



Back to **Village 2** B2V2

Governance at the Doorstep

November 25-30, 2019

GHARHAN F.P. DANNA.

Government of Jammu & Kashmir

(Form to be filled up by the Reporting Officer during his/her two day visit to the Panchayat)

A) DETAILS OF REPORTING OFFICER:

- Name: **Shafiq Ahmed Engineer)**
- Designation: **AE (Assistant Division Budhal**
- Department/Place of posting: **PHDSY Division Budhal**
- Mobile No: **9419171306/7506136408**
- Email id:
- Home District: **Rajouri**
- Dates of visit: **25/26/27/28/29/30, November 2019**

B) LOCAL DETAILS OF PANCHAYAT:

- Name of the Panchayat: **Fatehpur Danna**
- Local Government Directory (LGD) code of the Panchayat: **240162**
(To be sourced from Rural Development Department/ DC)
- Name of CD Block: **Rajouri**
- Name of Taluk: **Rajouri**
- Name of District: **Rajouri**

C) PANCHAYAT PROFILE:

- No. of revenue villages in the Panchayat: **01**
- No. of hamlets in the Panchayat: **06**
- No. of households in the Panchayat: **500**
- Population (approx.) of the Panchayat: **2270**

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

S. No.	Department	Designation of the officer/official
1	Agriculture	AO
2	Social Welfare	TSWO
3	ICDS	Anganwadi worker
4	PWD	JE
5	Health	EMPHW/ANM
6	Employment	Employment Officer,
7	Soil Forestry	Field official
8	PHE	Supervisor.

09 PND Meter Reader.

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

- Whether Panchayat Ghar is available in the Panchayat: Yes/No construction
If yes, whether functioning in: Own building/Other government building
- If no, whether land is available for construction of the Panchayat Ghar: Yes/No
- Whether the BDC office has been established (in case the officer v Panchayat): Yes/No/Not Applicable

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1. Whether the following facilities are available in the Panchayat Office:
 a. Office space
 b. Furniture
 c. Computer
 d. Telephone
 e. Internet
 f. Other

Facilities available in the Panchayat Office	Panchayat Office	BOC Office	Remarks
Furniture	Yes/No	Yes/No	urgently Required
Computer	Yes/No	Yes/No	-do-
Telephone facility	Yes/No	Yes/No	-do-

2. Whether the following facilities are available in the Panchayat Office:
 a. Office space
 b. Furniture
 c. Computer
 d. Telephone
 e. Internet
 f. Other

2. FUNCTIONALITY:

- i. Whether Gram Panchayat meeting is being held regularly on monthly basis: Yes/No
 Date of last meeting held: 12/11/2019
 ii. Whether Gram Sabha meeting is being held regularly on quarterly basis: Yes/No
 Date of last meeting held: 12/11/2019
 iii. Whether the Khasra register is being maintained by the Panchayat Secretary: Yes/No
 (Officer to inspect the register)
 iv. Whether the Sarpanch/Adhikari/Secretary/Panchayat Secretary have digital signatures: Yes/No

v. Bank Account (opening and receipt of funds)

Name of the Scheme	Separate bank account opened	Official signature of Sarpanch	Funds received	Balance in the account as on date (Rs. in lakhs)	Whether at least one transaction has been made
14 th Finance Commission	Yes/No	Secretary Panchayat	Yes/No	24 lakh	Yes/No
ICDS (Nutrition)	Yes/No	Supervisor	Yes/No	0.22	Yes/No
ICDS (Honorarium)	Yes/No	Supervisor	Yes/No	1.73	Yes/No
Mid Day Meal (MDM)	Yes/No	MDM Incharge	Yes/No	-	Yes/No
Own resources of Panchayat	Yes/No	Secretary Panchayat	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 near 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: 03 No. 3 (to total)

1. Whether the Panchayat/Sarpanch has been approved by the AWC/NC/SC/ST/BC/Other

If no, reason thereof: _____

e. Whether the works have been started: Yes/No
No. of works started: 01 No. (3.3 % to 100%)

If no, reason thereof: _____

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

1) Sarpanch

2) BDO

3) Other (specify): _____

iii. 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: Funds were not available (earlier)
Also mention if it is being purchased by someone else: _____

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: _____

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 grains at Panchayat level for serving Mid day meal in the schools: Yes/No

If no, reason thereof: Is scheduled to purchase in future.

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

If no, reason thereof: Same as a' above.
Also mention if it is being provided by someone else: _____

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

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

x. MGNREGS:

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

b. If yes,

✓ Funds allocated to the Panchayat: Rs 58.5 lakh

✓ No. of works approved: 60

✓ No. of works started: 05

✓ No. of works completed: 0

✓ No. of Job Card holders in the Panchayat: 307

✓ No. of man days generated: 2115

a. 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: non-availability of revenue source

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10. Whether all staff have been assigned by the Sarpanch to the respective work? ☒ Yes/No
 If no, whether assigned have been assigned in presence of the Village Officer? ☒ Yes/No
 Name of the person being assigned by the Sarpanch in (functionary and execution of work):

11. Whether all support and cooperation being provided by:

Officer	Department	Response	Remarks
BDO	RDD	☒ Yes/No	<u>Satisfactory</u>
V&W	RDD	☒ Yes/No	<u>do</u>
JE	RDD	☒ Yes/No	<u>do</u>
CDPO	Social Welfare	☒ Yes/No	<u>do</u>
TSWO	Social Welfare	☒ Yes/No	<u>do</u>
Anganwadi Supervisor	Social Welfare	☒ Yes/No	<u>do</u>
Headmaster/Principal/ZEO	School Education	☒ Yes/No	<u>do</u>
IIC MDM	School Education	☒ Yes/No	<u>do</u>
BMO	Health	☒ Yes/No	<u>do</u>
Tehsildar/Najib Tehsildar	Revenue	☒ Yes/No	<u>do</u>
Patwar	Revenue	☒ Yes/No	<u>do</u>
Agriculture Extension Officer	Agriculture	☒ Yes/No	<u>do</u>
Horticulture Extension Officer	Horticulture	☒ Yes/No	<u>do</u>
Village functionaries		☒ Yes/No	<u>do</u>
Any other	<u>Employment</u>	☒ Yes/No	<u>do</u>

Public Works Social forestry Dept

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

Non co-operation by officials: ☒ Yes/No

If yes, who: all are co-operative (specify)

Non disclosure of funds available/schemes by officials: ☒ Yes/No (all available)

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

Delay in administrative approval by officers: ☒ Yes/No

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

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

Any other difficulty, give details: Meagre amount of funds devolved.

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: NA (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) _____

(2) _____

(3) _____

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

If yes, amount released: Rs _____ lakh.

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

Likely date of completion: March 2020 (date)

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Whether any of the following functions have been completed in the Panchayat since BZV1: (check marked)

Self/Department	Name of work accomplished	Whether completed (Yes/No)	Remarks
PDD	Water, Taps at Panchayat House	Yes	Bill Payment Pending (in progress)
PDD	OS Netai work	Under Progress	In-Progress.
PDD	PANAY Houses	Sanctioned	In-Progress.

v. Whether any improvement in attendance of following Government functionaries has been noticed since BZV1:

- a) Doctor/Paramedical/Health staff (Yes/No)
- b) Teachers/RT Teachers (Yes/No)
- c) Anganwari Workers/Helpers (Yes/No)
- d) PDD staff (Yes/No)
- e) Assistant 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:

ICDS

Department whose staff is absent most of the time: None

Department whose officials have not visited the Panchayat since BZV1: None

Department which has organized any event or camp or tour of senior officer since BZV1: None

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vi. Areas of major complaints brought to notice:

Major area of complaint made during BZV1	Department	Resolution of Complaint	Remarks
Dr. Handlets were without tapped water supply.	PHE	yes/no	Piped water system.
Deteriorated condition of PWD Road	PWD	yes/no	need to rectify.
300 no. of electric poles with transformers were demanded.	PDD	yes/no	be provided as early as possible.

vii. Major problems confronting the people:

Major problem highlighted during BZV1	Department	Resolution of problem	Remarks
water supply	P.H.E.	yes/no	need to rectify.
Road (connectivity)	PWD	yes/no	-
Electric Supply	PDD	yes/no	Requirement of transformers
Health Infrastructure not available	Health	yes/no	be provided
Individual beneficiary oriented scheme not being covered.	Social welfare.	yes/no	need to provide

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G) PLANNING, EXECUTION AND TRAININGS:

1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPPD):

i. Whether the GPPD for the schemes is prepared in the Gram Panchayat form? Yes/No

ii. Whether the GPPD for the schemes is prepared for the year 2019-20? Yes/No

iii. Whether the GPPD for the year 2019-20 is prepared for the year 2019-20? Yes/No

iv. Whether the schemes and activities approved under GPPD for 2019-20 are under implementation? Yes/No

v. Whether Panchayat-wise disbursement of the resources earmarked for the schemes for 2020-21 has been done by the Sectoral Officers? Yes/No

vi. If no, reason thereof: N/A

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

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

ix. Whether the meeting schedule of Gram Sabha has been prepared and uploaded on GPPD Portal for preparation of GPPD 2020-21? Yes/No

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

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

xii. 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 (27/11/2019)	
S. No.	Department	S. No.	Department
1	PDD	1	PDD
	VLU/GPS/TA		VLU/GPS/TA
	TA		
	AWWS & Supervision		AWWS & Supervisor
	2		
	ICDS		
	Supervisor		

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	Social welfare	TSWO	3	Social welfare	TSWO
4	Agriculture	AO	4	Agriculture	AO
5	Horticulture	HEO	5	Horticulture	HEO
6	Sheep Husbandry	Field Official	6	Sheep Husbandry	Field Official
7	-	-	7	Employment	Employment officer
8	PWD	JE	8	PWD	JE

iii. If no, reason thereof: _____

iv. Whether the Gram Sabha Proceedings are read out in front of Gram Sabha after the conclusion of the meeting? Yes/No

v. If no, Reason thereof: _____

vi. Whether the GPPD Plans are being approved by the Gram Sabha? Yes/No

vii. If no, reason thereof: _____

viii. Whether the approved Plans and Facilitator feedback reports are being uploaded through Plan Portal? Yes/No

ix. If no, reason thereof: _____

x. (VLU to demonstrate the reports to the Visiting Officer)

Whether any official of the Panchayat has been appointed for the purpose of the Social Audit Scheme for the year 2019-20? Yes/No

2. SOCIAL AUDIT

If the Social Audit Committee has been constituted by the Gram Panchayat, please provide details of the Social Audit Committee members and their functions.

If no, reason thereof: Yes/No

Is the Social Audit Committee trained in BGV conducting social audit: Yes/No

Whether the issues raised during the audit are being redressed by the department concerned: Yes/No

If no, reason thereof: Yes/No

3. CAPACITY BUILDING & TRAININGS:

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
10	Conference Hall of BDO Office.	Guidelines of Schemes.	03/04 -> Panch/Sarpanch.

Quality of training: Poor/Satisfactory/Very Good/Excellent

Whether any exposure visit within JK/Koulinda 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

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 Panchayat:

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)

10) INDIVIDUAL BENEFICIARY ORIENTED SCHEMES:

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	51	NA		
Scholarship for Minority students	95	NA		
Pension - Old Age	11	42		
Pension - Widow	04	14		
Pension - Disability	03	07		
PM Kisan Nidhi	42	198		
Ayushman Bharat	NA	NA		
PM Jeevan Jyoti Bimla Yojana	NA	NA		
PM Suraksha Bima Yojana	NA	NA		
PM Awas Yojana - Gramin	11+27 (new Sanction)	05		
State Marriage Assistance Scheme	NA	NA		

Scheme/Work Item	Beneficiaries (No. covered) (MUL)	Transfer (Applied to, not transferred) (Nos.)	Issuance of ration card	From applications submitted to visiting officer (Nos.)
NREGA Job Card	597	N/D		
Ladli Bell	N/D	N/D		
Swachh Bharat Mission - Individual Household Toilets	all covered	-		
PM Ujjwala Yojana	20	-		
Ujala				
Jandhan Account	98	900		
PM Maitra Vandana Yojana	N/D	N/D		

* 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 headquarters.

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.)
ed water nection	109		
truly electon	41		

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* Visiting officer to enclose the list of individual beneficiaries who need fresh connections. He/she to also collect any applications and handover at district headquarters.

1) DOUBLING FARMERS INCOME:

1. IRRIGATION

- Topography of the Panchayat: Semi-Hilly/Mtg/Pan/Racal
- Major sources of irrigation: Canal/River/Tube well/Ponds/Spring/Water harvesting Tanks/Rainfed/Others (please specify):
- Status of adequacy of irrigation facility in the Panchayat: Sufficient/Insufficient
- Are there any un-tapped irrigation sources in the Panchayat: Yes/No
- If yes, please specify: Small Ground Water/Skew/Lake/Spring/Ponds/Any other water body from Dashed Molech (tick as many as needed)
- Is there any area which can be developed by way of water conservation measures for irrigation purposes: Yes/No

If yes, please specify: Piepl Mohra & Danna.

vi. Whether the Panchayat has potential for drip/sprinkler irrigation: Yes/No (Chattar)

vii. No. of farmers who use drip/sprinkler irrigation in the Panchayat: Nil.

viii. No. of farmers who intend to use drip/sprinkler irrigation: 15 (Nos.)

ix. Any suggestions to improve irrigation facilities in the Panchayat:

Canals be laid/water storage tanks be constructed and Dams where applicable.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx. 70 %age)
- Are adequate HYV seeds available to the farmers: Yes/No
- If no, reasons thereof: _____

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5. MARKETING FACILITY AVAILABLE TO THE FARMERS:

1. Awareness with KCC credit card Yes (tick)
 2. Awareness with KCC credit card Yes (tick)
 3. Awareness with KCC credit card Yes (tick)

4. Awareness with KCC credit card Yes (tick)
 5. Awareness with KCC credit card Yes (tick)

6. Awareness with KCC credit card Yes (tick)

7. Problems being faced by farmers in availing KCC loans (tick whatever relevant):
- Difficult processes and procedures ✓
 - Delay by concerned Dept.
 - Delay by bank concerned
 - Any other problem, please specify: - Nil

8. Suggestions for improving the process of availing loan under KCC

Awareness be imparted by way of
organising camps

4. MARKETING INTERVENTIONS:

1. How is agricultural/horticulture produce sold (tick whichever relevant):

- Through organized market (mandi) X
- Through un-organized market ✓
- Any other, please specify: Nil

2. If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing?

Horticulture/Agriculture Hubs be constructed
and village Mandis be formalized.

3. Any other suggestions for bringing improvements in the marketing of surplus agricultural/horticulture produce:

awareness be imparted.

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5. DIVERSIFICATION TO HIGH VALUE CROPFruit:

1. Is there any scope/potential for diversification towards high value crops/fruits in the Panchayat/Vas/ho

✓ If yes, please specify:

Sr. No.	High remunerative crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)

6. INCREASING LIVESTOCK PRODUCTION:

1. Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department: Poor/Balancing/Good/Excellent

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

S. No.	Sector	No. of households/farmers engaged	No. of households/farmers interested in setting up new units
1	Backyard Poultry	Nil	15
2	Dairy units	Nil	09
3	Sheep Units	Nil	50
4	Fish Ponds	Nil	05

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Use a clipboard to make a copy of the survey and keep it in a safe place for future use.

High quality seeds be provided.

2. Soil testing labr be established

3. Cold storage facility be provided.

4. Minimum Support Price be enhanced.

5. Timber dept be established.

2) PUBLIC GRIEVANCES AND GOOD GOVERNANCE:

1. Whether Assistant card has been provided to all people in the Panchayat: Yes/No

If no, the number of people in the Panchayat yet to get Assistant card: Nil

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 opening: Yes/No
- b) Inadequate stock: Yes/No
- c) Overcharging: Yes/No
- d) Fraud by member of sales owner: Yes/No
- e) Long distance to be covered to reach the store: Yes/No
- f) Non-display of rates: Yes/No
- g) PDS machine not working: Yes/No

- iii. Number of FIRs registered in last 3 months: Nil
- a) Are persons seriously satisfied by the issue of Police to complaints: Yes/No
- b) Is copy of FIR given to people: Yes/No
- c) Are people satisfied about the overall security situation in Panchayat: Yes/No
- d) Any suggestions: _____

iv. Public perception:

- a. Are departmental staff available: Poor/Satisfactory/Good/Excellent
- b. Are departmental staff responsive: Poor/Satisfactory/Good/Excellent
- c. Average time taken for processing of applications/requests or redressal of complaints by the departmental field functionaries: _____

Department	Average time taken	Remarks, 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	

III	Overall perception of functioning of the government.
	Overall perception was reasonable except for concerns aired about rising un-employment and inflation.
IV	Overall assessment of visit and suggestions: (the visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions.)
	Visit was Smooth. People are responsive, excited and eagerly waiting for the execution of demands made during B2V1 & B2V2.
<u>Suggestions:-</u> 1) Employment avenues be created for youth. 2) Essential Services be provided.	


 Signature of the visiting officer
 Name Shafiq Ahmed
 Assistant Engineer
 PMGSY Division Budhal.