

Back to Village 2

B2V2

Governance at the Doorstep

November 25-30, 2019



Government of Jammu & Kashmir

Back to Village 2 (B2V2) - Report

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

A) DETAILS OF REPORTING OFFICER

- Name: **TAHIR SABA NAJAR**
- Description: **LECTURER**
- Department/office of posting: **EDUCATION/ GNSS, SHOLIPORA**
- Mobile No: **7006761496**
- Email id: **taahir.najar2@gmail.com**
- Name District: **SRINAGAR**
- Dates of visit: **25/26/27/28/29/30, November 2019**

B) LOCATIONAL DETAILS OF PANCHAYAT

- Name of the Panchayat: **BADIPORA**
- Local Government Directory (LGD) code of the Panchayat: **241409**
(To be sourced from Rural Development Department/DO)
- Name of CD Block: **NARGAM**
- Name of Tehsil: **CHADDERA**
- Name of District: **BUDGAP**

C) PANCHAYAT PROFILE

- No. of revenue villages in the Panchayat: **02**
- No. of hamlets in the Panchayat: **01**
- No. of households in the Panchayat: **503**
- Population (approx.) of the Panchayat: **3072**

D) FORMATIVE (KEY PERSONS/OFFICIALS WHO ARE PRESENT DURING THE VISIT)

S. No.	Department	Designation of the officer/official
1	Health	D.M.O.
2		B.D.O.
3		T.I.
4		S.O.
5		P.T.O.
6		Headmaster
7		I.T.O.
8		Inspector

E) LIST OF KEY PERSONS IN THE GRAM PANCHAYAT

MEMBERS OF THE PANCHAYAT

1. Name of the person: _____ Designation: _____ Is he/she a member of the Panchayat? Yes/No/Under
2. Name of the person: _____ Designation: _____ Is he/she a member of the Panchayat? Yes/No/Under
3. Name of the person: _____ Designation: _____ Is he/she a member of the Panchayat? Yes/No/Under
4. Name of the person: _____ Designation: _____ Is he/she a member of the Panchayat? Yes/No/Under
5. Name of the person: _____ Designation: _____ Is he/she a member of the Panchayat? Yes/No/Under

- iii. If not, whether the Bureau is 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: 19-11-2019
- ii. Whether Gram Sabha meeting is being held regularly on quarterly basis: Yes/No ✓
Date of last meeting held: 19-11-2019
- iii. Whether the Karwai register is being maintained by the Panchayat Secretary: Yes/No ✓
(Officer to inspect the register)
- iv. Whether the Sarpanch/Administrator/Panchayat Secretary have digital signatures: Yes/No

Bank Account Opening and receipt of funds

Name of the Scheme	Separate bank account opened	Official signature other than Sarpanch	Funds received	Amount received in cash (Rs.)	Yes/No
13. Finance Commission	Yes/No ✓	Panchayat Secretary	Yes/No ✓	26.00	Yes/No ✓
14. S. Nutrition	Yes/No ✓	Sarpanch (Subcommittee)	Yes/No ✓	0.63	Yes/No ✓
15. S. Honorarium	Yes/No ✓		Yes/No ✓	nd	Yes/No ✓
16. Day Meals MDM	Yes/No ✓		Yes/No ✓		Yes/No ✓
17. Receipts of Panchayat	Yes/No ✓		Yes/No ✓		Yes/No ✓
18. Other Schemes					

- v. The officer to physically check the Passbook and enter the above details. He/she will check that the bank account is in the name of the Panchayat and operated by Sarpanch.

1. Whether Panchayat Biodiversity Committee has been constituted: Yes/No ✓
2. The visiting officer to ensure that the Committee is constituted in his/her presence and confirm: _____
3. 14. 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: No. 90 % (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: _____

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: under process.

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: _____

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

If no, reason thereof: _____

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 27.25 lakh

✓ No. of works approved: 40

✓ No. of works started: nil

✓ No. of works completed: nil

✓ No. of Job Card holders in the Panchayat: 163

✓ No. of man days generated: _____

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: _____

- xii. Whether subjects have been assigned by the Sarpanch to the Panchs: Yes/No ✓
If no, whether subjects have been assigned in presence of the visiting officer: Yes/No
- xiii. Major challenges being faced by the Panchayat in functioning and execution of works:
- a) Whether full support and cooperation being provided by:

Officer	Department	Response	Remarks
BDO	RDD	Yes/No ✓	
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 1.60 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:
R.D.D.	Ramp Construction School Path Bathroom Renovation wood Panchelling of Office at Govt. Boys High School	Yes	Work nicely done

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:

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

Any department whose officers/officials has not visited the Panchayat even once since B2V1: Irrigation / Flood Control / Sericulture / Soil Conservat. on.

Any department which has organized any event or camp or tour of senior officer in the Panchayat since B2V1 D.C. / Floriculture

vi. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Impure drinking water	P.H.E.	✓ Yes/No	
Non-availability of electric Polls at certain places.	P.D.D.	✓ Yes/No	
		Yes/No	

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Rectification and Redrafting of land Settlement records	Revenue	✓ Yes/No	
Chattergan Khul not cleaned periodically	Irrigation	✓ Yes/No	
Sanitation Problem Cawdung put near the perches of Govt. Girls High School.	R.D.D.	✓ Yes/No	
More J.C.D.S centres needed. (05)	J.C.D.S.	✓ Yes/No	
		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 ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
1	R.D.D.	Panchayat Secretary	1	R.D.D.	BDO Panchayat Secretary
2	Agriculture	A.O.	2	Agriculture	A.O.

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	Animal Husbandry	Livestock Assistant	3	Animal Husbandry	L.S.A.
4	Health	Dr. Ab. Rashid Asha Worker	4	Health	B.M.O.
5	P.D.D.	Inspector	5	P.D.D.	J.E. Inspector
6	Sheep Husbandry	Supervisor	6	Sheep Husbandry	Supervisor
7	Forest Dept.	Warden	7	Forest Warden	Warden
8	J.C.D.S.	Anganwadi Worker	8	Horticulture	Technician

If no, reason thereof: _____ G.C.D.S. Supervisor A.W.W.

- vii. Whether the Gram Sabha Proceedings are read out in front of Gram Sabha at 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)

...the Panchayat during mission Antyodaya
...engaged while preparing GDPD plan for 2020-21. Yes/No.
If no, reason thereof: _____

2. SOCIAL AUDIT:

- 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: _____
- Is the Social Audit Committee framed in B2V1 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: _____

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
09	Nagam BDO Office	Role of Panchayat	03

- Quality of training: Poor/Satisfactory/Very Good/Excellent.
- 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:
 - Elected representatives : Poor/Satisfactory/Good/Excellent
 - General Public : Poor/Satisfactory/Good/Excellent
 (Visiting officer to read out the schemes from the pamphlet available)

H) 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				
Scholarship for Minority students				
Pension - Old Age				
Pension - Widow				
Pension - Disability				
PM Kissan Nidhi	238	34	Bank Refaction And loan Duplicate	18
Ayushman Bharat				
PM Jeevan Jyoti Bima Yojana				
PM Suraksha Bima Yojana				
PM Awas Yojana - Grameen		-	-	
State Marriage Assistance Scheme				

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	163	-		
Ladli Beti	02	11	Under Process	
Swachh Bharat Mission- Individual Household Toilets	100	-		
PM Ujjwala Yojana				
Ujala	500			
Jandhan Account				
PM Matru Vandana Yojana	12	-		

* 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			
Electricity connection			

* 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

- 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 ☒ Yes
☒ 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 ☒ Yes
 If yes, please specify: _____
- Whether the Panchayat has potential for drips/sprinkler irrigation: ☒ Yes/No
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: None
- No. of farmers who intend to use drip/sprinkler irrigation: 380 (Nos.)
- Any suggestions to improve irrigation facilities in the Panchayat

Repair of Kuls/Canals by way of Cement Concrete.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx 40 %age)
- Are adequate HYV seeds available to the farmers: ☒ Yes/No
- If no, reasons thereof: _____

200 Nos. availed loan facility through KCC during 2019

ii. No. of farmers who applied for KCC Loan but not provided so far
04 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

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:

Cold storage facility to be installed

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

Manufacturing unit for Acetic Acid, Juices, Jams etc.

6. INCREASING CROPPROFIT:
Is there any scope/potential for diversification towards high value crops/fruit 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)

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	06	04
2	Dairy units	01	30
3	Sheep Units	20	50
4	Fish Ponds	^	x

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

More infrastructural & Technological Support from the concerned departments.

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

1.	Dairy farms
2.	Fruit Processing unit
3.	Hybrid Crop varieties
4.	Horticulture Nursery (Pomegranate, Kiwi, Bulgoian Walnut, Bulgoian Almond)
5.	Handicrafts.

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: _____

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: _____

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, if any
Revenue	<ul style="list-style-type: none"> Within 1 month ✓ More than 1 month Never 	
Social welfare	<ul style="list-style-type: none"> Within 1 month More than 1 month ✓ Never 	
Police Station	<ul style="list-style-type: none"> Within 1 month More than 1 month ✓ Never 	
PHE	<ul style="list-style-type: none"> Within 1 month More than 1 month ✓ Never 	

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PDD	<ul style="list-style-type: none"> • Within 1 month • More than 1 month ✓ • Never 	
Any other	<ul style="list-style-type: none"> • Within 1 month • More than 1 month • Never 	

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

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: 91

iv. Number of children in the age group of 4-14 years enrolled in the schools:
70 + 21 = 91

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: Govt. Girls High School

✓ 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:

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

1. Installation of Badipora water supply Scheme ✓
2. Constn of Panchayat Ghar & Patwar Khana ✓
3. Repairing / Macadamization of link Roads / main Road ✓
4. Construction of Create Protection bund on wallah Doodganga on both sides from bridge to Baramlang ✓
5. 2 no. Generator sets for Nagam water supply scheme as during power shedding the villagers have to suffer in w/c water supply shortage ✓
6. Need of more packing sheds from Horticulture Department ✓
7. Quota of Ration to be increased from 5 kg / head to 15 / head & increased availability of Sugar & Kerosene 9 Hour ✓

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


Villagers complained about Irrigation Dept. as the department is not functioning properly in the Badipora Panchayat Halga. No desilting or cleanliness drive has been taken by the department from last 15 years.

III Overall perception of functioning of the government:

Satisfactory.

IV Overall assessment of visit and suggestions:

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



Signature of the visiting officer

Name Tahireh Djalil Naji



**Mission Delivering Development
Mission Good Governance**

Government of Jammu & Kashmir