



Back to Village 2

B2V2

Governance at the Doorstep

November 25-30, 2019

Government of Jammu & Kashmir

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-Kisan, Dairy Entrepreneurship Development Scheme and Backyard Poultry Scheme, Pension Schemes etc. She/he 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 detailed 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.

- vi. The visiting officer should try and visit as many local institutions including schools, PHCs, Anganwadis, etc. as possible. He should also inspect all work items of the works carried out/being carried out under various schemes like MGNREGS, MAFISA and other government programmes. In case, there is a long-pending project in the village, the officer should certainly inspect the same and report its progress.
- vii. In addition to all other activities that the visiting officer will carry out, he/she should lay special emphasis on 100% enrolment of school children (age 4-14 years), 100% coverage of PM-KUSUM, 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 energising rural/micro enterprises and village industries.
- viii. The visiting officer shall restrain himself/herself from giving or offering any commitment on behalf of the government.
- ix. The visiting officer shall adopt an unbiased attitude in reporting issues. As far as possible, his observations should be based on a consensual view emerging from his interactions in the village.
- x. The report of the visiting officer shall be submitted both physically and electronically in the pre-circulated format. The officer should exercise all care and objectivity while filling up the same.
- xi. 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.

Pre and Post Visit Activities

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

Day I

- Arrive in the Panchayat by 10 A.M. (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 follow up of B2V1 activities
 - Unveil the GPDP booklet in the Gram Sabha.
 - Get the resolution for approval of GPDP and MGNREGA passed in the Gram Sabha.
 - Unveil the 14th FC plan booklet in the Gram Sabha.
 - Inspect the four pass books- 14th FC, MDM, ICDS, Own Resources.
 - Check the purchase record register for MDM and ICDS.
 - Distribute the information flyers 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 incomes e.g. Backyard Poultry, Dairy Entrepreneurship Scheme etc.
 - Get the Panchayat Biodiversity Committees 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 Collection and Disposal 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-sanctioning of benefits under individual beneficiary oriented schemes.
- Get list of households without piped water/electricity connection.

Day 1 Afternoon:

- Visit local schools, health institutions, AWCs, government assets, banks, water bodies, tubewell, electric station, important private enterprises.
- Visit other villages in the Panchayat.
- Evening informal interaction with PRG 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 energise village/micro industries.
- Capture evening interaction picture by 8.00 P.M.

Day 2:

- Capture morning picture at 7 A.M.
- Formal meeting with the Panchayat members:
 - Get various subjects/portfolios assigned to the panches by the Sarpanch if not already assigned and get a Panchayat resolution passed for the same.
 - Inspect the karnal register and make the Panchayat members aware about the requirement of monthly meetings as per the Act.
 - Check the digital signatures of Sarpanch/Panchayat Secretary/Administrator.
 - Assess the functionality of Panchayats and discuss the difficulties being faced by the Panchayat in carrying out its functions and development works.
- Formal interaction with:
 - Frontline government functionaries (Doctor/Teacher/Patwar/Anganwadi Worker/ASHAs/ANMs/VLW/PDS storekeeper/representatives of PHE, PDD, PWD, Agriculture, Animal Sheep, Horticulture etc.)
 - Social activists/NGOs.
 - Prominent citizens/retired teachers/Govt. employees/ex-serviceman etc.

Day 2 Afternoon:

- Visit the Panchayat Ghar/BDC office and check for furniture/computer.
- Install board at land identified for Panchayat Ghar.
- Lead *Grah Pravesh* Ceremony for completed PMAY houses.
- Inaugurate the previous B2V work and lay foundation stone for a new one.
- Inspect B2V1/14th 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.

Back to Village 2 (B2V2) - Report

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

A) DETAILS OF REPORTING OFFICER:

- i. Name: Sunil Kumar
- ii. Designation: 10 + 2 Lecturer
- iii. Department/place of posting: Education / GG HSS Thathri
- iv. Mobile No: 7889703921
- v. Email id: Aiyaaan2000@gmail.com
- vi. Home District: Doda
- vii. Dates of visit: 25/26/27/28/29/30, November 2019 29/30 Nov.

B) LOCATIONAL DETAILS OF PANCHAYAT:

- i. Name of the Panchayat: Dherawari A.
- ii. Local Government Directory (LGD) code of the Panchayat: 7024
(To be sourced from Rural Development Department/by DC)
- iii. Name of CD Block: Bhulsa
- iv. Name of Tehsil: Gandoh
- v. Name of District: Doda

C) PANCHAYAT PROFILE

- i. No. of revenue villages in the Panchayat: 1
- ii. No. of hamlets in the Panchayat: 7
- iii. No. of households in the Panchayat: 415
- iv. Population (approx.) of the Panchayat: 1900

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

S. No.	Department	Designation of the officer/official
1	Education	Teacher.
2	Health	Pharmacist
3	ICDS	Anganwari workers.
4	Animal Husbandary; Sheep Husbandary	Veterinary Pharmacist; Block supervisor.
5	PHE.	Supervisor.
6	Social forestry.	Assistant Block forest officer.
7	PND.	Work supervisor.
8	Food & supplies	Control clerk
9	PDD	Technician II (Luncheon)

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

i. Whether Panchayat Ghar is available in the Panchayat: Yes/No/under construction [✓] Yes

If yes, whether functioning in: Own building/Other government building/Private building [✓] own 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 N/A.

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

iv. Facilities available in the Panchayat Raj Institutions:

Facilities available	Panchayat Office	BDC Office	Remarks
Furniture	✓ Yes/No	Yes/No	Shortage of furniture!
Computer/printer	Yes/No ✓	Yes/No ✓	urgently required.
Telephone facility	Yes/No ✓	Yes/No	urgently required.

v. In case Panchayat has not been constituted, whether Administrator has been appointed: Yes/No NA

vi. Whether Infrastructure and Assets Register has been prepared: Yes/No Yes ✓

(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: 22 October

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

Date of last meeting held: 23rd June

iii. Whether the Karwai register is being maintained by the Panchayat Secretary: Yes/No Yes

(Officer to inspect the register)

iv. Whether the Sarpanch/Administrator/Panchayat Secretary have digital signatures: Yes/No

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	5,12,212	✓ Yes/No
ICDS (Nutrition)	✓ Yes/No	Anganwadi Supervisor	✓ Yes/No	0	✓ Yes/No
ICDS (Honorarium)	✓ Yes/No	Anganwadi Supervisor	✓ Yes/No	72900	✓ Yes/No
Mid Day Meals (MDM)	Yes/No	Headmaster	✓ Yes/No	0	✓ Yes/No
Own resources of Panchayat	✓ Yes/No		Yes/No		Yes/No
Any other Scheme, If yes, indicate name	N.A.				

(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: confirmed that BDC Committee has been constituted in my presence.

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: 1 No. (____ % 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: _____ No. (_____ % to total)

If no, reason thereof: Land still not identified.

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

1) Sarpanch

(☒)

2) BDO

(☐)

3) Others (specify): _____

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: Funds not available.

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

If no, reason thereof: Funds not available.

- 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 available.

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 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 70 lakh

✓ No. of works approved: 26

✓ No. of works started: 26

✓ No of works completed: 13

✓ No of Job Card holders in the Panchayat: 412

✓ No. of man days generated: 3600.

- 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: _____

vi. 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

vii. 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	
VLW	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	
Patwari	Revenue	✓ Yes/No	
Agriculture Extension Official	Agriculture	✓ Yes/No	
Horticulture Extension Official	Horticulture	✓ Yes/No	
Village functionaries		✓ Yes/No	
Any other			

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: _____ (specify number of days)

✓ Officers not sharing details of guidelines/lists 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 the visit of the officer in B2V1 has been completed: Yes/No ✓

If not, likely date of completion: _____ (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 2 lakh.

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

Likely date of completion: _____ (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	Janazgah W.N.3	Yes	
RDD	Janazgah W.N.4.	Yes	
RDD	Protection work. W.N.4.	Yes	
RDD	— do — W.N.2	Yes	
RDD	— do — W.N.5.	Yes.	

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:

Education & RDD.

Any department whose staff is absent most of the time: ICDS.

Any department whose officers/officials has not visited the Panchayat even once since B2V1: Agriculture; Horticulture; Social welfare.

Any department which has organized any event or camp or tour of senior officer in the Panchayat since B2V1 None.

vi. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Pensions	Social welfare	Yes/No ✓	
Anganwadis	ICDS	Yes/No ✓	
Water & Power	PHE PDD	Yes/No ✓	

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Road connectivity	R & B	Yes/No ✓	Non compliance of contract for
Upgradation of schools	Education	Yes/No ✓	
Veterinary & Agriculture centre	Veterinary & Agri. Deptt.	Yes/No ✓	
Skill development center.		Yes/No ✓	
Flood control & rainwater harvesting structures	RDD	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: _____

- 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 (<u>23 june</u>)			2 nd Meeting Date (<u>22 oct</u>)		
S. No.	Department	Designation	S. No.	Department	Designation
1	Education	Teachers	1	Education	Teacher
2	Health	Asha workers	2	Health	Asha worker

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	ICDS	Anganwadi Workers	3	ICDS	Anganwadi Workers.
4	PHE	Supervisor.	4	PHE	Supervisor.
5	PND	Work Supervisor.	5	PND	work supervisor.
6	Food & supplies	Control clerk Technician 4.	6	Food & supplies	control clerk.
7	PDD	Technician 4.	7	PDD	Tech. 4.
8	Forest.	Guard.	8	Forest.	Guard.

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)

- e. Whether the critical gaps identified in the Panchayat during Mission Antyodaya Survey, 2019 are being bridged while preparing GDP 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 B2V1 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
8	Sarpanch: Doda	Planning &	— 4
	Panch - Gaudoh	Execution.	— 2.

- 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)

HO 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	14	—	—	—
Scholarship for Minority students	90	210	unavailability of Internet	—
Pension - Old Age	45	90	Procedural delay	—
Pension - Widow	16	7	Procedural delay.	—
Pension - Disability	17	3	Procedural delay.	—
PM Kissan Nidhi	80	70	Correction in reg. in forms.	—
Ayushman Bharat	45	—	—	—
PM Jeevan Jyoti Bima Yojana	60	28	Procedural delay.	—
PM Suraksha Bima Yojana	Nil	Nil	—	—
PM Awas Yojana - Grameen	3	198	SECC not available.	—
State Marriage Assistance Scheme	4	20	Funds unavailable.	—

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	412	20	Procedural delay -	—
Latrine Bell	NA			
Swachh Bharat Mission - Individual Household Toilets	200	210	Funds not available.	—
PM Ujjwala Yojana	60	112	Funds not sanctioned.	—
Ujala	150	—	—	—
Jandhan Account	180	—	—	—
PM Matru Vandana Yojana	—	11	Reason not disclosed by department.	—

* 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	None		
Electricity connection	None		

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

i) DOUBLING FARMERS INCOME:

1. IRRIGATION

- i. Topography of the Panchayat: Semi-Hilly/Hilly/Plain/Kandi ✓
- ii. Major sources of irrigation: Canal/Khula/Tube well/Ponds/Springs/Water harvesting Tanks/Rainfed/Others (please specify): Rainfed ✓
- 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
✓ If yes, please specify (Canal/Ground Water/Stream/Lake/Spring/Ponds/Any other water body): _____ (tick as many as needed) ✓
- v. Is there any area which can be developed by way of water conservation measures for irrigation purposes: Yes/no ✓
If yes, please specify: Nullah ✓
- vi. Whether the Panchayat has potential for drips/sprinkler irrigation: Yes/No ✓
- vii. No. of farmers who use drip/sprinkler irrigation in the Panchayat: 100 None ✓
- viii. No. of farmers who intend to use drip/sprinkler irrigation: 100 ~ (Nos.) ✓
- ix. Any suggestions to improve irrigation facilities in the Panchayat:

As water availability in panchayat is low; drip & sprinkler irrigation should be encouraged in addition to rain water harvesting.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- i. Farmers using High Yielding Variety seeds (Approx. 50 %age)
- ii. Are adequate HYV seeds available to the farmers: Yes/No ✓
- iii. If no, reasons thereof: Insufficient supply & not supplied on time.

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- i. No. of farmers without Kisan Credit Card 80 (Nos.)
- ii. No. of farmers who have availed loan facility through KCC during 2019
20 Nos.
- iii. No. of farmers who applied for KCC Loan but not provided so far
30 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: Land records & guarantor required
- v. Suggestions for improving the process of availing loan under KCC
Guarantor requirement should be done away with & land records should be promptly given to farmers.

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:
Focus should be given on organic farming & proper branding of agricultural produce. If possible G.I tag should be applied for Bhadaniwahi Rajma.
- iii. Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:
Farmers cooperatives should be encouraged for procurement & marketing of their agricultural produce.

5. DIVERSIFICATION TO HIGH VALUE CROP/FRUIT:

- i. Is there any scope/potential for diversification towards high value crops/fruits in 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.	Horticultural crops & trees.	

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 households/farmers engaged	No. of households/farmers interested in setting up new units
1	Backyard Poultry	None	3
2	Dairy units	None	5
3	Sheep Units	15	None.
4	Fish Ponds	None	None.

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

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

1. Focus should be given to Horticultural crops s/a Apple, Walnut, Peach, Pear, Plum.
2. Cooperative dairy farming should be encouraged.
3. Organic agriculture should be encouraged & produce thus produced should be properly branded & marketed.
4. Sericulture & apiculture should be encouraged.
5. Proper technical knowhow should be disseminated.

J) PUBLIC GRIEVANCES AND GOOD GOVERNANCE:

i. 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: 40

ii. 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) Rude behaviour of store owner: | Yes/No ✓ |
| e) Long distance to be covered to reach the store: | Yes/No ✓ |
| f) Non-display of rates: | Yes/No ✓ |
| g) POS machine not working: | Yes/No ✓ |

- h) any other: _____
- iii. Number of FIRs registered in last 3 months: None
- a) Are people generally satisfied by response 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/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	

RDD	☒ 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:

N) OTHERS:

i. Whether land has been identified within Panchayat for collection and disposal of plastic waste: Yes/No ☒

ii. Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No ☒

(Visiting officer to collect a copy of the Plan)

iii. Number of children in the age group of 4-14 years in the Panchayat: 350

iv. Number of children in the age group of 4-14 years enrolled in the schools: 350

v. Is there any High/Higer Secondary school with more than 40% girl students: ☒ Yes/No

vi. 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

vii. 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) GENERAL ASSESSMENT OF THE VISITING OFFICER:

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

1. Road connectivity.

2. Community Hall.

3. Veterinary & Agricultural center (Seed & fertilizer)

4. Anganwadi centers - 5.

5. PHE (Pipes & Reservoirs); water filtration plant.

6. Upgradation of Schools (Middle & Higher Secondary)

7. Poles & transformer to meet the electricity needs of Panchayat.

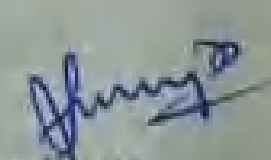
II Any major complaint brought to notice of the Visiting Officer:

→ Construction of road is halted due to non-compliance of contractor.

→ No awareness camps are held by various departments.

→ ICDS & social welfare departments are not functioning properly.

III	Overall perception of functioning of the government:
	The Panchayat is not functioning upto mark as it lacks the awareness regarding govt. schemes & departments under its domain. The govt. officials are not fully cooperating with panchayats. Also the funds disbursement under various schemes by the govt. is irregular.
IV	Overall assessment of visit and suggestions: (the visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions.)
	As per my assessment the works in panchayats are being done as per available funds, though most of the started works are still not finished due to one or the other reason. I can suggest that panchayat functioning can be improved by making everyone accountable & by proper check on every departmental work. Moreover govt. should provide the funds without delay for the panchayats.


 Signature of the visiting officer
 Name Sunil Kumar :