



Back to Village 2

B2V2

Governance at the Doorstep

November 25-30, 2019



Government of Jammu & Kashmir

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: Indu Saboti
- ii. Designation: Functional Manager
- iii. Department/Place of posting: Distt. Industries Center
- iv. Mobile No: 9419137426
- v. Email id: indu.saboti80@gmail.com
- vi. Home District: Jammu
- vii. Dates of visit: 25/26/27/28/29/30, November 2019

B) LOCATIONAL DETAILS OF PANCHAYAT:

- i. Name of the Panchayat: Rajachak
- ii. Local Government Directory (LGD) code of the Panchayat: 240490
(To be sourced from Rural Development Department/DG)
- iii. Name of CD Block: Akhnoor
- iv. Name of Tehsil: Akhnoor
- v. Name of District: Jammu

C) PANCHAYAT PROFILE:

- i. No. of revenue villages in the Panchayat: 2. Rajachak, Pangru
- ii. No. of hamlets in the Panchayat: 10
- iii. No. of households in the Panchayat: 416
- iv. Population (approx.) of the Panchayat: 2121

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

S. No.	Department	Designation of the officer/official
1	Agri. Production Department	Agri. Extension Host
2	Forest Deptt.	Forest Guard
3	PDO	Meter Reader
4	PHE	Worker
5	Industries & Commerce	Asst. Extension officer
6	Animal Husbandry	Attendant
7	ICDS	Worker
8	Rural Development	G.R.O.

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/Other building
- ii. Whether the BDC office has been established (or runs the office) in the Panchayat. Yes/No/Not Applicable

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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 ✓	BDC office not available
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: _____

FUNCTIONALITY:

i. Whether Gram Panchayat meeting is being held regularly on monthly basis: Yes/No

Date of last meeting held: 14/11/19

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

Date of last meeting held: 14/11/19

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

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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 ✓	Secy Panchayat	Yes/No ✓	1043528	Yes/No ✓
ICDS (Nutrition)	Yes/No ✓	Super users	Yes/No ✓	14160	Yes/No ✓
ICDS (Honorarium)	Yes/No ✓	Super-vi	Yes/No ✓	14160	Yes/No ✓
Mid Day Meals (MDM)	Yes/No ✓	1/c MDM	Yes/No ✓	81	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: 5 No. (71.42% to total)

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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: 0 No. (0 % to total)

If no, reason thereof: estimates had not been sanctioned timely

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

1) Sarpanch ☒

2) BDO ☐

3) Others (specify): _____

ii. 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: Lack of funds

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)

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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: Lack of funds

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

If no, reason thereof: Lack of funds

Also mention if it is being provided by someone else: Provided by teachers, who borrow the same from local shop

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 15.35 lakh

✓ No. of works approved: 2

✓ No. of works started: 0

✓ No of works completed: 0

✓ No of Job Card holders in the Panchayat: 293

✓ No. of man days generated: 340

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: _____

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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

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			

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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: Delay in sanction of funds

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 10 lakh.

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

Likely date of completion: 31 Dec, 2019 (date)

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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	Road from Main Road to Valda Nallah	No	Ongoing
-			
-			
-			
-			

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

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

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

RDD

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

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

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

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vi. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Pending disabilities under MGNREGA	RDD	Yes/No ☒ Yes	
Pending cases of old age & other pensions	Social Welfare	Yes/No ☒ Yes	
Upgradation, restoration of transformers	PDD	Yes/No ☒ Yes	

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Coverage of pension, old age, widows, disabled	Social Welfare	Yes/No ☒ Yes	
Acute drinking water shortage	PHE	Yes/No ☒ Yes	
Poor internal connectivity of link roads, black topping	PWD	Yes/No ☒ Yes	
Poor voltage supply	PDD	Yes/No ☒ Yes	
Const. of bridges on seasonal nallahs	PWD	Yes/No ☒ Yes	

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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: _____

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 (25/6/19)			2 nd Meeting Date (29/11/19)		
S. No.	Department	Designation	S. No.	Department	Designation
1	Forest Dept	Guard	1	RDD	GRS
2	Education	Teacher	2	Agri	AEA

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	RDD	GRS	3	Education	Teacher
4	Social Welfare	TSO	4	Forest	Guard
5	Animal Husbandry	Livestock Dev. Officer	5	PHE	Linfitter
6	PWD	Ad-hoc worker	6	PDD	Meter reader
7	PDD	JE	7	Indus & Commerce	AEO
8	Agri	AEA	8	Social Welfare	Midwife

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: _____

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: _____

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
7	Kotli Tande	PRI's functioning	3
1	IMPATAMU	ing to awareness of schemes	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

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

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

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)

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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	75	-	-	-
Scholarship for Minority students	-	-	-	-
Pension - Old Age	39	20	-	-
Pension - Widow	11	10	-	-
Pension - Disability	5	7	-	-
PM Kisan Nidhi	29	40	-	-
Ayushman Bharat	104	-	-	-
PM Jeevan Jyoti Bima Yojana	513	-	-	-
PM Suraksha Bima Yojana	1178	-	-	-
PM Awas Yojana - Grameen	64	-	-	-
State Marriage Assistance Scheme	6	17	under process	-

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Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	293	-	-	10
Ladli Beti	25	11	Under process	
Swachh Bharat Mission- Individual Household Toilets	7	71	Falling under LOB category	
PM Ujjwala Yojana	142	-		
Ujala	351	-		
Jandhan Account	3431	-		
PM Matru Vandana Yojana	14	21	Not yet sanctioned	-

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	-	-	113
Electricity connection	-	-	5

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* 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.

1) DOUBLING FARMERS INCOME:

1. IRRIGATION

- Topography of the Panchayat: Semi-Hilly/Hilly/Plain/Kandi ✓
- Major sources of irrigation: Canal/Khuls/Tube well/Ponds/Springs/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 (Canal/Ground Water/Stream/Lake/Spring/Ponds/Any other water body: _____ (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: W.No. 5 - irrigation can be improved by pond development
- Whether the Panchayat has potential for drips/sprinkler irrigation: Yes/No ✓
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: 0
- No. of farmers who intend to use drip/sprinkler irrigation: 0 (Nos.)
- Any suggestions to improve irrigation facilities in the Panchayat:

Construction & development of ponds in the panchayat

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx. 80 %age)
- Are adequate HYV seeds available to the farmers: Yes/No ✓
- If no, reasons thereof: _____

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3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No. of farmers without Kissan Credit Card 64 (Nos.)
- No. of farmers who have availed loan facility through KCC during 2019 4 Nos.
- No. of farmers who applied for KCC Loan but not provided so far 0 Nos.
- Problems being faced by farmers in availing KCC loan (tick whatever relevant):

- Difficult processes and procedures
- Delay by concerned Deptt.
- Delay by bank concerned
- Any other problem, please specify: Lesser & smaller

land holdings, discretion of banks in respect of loan amount.

- Suggestions for improving the process of availing loan under KCC

Organising of insurance awareness camps.

4. MARKETING INTERVENTIONS:

- How is agriculture/horticulture produce sold (tick whichever relevant):

- Through organized market (mandi)
- Through un-organized market ☒
- Any other, please specify: _____

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

Setting up of local market for procurement.

- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:

5. DIVERSIFICATION TO HIGH VALUE CROP/FRUIT:

- 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)
	Mango	Mushroom Cultivation	Training should be imparted.
	Gooseberry Citrus	Vegetable, maize wheat	Integrated farming beneficial for small land holdings
		Apiculture	Training should be imparted.

6. INCREASING LIVESTOCK PRODUCTION:

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

- 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	—	—
2	Dairy units	—	—
3	Sheep Units	—	—
4	Fish Ponds	—	—

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

Animal & sheep husbandary deptt should organise awareness camps & the concerned officials should visit regularly.

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

1. Drought resistant varieties of crops
2. Integrated farming training.
3. Rainwater harvesting.
4. Organic farming practices to be adopted.
5. Awareness camps to be held on regular basis.

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: 10

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: Depot situated in Pangarsi, far from Panchayat

iii. Number of FIRs registered in last 3 months: 4

- 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	

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:

Distribution & coverage of water connections by PHE

K) 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: 139

iv. Number of children in the age group of 4-14 years enrolled in the schools: 114

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

L) GENERAL ASSESSMENT OF THE VISITING OFFICER:

I	Urgent public requirements in order of priority (Max. 07):
✓ 1.	Road construction - black topping from main road to Ramdasia Mohalla in W.No 1
2.	Availability of new water connections
3.	Construction of new water tanks in W.No. 3 & 1.
4.	Availability of new electricity connections
✓ 4.	Development of ponds, repair of ponds.
5.	Panchayat Ghar building issue to be resolved.
6.	Bank ATM within the panchayat area.
7.	Animal Husbandary & Health sub-center for village
II	Any major complaint brought to notice of the Visiting Officer:
People demand that a waiver of electricity bill should be issued as they are not economically able to do the same. Land compensation still due for road constructed under PMGSY. Construction of link road to Cremation Ground Rajachak.	

III Overall perception of functioning of the government

The overall perception of the people is that the government is somewhat apathetic towards them. Low awareness about various govt schemes etc. But people are still a little hopeful that functioning of the government will get better with these schemes.

IV Overall assessment of visit and suggestions

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

Lesser enthusiasm among people for BSV2 as compared to BSV1, but still people came forward to discuss their problems. Various departments should organise awareness camps to educate people about different centrally and state sponsored schemes. Panchayat members should also be given refresher courses from time to time to keep them updated about new developments.

[Signature]

Signature of the visiting officer

Name Indu Satshi

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