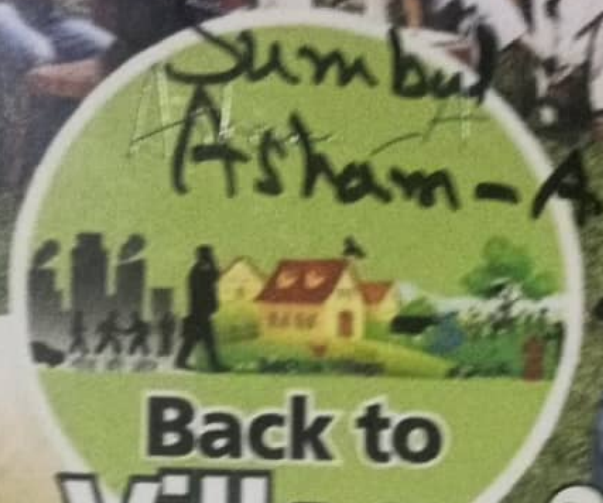




Back to **Village 2**

B2V2

Governance at the Doorstep

November 25-30, 2019

Government of Jammu & Kashmir

Suggested Activity Schedule for the Visiting Officer

Pre and Post Visit Activities

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

Day 1

- Arrival 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 PRI representatives, frontline government functionaries and prominent citizens to discuss and deliberate upon the core problems/issues being faced by the locals of the Gram Panchayat and ways to increase rural incomes and 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 *karwai* 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/Patwari/Anganwadi Workers/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-servicemen etc.

B2V2/PD&MD/2019

Day 2 Afternoon:

- Visit the Panchayat Ghar/EDC 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 B2V/1/14th 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.

B2V2/PD&MD/2019

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:

- Name: **AFTAB AHMAD**
- Designation: **Executive Engineer**
- Department/Place of posting: **POD/GO-SBL**
- Mobile No: **7006216058, 9419216855**
- Email Id: **U3amkch986@gmail.com**
- Home District: **Poonch**
- Dates of visit: **25/26/27/28/29/30, November 2019**

B) LOCATIONAL DETAILS OF PANCHAYAT:

- Name of the Panchayat: **Akhan-A**
- Local Government Directory (LGD) code of the Panchayat: **242235**
(To be sourced from Rural Development Department/by DC)
- Name of CD Block: **SUMBAL**
- Name of Tehsil: **SUMBAL**
- Name of District: **Bandipora**

C) PANCHAYAT PROFILE:

- No. of revenue villages in the Panchayat: **1 No.**
- No. of hamlets in the Panchayat: **03**
- No. of households in the Panchayat: **447**
- Population (approx.) of the Panchayat: **2221**

D) FRONTLINE OFFICERS/OFFICIALS WHO ARE PRESENT			Designation of the
S. No.	Department		
1	Power. Dev Dept.		Junior Engineer
2	RDD.		VLW, GRS.
3	Rajesh Ahmad Bhat Sheep		Assistant Stock m
4	Horticulture		H.T.G - IV.
5	Education		TEACHER.
6	SBI		Customer Assistant.
7	P.H.C		FITTER.
8	R.B.B.		Junior Engineer

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
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 visits Panchayat): Yes/No/Not applicable

- iii. If not, whether the building for BDC office has been constructed. Yes/No/Not applicable
- iv. Facilities available in the Panchayati Raj Institutions:

Facilities available	Panchayat Office	BDC Office	Remarks
Furniture	Yes/No ✓	Yes/No ✓	Panchayat Office is not constructed.
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: 5 Oct 2019. As per Karwai Reg

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

Date of last meeting held: 27 Sep 2019 Karwai Register

- 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 ✓

vi. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
To make, over head tank functional Replacement of old pipe P.H.E.	P.H.E.	Yes/No ✓	The status of work is as, it was during B2V1.
Renovation of foot bridge on River Jehlum.	P.W.D	Yes/No ✓	- do -
Opening of T&K Bank branch with A.T.M.	Manager Lead Bank Bandipora	Yes/No ✓	- do -

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Replacement of Damaged channel gate at Pimpstia	Irrigation & flood Control.	Yes/No ✓	Work in Progress.
RE-ALIGNMENT of 11KV HT old Sutapan feeder.	PDD.	Yes/No ✓	Non-Availability of funds.
Opening of T&K Bank branch with A.T.M.	Manager Lead bank.	Yes/No ✓	
Construction of MOTORABLE BRIDGE AND Renovation of foot bridge	R&B	Yes/No ✓	
Requirement of M.A.C with AMBULANCE.	HEALTH.	Yes/No ✓	

B) 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	PDD	Junior Engineer	1	PDD	Junior Engineer
2	RDD	V.L.W. G.R.S.	2	RDD	V.L.W. G.R.S.

B2V2/PD&MD/2019

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	PUC	FITTER	3	PUC	FITTER
4	Horticulture	HTG-B	4	Horticulture	HTG-B
5	SUGAR	Plant and Stock man	5	SUGAR	Plant and Stock man
6	Animal Husbandry	SVP	6	Animal Husbandry	SVP
7	Education	Teacher	7	Education	Teacher
8	I.C.D.S	Anganwadi Worker	8	I.C.D.S	Anganwadi Worker

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)

B2V2/PD&MD/2019

h) any other opening of 1011 S.P. Shop

iii. Number of FRTs registered in last 3 months 16

a) Are people generally satisfied by registration of Police in complaints? Yes

b) Is copy of FRT given to people? Yes

c) Are people satisfied about the overall security situation in Panchayat? Yes

d) Any suggestions Change of location of Police Station

Police Station Hajin to P.S. Subbar

iv. Public perception

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

b. Are departmental staff responsive: Good/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	

Full	☒ Within 1 month ☐ More than 1 month ☐ Never
Any other	☒ Within 1 month ☐ More than 1 month ☐ Never
ROD	☐ Within 1 month ☐ More than 1 month ☐ Never

vi. Any specific observation or complaint regarding any particular department.
People of Gram Panchayat demands to
early repair of foot bridge on River Jhelum

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: 650
- iv. Number of children in the age group of 4-14 years enrolled in the schools
- v. Is there any High/Higher 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):

I	Urgent public requirements in order of priority (Max. 07):
	Contd. of mortable bridge on River Jehlum.
	1. & Repair of foot bridge.
	Re-alignment of shifting of 11-k.v old
	2. Safapora feeder.
	Completion of Asham - Zampora PHE
	3. Water scheme.
	Living & Walling of Lar canal from
	4. Orchard of Mubashir Ah Dar to Jehlum.
	5. Macadamisation of Pending Roads of R & B
	6. Opening of J&K Bank Branch with A.T.M.
	7. Imp. of LT/HT Network,
II	Any major complaint brought to notice of the Visiting Officer:
	Completion of Asham - Zampora Water Scheme.
	→ of P.H.E.
	→ Re-alignment of 11k.v H.T. old,
	Safapora feeder.

B2V2/PD&MD/2019

III Overall perception of functioning of the...
 On visiting gram Panchayat it was observed that Gram Panchayat are very well working as a democratic setup. People of A. Panchayats are very well satisfied with PDD, RDD supporting staff (MANGA) & other line departments. They are working with full dedication. However some improvement is needed. Like PHE, RSB needs to gear up their ongoing projects. to provide care to the general Public.

IV Overall assessment of visit and suggestions:

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

Visited the whole Panchayat during B2V II. Found all the govt department functioning properly. Public of Gram Panchayat shows over all Satisfaction regarding the functioning of Govt. Deptt. However it has been demanded by whole Panchayat to complete the ongoing projects of PHE (Ksham zamin pora shure of PHE) &

Contt of Movable bridge on River Jeshum & Renovation of foot bridge.

Signature of the visiting officer
 Name

Wam

Sd/-

N. D