

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: SARFARAZ AHMED
- II. Designation: AO
- III. Department/Place of posting: POD
- IV. Mobile No.: 9596733542
- V. Email id: sr.sarfraz79@gmail.com
- VI. Home District: Poonch
- VII. Dates of visit: 25/26/27/28/29/30, November 2019

B) LOCATIONAL DETAILS OF PANCHAYAT:

- I. Name of the Panchayat: Groled Town Upper
- II. Local Government Directory (LGD) code of the Panchayat: 7466
(To be sourced from Rural Development Department/DC)
- III. Name of CD Block: Mendhar
- IV. Name of Tehsil: Mendhar
- V. Name of District: Poonch

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: 210
- IV. Population (approx.) of the Panchayat: 1962

III. A) DETAILS OF OFFICIALS WHO ARE PRESENT DURING THE VISIT:

No.	Designation	Designation of the officer/official
1	<u>Education</u>	<u>Teacher</u>
2	<u>Health</u>	<u>Head Pharmacist</u>
3	<u>Agriculture</u>	<u>AO</u>
4	<u>POD</u>	<u>JE</u>
5	<u>Food and Supply</u>	<u>Saleman</u>
6	<u>PWD + R+8</u>	<u>Work Supervisor</u>
7	<u>RBD</u>	<u>GRS</u>
8	<u>Agribusiness</u>	<u>HTG-TU</u>

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

- I. Whether Panchayat Char is available in the Panchayat: Yes/No/Under construction
- II. If yes, whether functioning in: Own building/Other government building/Private building
- III. If no, whether land is available for construction of the Panchayat Char: Yes/No
- IV. Whether the BDC office has been established (in case the officer visits block Panchayat): Yes/No/Not applicable

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

2. FUNCTIONALITY:

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

Date of last meeting held: 16-11-2019

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

Date of last meeting held: 16-11-2019

iii. Whether the Karmal 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 ✓

B2V2/PD&MD/2019

v. Bank Account opening and receipt of funds:

Name of the Scheme	Separate bank account opened	Official signature either 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	Yes/No ✓	NIL	Yes/No ✓
ICDS (Nutrition)	Yes/No ✓	Supervisor	Yes/No ✓	NIL	Yes/No ✓
ICDS (Honorarium)	Yes/No ✓	Supervisor	Yes/No ✓	NIL	Yes/No ✓
Mid Day Meals (MDM)	Yes/No ✓	midday meal incharge	Yes/No ✓	NIL	Yes/No ✓
Own resources of Panchayat	Yes/No ✓	NIL	Yes/No ✓	NIL	Yes/No ✓
Any other Scheme, if yes, indicate name	NIL	NIL	NIL	NIL	NIL

(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 yes, 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 ✓

out to G.A. No. of works for which estimates have been prepared: 28 No. (90 % to total)

B2V2/PD&MD/2019

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: 5 No. (18 % 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): _____

vi. 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: No funds 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: Payment through depts.

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: School midday meal linkage + monitor

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

If no, reason thereof: Through depts.

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. 14 lakh

✓ No. of works approved: 14

✓ No. of works started: Nil

✓ No. of works completed: Nil

✓ No. of Job Card holders in the Panchayat: 181

✓ No. of man days generated: Nil

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: There is no desire of interns

xi. 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

xii. 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 ✓	
COPD	Social Welfare	Yes/No ✓	
TSWO	Social Welfare	Yes/No ✓	
Angamadi Supervisor	Social Welfare	Yes/No ✓	
Headmaster/Principal/ZEO	School Education	Yes/No ✓	
lic MDM	School Education	Yes/No ✓	
BMO	Health	Yes/No ✓	
Tehsildar/Nab-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			

B2V2/PO&MD/2019

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 *Inter-med Panchs*

✓ 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):

1. 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: 3/2/2020 (date)

2. 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) _____

3. 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: 02/3/2020 (date)

B2V2/PO&MD/2019

v. Whether any new work(s) has/have been sanctioned since BZV-1, details thereof.

Sector/Department	Name of work sanctioned/taken up	Whether completed (Yes/No)	Remarks:
NIL	NIL	NIL	NIL

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

- a) Doctors/Paramedics/Other Health staff (Yes/No) ☒
- b) Teachers/Ret Teachers (Yes/No) ☒
- c) Anganwadi Workers/Helpers (Yes/No) ☒
- d) RCD 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:

Do improve the network

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

Any department whose officers/officials has not visited the Panchayat even once since BZV1: NIL

Any department which has organized any event or camp or tour of senior officer in the Panchayat since BZV1: NIL

BZV2PO&MD/2019

vi. Areas of major complaints brought to notice:

Major area of complaint made during BZV1	Department	Resolution of Complaint	Remarks
Blank topping on road	R/G	Yes/No ☒	Funds required
Water supply & water tank	PHE	Yes/No ☒	Water supply
Drain Problem	PWD	Yes/No ☒	Funds required

vii. Major problems confronting the people:

Major problem highlighted during BZV1	Department	Resolution of problem	Remarks
Tiles work in Streets	RDD	Yes/No ☒	Funds required
Para foot Path in each ward	RDD	Yes/No ☒	Funds required
Street light	D/O	Yes/No ☒	—do—
Requirement of vehicle for lifting waste	D/O	Yes/No ☒	—do—
Park/Playground	RDD	Yes/No ☒	—do—

BZV2PO&MD/2019

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: No Hand signed Officer

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 higher 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	RDD VLV/GKS	1	Education Teacher
2	PHE ^{Health} Supervisor	2	Health ^{Health} Assistant

B2V2PDP&MD/2019

1 st Meeting Date ()		2 nd Meeting Date ()	
S. No.	Department Designation	S. No.	Department Designation
3	PDD JE	3	Agriculture JE
4	ICDS Workers	4	RDD GKS/MLW
5	Horticulture HTG	5	PDD JE
6	Education Teacher	6	PHE Supervisor
7	Health ^{Health} Assistant	7	ICDS Worker
8	Agriculture JE	8	Horticulture HTG

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: _____

(MLW to demonstrate the reports to the Visiting Officer)

B2V2PDP&MD/2019

8. Whether the elected representatives are being prepared while preparing GUPUR plan for 2020-21: Yes/No ☒ 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 ☒ Yes/No

If no, reason thereof: _____

ii. Is the Social Audit Committee framed in B2V1 conducting social audit: Yes/No ☒ Yes/No

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

If yes, provide details: _____

No of Elected Representatives trained	Place of training	Theme of training	No of days
1	Poonch	Basic knowledge	12

ii. Quality of training: Poor/Satisfactory/Very Good/Excellent ☒ Very Good/Excellent

iii. Whether any exposure visit within J&K/outside has been conducted: Yes/No ☒ Yes/No

If yes, Visiting Officer to record the experiences/Views of the elected representatives about the visit: Poor/Satisfactory/Very Good/Excellent ☒ Very Good/Excellent

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

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

b. General Public: Poor/Satisfactory/Good/Excellent ☒ Good/Excellent

(Visiting officer to read out the schemes from the pamphlet available)

B2V2/PD&MD/2019

4) 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	1	NIL	NIL	NIL
Scholarship for Minority students	8	NIL	NIL	NIL
Pension - Old Age	14	32	Grant for approval	NIL
Pension - Widow	9	11	-do-	NIL
Pension - Disability	8	6	-do-	NIL
PM Kisan Nidhi	75	NIL	NIL	NIL
Ayushman Bharat	24	NIL	NIL	NIL
PM Jeevan Jyoti Bima Yojana				
PM Suraksha Bima Yojana				
PM Awas Yojana - Gramin	8	1	Grant for approval	NIL
State Marriage Assistance Scheme	1	7	-do-	NIL

B2V2/PD&MD/2019

Schemes/Services	Latent covered (Nos.)	(Approved but not sanctioned) (Nos.)	Under Process	Submitted to visiting officer (Nos.)
NREGA Job Card	181	4	nil	nil
Latent Bank	nil	8	not approved	nil
Swachh Bharat Mission- Individual Household Toilets	45	31	Names not mentioned in Senses	nil
PM Ujjwala Yojana	6	nil	nil	nil
Ujjala	nil	nil	nil	nil
Janashan Account				
PM Matsya Vandana Yojana				

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.)
Drinking water connection	52	Lack of funds	nil
Electricity connection	nil	nil	nil

B2V2/PD&MD/2019

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

II) DOUBLING FARMERS INCOME:

1. IRRIGATION

i. Topography of the Panchayat: Semi-Hilly/Hilly/Plain/Kandi

ii. Major sources of irrigation: Canal/Khul/Tube well/Ponds/Springs/Water harvesting Tanks/Rainfed/Others (please specify):

iii. Status of adequacy of irrigation facility in the Panchayat: Sufficient/Insufficient

iv. Are there any un-lapped irrigation sources in the Panchayat: Yes/No

✓ If yes, please specify (Canal/Ground Water/Stream/Lake/Spring/Pond/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: 500 Canal

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

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

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

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

Irrigation can be done by tapping water from the spring

2. HIGH YIELDING VARIETY (HYV) SEEDS:

i. Farmers using High Yielding Variety seeds (Approx. %age)

ii. Are adequate HYV seeds available to the farmers: Yes/No

iii. If no, reasons thereof:

B2V2/PD&MD/2019

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

i. No. of farmers without Kissan Credit Card 200 (Nos.)

ii. No. of farmers who have availed loan facility through KCC during 2019 30 Nos.

iii. No. of farmers who applied for KCC loan but not provided so far NIL Nos.

iv. Problems being faced by farmers in availing KCC loan (tick whatever relevant):

- a) Difficult processes and procedures NIL
- b) Delay by concerned Dept. NIL
- c) Delay by bank concerned NIL
- d) Any other problem, please specify: NIL

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: Local market

ii. If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing: No Surplus

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

B2V2/PO&MD/2019

5. DIVERSIFICATION TO HIGH VALUE CROPS/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	Potomum	Pike not, grow lime & g/fruit	

6. INCREASING LIVESTOCK PRODUCTION:

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

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

S. No.	Sector	No. of household/farmers engaged	No. of household/farmers interested in setting up new units
1	Backyard Poultry	<u>NIL</u>	<u>NIL</u>
2	Dairy units	<u>2</u>	<u>NIL</u>
3	Sheep Units	<u>NIL</u>	<u>NIL</u>
4	Fish Ponds	<u>NIL</u>	<u>NIL</u>

B2V2/PO&MD/2019

8. Suggestions for action by V

N/E

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

1. Shop more quality units & shop unit

2. Better seed quality

3

4

5

2) 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: 45
- 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) Irregular 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 FPIs registered in last 3 months: N/E

a) Are people generally satisfied by reception 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	
PHC	• Within 1 month ✓ More than 1 month • Never	

PDO	☒ 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: nil

K) OTHERS:

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

ii. Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No ☒ 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: 85

iv. Number of children in the age group of 4-14 years enrolled in the schools: 80

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

vi. Whether RDO 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 RDO 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:

1	Urgent public requirements in order of priority (Max. 07)
1.	Fast falls, hand drain and other works
2.	Modern village require
3.	Panchayat Eher and Govt School
4.	Water supply improvement
5.	Black taping on roads
6.	Anganwari Centre and Children Park
7.	More roads require
II	Any major complaint brought to notice of the Visiting Officer:
	Improvement require for proper drainage system

III	Overall perception of functioning of the government:
	Overall functioning of the Government is good but people expect more from the Government.
IV	Overall assessment of visit and suggestions: (the visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions.)
	The people of the Panchayat are demanding more development and there is a need to be redressed these problem.


 Signature of the visiting officer
 Name