in the Panchayat, support provided to it by the officials and the difficulties being faced by it in implementing various developmental schemes. For this purpose he/she should hold detailed meetings with Panchayat members and also officials.

- vii. The visiting officer should try and visit as many local institutions including schools, PHCs, Anganwadi Centres etc. as possible. He should also inspect at least some of the works carried out/being carried out under various schemes like 14th FC, MNRSA and other government programmes. In case, there is a languishing project in the village, the officer should certainly inspect the same and record its progress.
- ix. In addition to all other activities that the visiting officer will carry out, He/she should lay special emphasis on 100% enrollment of school children (age 4-14 years), 100% coverage of PM-Kisan, Ayushman Bharat and 100% coverage of all beneficiary oriented schemes including pensions and scholarships. He/she should also try to understand how various government programmes can be better used for doubling rural incomes and emerging rural/other enterprises and village industries.
- x. The visiting officer shall restrain himself/herself from giving or offering any commitment on behalf of the government.
- xi. The visiting officer shall adopt an unbiased attitude in reporting matters. As far as possible, his observations should be based on a consensus view emerging from his interactions in the village.
- xii. The report of the visiting officer shall be submitted both physically and electronically in the pre-specified format. The officer should exercise all care and objectivity while filling up the same.
- xiii. After completing the village visit and before leaving the district, the officer must hold a debriefing meeting with the Deputy Commissioner and his/her team and deposit the B2V2 booklets and any other lists/applications/grievances that may have been handed over to him/her during the visit.

Suggested Activity Schedule for the Visiting Officer

Pre and Post Visit Activities

- Meeting with the Deputy Commissioner for collection of documents and briefing regarding the visit before going to the Panchayat.
- Departing meeting with the Deputy Commissioner and submission of one copy of the MoU in booklet and other papers before leaving the district.

Day 1

- Arrive in the Panchayat by 10 AM (capture picture).
- Attend the Gram Sabha:
 - Read out the charter of Fundamental Duties.
 - Discuss B2V1 report card, critical gap analysis report and obtain feedback on followup of B2V1 scores.
 - Unveil the CPDP booklet in the Gram Sabha.
 - Get the resolution for adoption of CPDP and MONREGA passed in the Gram Sabha.
 - Unveil the 1st FC plan booklet in the Gram Sabha.
 - Inspect the four year books- 14th FC, MDM, ICDS, Oms Restructure.
 - Check the purchase record register for MDM and ICDS.
 - Collate the information from on Individual Beneficiary Based Schemes.
 - Fill up those columns of the B2V2 booklet which require Gram Sabha responses.
 - Distribute guidelines of government schemes which can help increase rural income e.g. Backyard Poultry, Dairy Entrepreneurship Scheme etc.
 - Get the Panchayat Biodiversity Committee constituted if not already constituted through a Panchayat (not Gram Sabha) resolution. The format for the resolution will be made available by the district administration.
 - Check Panchayat Asset register and Infrastructure register. If the same is not available, the officer will get it prepared.

- Collect copy of Panchayat Plastic Ordinance and Dispose plan.
- Get scheme-wise list of individuals who are desirous of accessing individual beneficiary oriented schemes but have not applied so far.
- Collect any complaint/grievance that people may have, especially with regard to non-dissemination of benefits under individual beneficiary oriented schemes.
- Get list of households without piped water/electricity connection.

Day 1 Afternoon:

- Visit local schools, health institutions, AWCA, government shops, BSRAs, water bodies, tubewell, electric station, important private enterprises.
- Visit other villages in the Panchayat.
- Evening informal interaction with PRI representatives, frontline government functionaries and prominent citizens to discuss and deliberate upon the core problems/issues being faced by the locals of the Gram Panchayat and ways to increase rural incomes and energize village-level industries.
- Capture evening interaction picture by 11:00 P.M

Day 2:

- Capture morning picture at 7 A.M.
- Formal meeting with the Panchayat members:
 - Get various subjects/portfolios assigned to the members by the Sarpanch. If not already assigned and get a Panchayat resolution passed for the same.
 - Highlight the various regular and major PRG/PRG activities, aware about the requirement of monthly meetings as per the Act.
 - Check the office signature of Sarpanch/Panchayat Secretary/Administrator.
 - Assess the functionality of Panchayat and discuss the difficulties being faced by the Panchayat in carrying out its functions and development work.
- Formal interaction with:
 - Frontline government functionaries (200m Teacher/Pawan/Ingram's Workers/ASHAs/AJMs/VLM/POs social/extension representatives of MHE, PDD, PWD, Agriculture, Animal/Sheep, Horticulture etc.)
 - Social activist/NGOs
 - Prominent citizens/self-employed business Govt. employees etc.

Day 2 Afternoon:

- Visit the Panchayat Ghar/BDC office and check for furniture/computer.
- Install board at land identified for Panchayat Ghar.
- Lead *Grāh Pūjesh* Ceremony for completed PMAY houses.
- Inaugurate the previous B2V work and lay foundation stone for a new one.
- Inspect B2V/14th FC works/Languishing works/other developmental projects taken up.
- Inaugurate the playground ; lay the foundation stone for CSC; start one sports event.
- Inaugurate/lay foundation stone of any other works which are available.

iii. If not, whether the building for BDC office has been identified: Yes/No/Not applicable ✓

iv. Facilities available in the Panchayat Raj Institutions:

Facilities available	Panchayat Office	BDC Office	Remarks
Furniture	Yes/No ✓	Yes/No	
Computer/printer	Yes/No ✓	Yes/No	
Telephone facility	Yes/No ✓	Yes/No	

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: 23-11-2019

ii. Whether Gram Sabha meeting is being held regularly on quarterly basis: Yes/No ✓

Date of last meeting held: 21-11-2019

iii. Whether the Kewal 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 into 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 ✓	Sup. Sarpanch	Yes/No ✓	17.65	Yes/No ✓
ICDS (Narban)	Yes/No ✓	Sup. Sarpanch	Yes/No ✓	—	Yes/No ✓
ICDS (Honorarium)	Yes/No ✓	Sup. Sarpanch	Yes/No ✓	—	Yes/No ✓
Mud Dey Mandi (MDM)	Yes/No ✓	Sup. Sarpanch	Yes/No ✓	—	Yes/No ✓
Own resources of Panchayat	Yes/No ✓	—	Yes/No ✓	—	Yes/No ✓
Any other Scheme, if yes, indicate name	—	—	—	—	—

(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: _____

vii. 14th Finance Commission Award

a. Whether 4 year Action Plan 2016-20 has been prepared: Yes/No ✓

b. Whether the detailed estimates for all works have been prepared: Yes/No ✓

c. No. of works for which estimates have been prepared: 87 No. (52 % 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: 02 No. (253 in 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): _____

vii. 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: Items not released by Govt Deptt 2019-20

Also mention if it is being purchased by someone else: Already purchased by Panchayat 2019-20 distributed to all centres for free of charge.

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: Items not released by Govt Deptt to Panchayat 2019-20 full date

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: Funds 2019-20 not released by Edu-Dept to Panchayat as on date

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

If no, reason thereof: Funds not received 2019-20

Also mention if it is being provided by someone else: As per

past practice the Edu-Dept is directly providing food to schools.

- 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 31.50 lakh

✓ No. of works approved: 30

✓ No. of works started: N/A

✓ No of works completed: N/A

✓ No of Job Card holders in the Panchayat: 514

✓ No. of man days generated: 820 (515 Hkts)

- 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 available in the Panch.

- ii. Whether subjects have been assigned by the Sarpanch to the Panch: Yes/No ✓
If no, whether subjects have been assigned in presence of the visiting officer: Yes/No
- iii. 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 ✓	
V.L.W	RDD	Yes/No ✓	
JE	RDD	Yes/No ✓	
CDPO	Social Welfare	Yes/No ✓	
TSWO	Social Welfare	Yes/No ✓	
Anganwadi Supervisor	Social Welfare	Yes/No ✓	
Headmaster/Principal/ZEO	School Education	Yes/No ✓	
I/c MDM	School Education	Yes/No ✓	
BMO	Health	Yes/No ✓	
Tehsildar/Naib-Tehsildar	Revenue	Yes ✓	
Patwar	Revenue	Yes/No ✓	
Agriculture Extension Official	Agriculture	Yes/No ✓	
Horticulture Extension Official	Horticulture	Yes/No ✓	
Village functionaries		Yes/No ✓	
Any other			

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

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

If yes, who PSD and PDD (specify)

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

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

✓ ☒ Delay in administrative approvals by officials: Yes/No

If yes, how long _____ (specify number of days)

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

✓ ☒ Any other difficulty, give details _____

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

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

If not, likely date of completion 21/2/2020 (date)

j) 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) _____

(2) _____

(3) _____

k) Whether any funds have been released for works identified in B2V1: Yes/No

If yes, amount released: Rs 2-00 lacs.

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

Likely date of completion 21/2/2020 (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:
EDD	Construction of Road to Roshni	Yes	
RDD	Construction of Cement 4. No. 4	No	
RDD	Construction of Teacher's Room	No	

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/RtT Teachers | (Yes/No) |
| c) Anganwadi Workers/Helpers | (Yes/No) |
| d) RDD staff | (Yes/No) |
| e) JEa/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:

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

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

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
Completion of sewerage	PHE	Yes/No ✓	
Representation of Police at local 150 M	P.D.D	Yes/No ✓	
Centre/complexes of sports building in MCHN, to be built with SPA department.	Edu.	Yes/No ✓	

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Providing of water supply in East and Holland	PHE	Yes/No ✓	
Upgradation of bus stop to be as students bus stop	Solar	Yes/No ✓	
Person colour of olden or dark/Hardly persons are pending for recreation	Ses	Yes/No ✓	
Construction/upgrade of Road in the Dandagut	P.D.D	Yes/No ✓	
Opening of Health Sub Centre	Health	Yes/No ✓	

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 Gram Sabha approved but no cashed money for financial of GPDP 2019-20

- 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 Secretariat 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 Office 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 further 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: 12/11/2019			2 nd Meeting Date: 12/11/2019		
S. No.	Department	Designation	S. No.	Department	Designation
1	RDD	VLW/RLS	1	RDD	VLW/RLS
2	DHE	Lineaman	2	DHE	Lineaman

1 st Meeting Date (21/2019)			2 nd Meeting Date (21/2019)		
S. No.	Department	Designation	S. No.	Department	Designation
3	Agriculture	AEA	3	Agriculture	AEA
4	PDD	Line man	4	PDD	Line man
5	Education	T.G.	5	Education	T.G.
6	Horticulture		6	Horti	
7	Health	F. Staff	7	Health	F. Staff
8	Animal Hse		8	Animal Hse	
9	Shrimp Hatch		9	Shrimp Hatch	
10	Sei		10	Sei	

If no, reason thereof: _____

- vi. 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: _____

- vii. 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: Because GPDP not finalized as yet

(VLW to demonstrate the reports to the Visiting Officer)

- x. Whether the critical gaps identified in the Panchayat during Mission Ambedkar Survey, 2018 are being bridged while preparing GPOB 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: _____

- ii. Is the Social Audit Committee framed in B2V-1 conducting social audit: Yes ~~No~~

- iii. Whether the issues raised during the audit are being redressed by the department concerned: Yes ~~No~~

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
01	Poor	Micro-finance	04
07	Government	Self-help group schemes	02

- 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	226	—	—	—
Scholarship for Minority students	—	—	—	—
Pension - Old Age	31	80		
Pension - Widow	10	17		
Pension - Disability	3	4		
PM Kisan Nidhi	162	22		
Ayushman Bharat	25	—	—	—
PM Jeevan Jyoti Bima Yojana	12	—	—	—
PM Suraksha Bima Yojana	12	—	—	—
PM Awas Yojana - Gramin	20	201		
State Marriage Assistance Scheme	6	12		

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	514	-	-	-
Ladli Beti	-	-	-	-
Swachh Bharat Mission- Individual Household Toilets	160	200		-
PM Ujjwala Yojana	65	84		
Ujala	-	-	-	-
Jamihan Account	120	-	-	-
PM Matru Vandana Yojana	-	-	-	-

* The visiting officer to enclose scheme-wise list of individual beneficiaries who are interested to avail the benefit under the schemes. He/she to also collect any applications and handover at district headquarter.

ii. Visiting Officer to fill number of cases pending and fresh demands:

Schemes/Services	No. of cases pending	Reasons for pendency	Fresh demands/applications submitted (Nos.)
Piped water connection	230	No WSS in different Mahals	-
Electricity connection	26	Shortage of Poles	-

- * Visiting officer to enclose the list of individuals/households who need fresh connective. He/she to also collect any applications and handover at district headquarter.

B) DOUBLING FARMERS INCOME:

1. IRRIGATION

- i. Topography of the Panchayat: Semi-Hilly/Hilly/Plain/land ✓
- ii. Major sources of irrigation: Canal/Khula/Tube well/Ponds/Springs/Water harvesting Tank/Chained/Khans (please specify) _____
- iii. Status of adequacy of irrigation facility in the Panchayat: Sufficient/Insufficient ✓
- iv. Are there any un-tapped irrigation sources in the Panchayat: Yes/No ✓
- v. If yes, please specify (Canal/Ground Water/Stream/Lake/Spring/Ponds/Any other water body: Rain water Harvesting as many as needed) ✓
- vi. Is there any area which can be developed by way of water conservation measures for irrigation purposes: Yes/No ✓
- vii. If yes, please specify: _____
- viii. Whether the Panchayat has potential for drip/sprinkler irrigation: Yes/No ✓
- ix. No. of farmers who use drip/sprinkler irrigation in the Panchayat: 35
- x. No. of farmers who intend to use drip/sprinkler irrigation: 15 (None)
- xi. Any suggestions to improve irrigation facilities in the Panchayat:

Through Rain water Harvesting, from roof top and from ponds etc. construction Khuli

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- i. Farmers using High Yielding Variety seeds (Approx. 65 %age)
- ii. Are adequate HYV seeds available to the farmers: Yes/No ✓
- iii. If No, reasons thereof: _____

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- i. No. of farmers without Kissan Credit Card 160 (Nos.)
- ii. No. of farmers who have availed loan facility through KCC during 2019
30 Nos.
- iii. No. of farmers who applied for KCC Loan but not provided so far
02 Nos.
- iv. Problems being faced by farmers in availing KCC loan (tick whatever relevant):
 - a) Difficult processes and procedures —
 - b) Delay by concerned Deptt. —
 - c) Delay by bank concerned —
 - d) Any other problem, please specify: — ✓
- v. Suggestions for improving the process of availing loan under KCC

To adopt proper procedure in consultation with Agr. Deptt staff to avail benefit of KCC

4. MARKETING INTERVENTIONS:

- i. How is agriculture/horticulture produce sold (tick whichever relevant):
 - a) Through organized market (mandi) —
 - b) Through un-organized market ✓
 - c) Any other, please specify: —
- ii. If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing:
—
—
- iii. Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:

a consult with concerned deptt for further improvement

5. DIVERSIFICATION TO HIGH VALUE CROP/FRUIT:

- i. Is there any scope/potential for diversification towards high value crops/fruits in the Panchayat: Yes/No

✓ If yes, please specify:

Sr. No	Non-remunerative crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)
1	Maize	Vegetable crops	
2	Walnut	Peanut	
3	Stone fruit	Apple	
4	Apple	High density plantation	
5	Wild apricot	Condensation	

6. INCREASING LIVESTOCK PRODUCTION

- i. Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department: Poor/Satisfactory/Good/Excellent

- ii. Status of households/farmers engaged with Animal/Sheep Husbandry Sector and those interested to set-up new units:

S. No.	Sector	No. of household/farmers engaged	No. of household/farmers interested in setting up new units
1	Backyard Poultry	—	2
2	Dairy units	—	4
3	Sheep Units	—	4
4	Fish Ponds	—	—

4. Suggestions for encouraging more households/farmers to set up new units

through organizing awareness camps by Animal Health & Sheep Health Dept in the Panchayat.

7. List 5 suggestions in order of priority which can help in increasing income of farmers/rural households:

1. Diversification towards vegetable crop
2. Adopting rice farming system (Ago, Horticulture, Animal & Sheep Husbandry)
3. Use of farm machinery to reduce cost of cultivation.
4. Adopting Apiculture, Aquaculture & Poultry
5. Adopting poultry, Sheep unit and Goat yard unit.

J) PUBLIC GRIEVANCES AND GOOD GOVERNANCE:

1. Whether Aadhaar card has been provided to all people in the Panchayat: Yes/No
If no, the number of people in the Panchayat yet to get Aadhaar card: _____

2. Overall satisfaction level of the people about the ration shops:
Poor/Satisfactory/Good/Excellent.

Major problems/complaints with regard to ration shops:

- | | |
|--|----------|
| a) Irregular supplies: | Yes/No ✓ |
| b) Inadequate stock: | Yes/No ✓ |
| c) Overcharging: | Yes/No ✓ |
| d) Ration before out of store earlier: | Yes/No ✓ |
| e) Long distance to be covered to reach the store: | Yes/No ✓ |
| f) Non-payment of rates: | Yes/No ✓ |
| g) PDS machine not working: | Yes/No ✓ |

h) any other: _____

iii. Number of FIRs registered in last 3 months: 81

a) Are people generally satisfied by response of Police to complaints: Yes/No ☒ Yes

b) Is copy of FIR given to people: Yes/No

c) Are people satisfied about the overall security situation in Panchayat: Yes/No ☒ Yes

d) Any suggestions: _____

iv. Public perception:

a. Are departmental staff available: Poor/Good/Very Good/Excellent

b. Are departmental staff responsive: Poor/Good/Very Good/Excellent

v. Average time taken for processing of applications/requests or redressal of complaints by the departmental field functionaries:

Department	Average time taken	Remarks/details, if any
Revenue	☒ Within 1 month ☐ More than 1 month ☐ Never	
Social welfare	☐ Within 1 month ☒ More than 1 month ☐ Never	
Police Station	☐ Within 1 month ☒ More than 1 month ☐ Never	
PHE	☐ Within 1 month ☒ More than 1 month ☐ Never	

PDD	• Within 1 month ☒ More than 1 month • Never	
Any other	• Within 1 month ☒ More than 1 month • Never	

vi. Any specific observation or complaint regarding any particular department:

K) OTHERS:

- Whether land has been identified within Panchayat for collection and disposal of plastic waste: Yes/No ☒
- Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No ☒
(Request officer to collect a copy of the plan)
- Number of children in the age group of 4-12 years in the Panchayat: 346
- Number of children in the age group of 4-12 years enrolled in the schools: 248
- Is there any High/Higher Secondary school with more than 40% girl students: Yes/No ☒
- Whether RDD has provided Sanitary Napkin Vending Machines in any of the above Schools: Yes/No/Not applicable
 - ☒ If yes, details of schools: _____
 - ☒ If yes, whether the machine is functional: Yes/No
- Whether RDD has provided Sanitary Napkin Incinerator in the above Schools: Yes/No/Not applicable
 - ☒ If yes, whether the incinerator is functional: Yes/No

I	Urgent public requirements in order of priority (Max. 07)
	1. Sanction of Health Sub Centre
	2. Upgradation of GMS Nabakole to H/S
	3. 150 No of poles and 06 Nos of Transformers points: 1, 2, 3, 4, 5, 6
	4. Link Road with Kharjura etc. H/S to H/S
	5. Link Lower Kolar
	6. Link Road to Mesala to Moh. Kundan with 5 & 7
	7. Link Road Moh. Kundan to Moh. Kolar
II	Any major complaint brought to notice of the Vesting Officer
	1. Against P.D. as electric wires are hanging on the tree branches in many places 2. PHE Deptt have not completed bus stand at 100 years but the people are suffering badly due to monthly difficulty of water

III Overall perception of functioning of the government.

The performance of all dept transferred to Dgt are satisfactory except PHE/ PPD/ PWD.

IV Overall assessment of visit and suggestions.

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

Centrally Sponsored Schemes of different dept were discussed in the Gram Sabha. Even Panchayat and the visit was very effective. Further it is suggested that the basic requirement of people i.e. providing of electricity, water, providing electric poles & installation of Panchayat and other connectivity should be raised on priority basis.

Signature _____
Name: Mrs. Huksein