

Jammu and Kashmir New Vision New Horizon

LIEUTENANT GOVERNOR
JAMMU & KASHMIR



RAJ BHAVAN
JAMMU-180001

Message

In June 2019, Jammu & Kashmir embarked on a unique initiative "Back to Village". The project was both daunting and ambitious - a public outreach of this size and scale had never been attempted before, certainly not in a state like Jammu & Kashmir with its unique problems of geography, climate and law and order.

Undaunted by the skeptics and the naysayers we decided to go ahead with the programme. The response of the programme exceeded our own expectations. Everywhere the visiting officers were welcomed, feted and honoured. The affection and respect with which officers were received across geographies was, for us, a testimony to the innate goodness and hospitality of the common people. The officers spent two days and a night with the people living with them, eating the same food and learning first hand the challenges and difficulties of their existence. For many it was a unique learning experience - the sweat, toil of nature brought home to them the *beautiful forms of things*; for others was a humbling experience as it laid bare to them the dignity which the rural population lives, notwithstanding the myriad challenges of their existence. Such was the enthusiasm generated by the programme that a resident of Shopian District wrote to the Hon'ble Prime Minister about this programme following which the Prime Minister made a mention of it in his *Mann Ki Baat* Programme calling it a 'Festival of development, public participation and public awareness'.

Encouraged by the success of the first edition of the programme, we have now decided to embark on its second phase. While the first phase of the programme was focussed on collecting feedback and assessing needs, the second phase intends to look more closely at the task of empowering, energising and institutionalizing the functioning of Panchayat Raj Institutions. Invariably they will associate Panches/Sarpanches. The other objective of this edition of the programme will be to look at the various flagship programmes and individual beneficiary oriented schemes and learn more about the impediments, grievances which hampers their full implementation and their disposal also be ascertained. The visiting officers would also study agriculture and allied activities in the Panchayats, particularly with the objective of our national goal of doubling farmers' income by 2022.

I am confident that our entire team will once again rise to the occasion and replicate the success of the first edition of the programme. I am also confident that the Deputy Commissioners and Administrative Secretaries will create the necessary conditions for the visiting officers to discharge their role effectively. I am equally sure that this programme will evolve into an institutionalized, doorstep governance programme which will not only be a genuine, unadulterated ear to the ground but will also cut the infamous red tape and help in delivering development better and faster.

(G. C. Murmu)



Chief Secretary
Jammu and Kashmir

B. V. R. Subrahmanyam
IAS

Message

One of the key elements of good governance is the empowerment of democratic institutions so that people become real partners in decision making. After the successful conduct of Panchayat Elections in 2018, it was essential to reach out to the people for getting their valuable feedback for making the functioning of the democratic institutions as vibrant and meaningful institutions of governance.

With a view to reaching out to every nook and corner of Jammu & Kashmir, the Government conceived 'Back to Village (B2V) programme', the first of its kind in Jammu & Kashmir. The programme which was organized from June 20-27, 2019, across all 4483 Panchayats focussed on energizing Panchayats, collecting feedback on delivery of government schemes/programmes, capturing specific economic potential and undertaking assessment of needs of the villages. People came out in droves to welcome the visiting officers and appreciated the initiative of the government. The initiative was widely acknowledged with Prime Minister Mr. Narendra Modi mentioning it in 'Mann Ki Baat' on 28th July, 2019. The interface was visible and response so overwhelming and enthusiastic that some officers stayed in their Panchayats beyond the schedule.

Government has already released funds for the Panchayats to address the priority works identified during the first phase of B2V programme.

As B2V envisages equitable development of Panchayats with a sound financial base, it is expedient that the initiative is carried forward to assess the level of empowerment and institutionalization of the Panchayat Raj Institutions (PRIs) at the grassroot level viz-a-viz the impact of various flagship programmes and welfare schemes on the rural populace. The feedback so obtained will help the government to tailor the various central and other government schemes/programmes in improving delivery of village-specific services and making the village life better in terms of improved amenities and facilities. I am confident that B2V programme will evolve into an institutionalized, doorstep governance programme, which will help to deliver speedy and faster services and development.

I fervently appeal to Panchayat representatives as well as people to come forward to project their views before the visiting officers for strengthening the PRIs.

I would urge the Deputy Commissioners to coordinate the visit of officers to various Panchayat Haikas for better outcomes.

I am confident that our officers who will be a part of the B2V programme will work indefatigably to make the initiative a grand success.

(B. V. R. Subrahmanyam)

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 (GPD) 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.

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 B2V/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.

Day 1 Afternoon:

- 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 ✓
- 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 *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/Palwani/Anganwadi Worker/ASHA/Ministry W/PDS storekeeper/representatives of PHE, PDS PWD Agriculture Animal Sheep, Horticulture etc.)

NGOs/SHS/NGOs

Engaged civil society/retired teachers/Govt employees/ex-servicemen etc.

Back to Village 2 (B2V2) - Report

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

A) DETAILS OF REPORTING OFFICER:

- i. Name: **Raj Kumar Katoch**
- ii. Designation: **Director**
- iii. Department/Place of posting: **Horticulture, Jammu**
- iv. Mobile No: **9419196239**
- v. Email id: **rajkatoch 70 @ gmail. com**
- vi. Home District: **Ramban.**
- vii. Dates of visit: **25/26/27/28/29/30, November 2019**

B) LOCAL DETAILS OF PANCHAYAT:

- i. Name of the Panchayat: **Mansak**
- ii. Local Government Directory (LGD) code of the Panchayat: **289070**
(To be sourced from Rural Development Department by DC)
- iii. Name of CD Block: **Majalla**
- iv. Name of Tehsil: **Majalla**
- v. Name of District: **Udhampur**

C) PANCHAYAT PROFILE:

- i. No. of revenue villages in the Panchayat: **2**
- ii. No. of hamlets in the Panchayat: **5**
- iii. No. of households in the Panchayat: **325**
- iv. Population (approx.) of the Panchayat: **1586**

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

S. No.	Department	Designation of the officer/official
1	PHE	JE
2	Medical	B.M.O
3	PDD	JE, Mela Reader, Jume man
4	Revenue	Naib-Tehsildar
5	RDD	T.A (JE)
6	Agriculture	AEA
7	Horticulture	Sr. Technician
8	Social Welfare	NYC (National Youth Corps)

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/Private building **✓**
- ii. 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 ✓	There is no furniture to sit
Computer/printer	Yes/No ✓	Yes/No ✓	— do —
Telephone facility	Yes/No ✓	Yes/No ✓	— do —

- 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: 24th Nov. 2019
- ii. Whether Gram Sabha meeting is being held regularly on quarterly basis: Yes/No ✓
Date of last meeting held: 2nd Oct. 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 ✓

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 ✓	16.80125	Yes/No ✓
ICDS (Nutrition)	Yes/No ✓	—	Yes/No ✓	—	Yes/No ✓
ICDS (Honorarium)	Yes/No ✓	—	Yes/No ✓	—	Yes/No ✓
Mid Day Meals (MDM)	Yes/No ✓	Principal of Hr. Sec. Sch. ✓ P. Teacher	Yes/No ✓	—	Yes/No ✓
Own resources of Panchayat	Yes/No ✓	—	Yes/No ✓	—	Yes/No ✓
Any other Scheme, if yes, indicate name	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 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 ✓
For the year 2016-17 and 2017-18
- c. No. of works for which estimates have been prepared: 9 No. (100 % to total)
for the action plan of 2016-17, 2017-18.

d. Whether Action Plan has been approved by the DDC: Yes/No
For 2016-17 and 2017-18

If no, reason thereof: _____

e. Whether the works have been started: Yes/No ☒

No. of works started: Nil No. () % to total

If no, reason thereof: Key material was not available.

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: Panchayat/Sarpanch are not involved in the purchasing process yet.

Also mention if it is being purchased by someone else: By the concerned department.

b. Is nutrition being provided to Anganwadi Centres in the Panchayat: Yes/No ☒

If no, reason thereof: Nutrition has not been provided for the last one year. Every iodised salt has not been provided for the last 3 years.

c. Is the Panchayat/Sarpanch paying honorarium to AWWs/Helpers directly at Panchayat level: Yes/No ☒

If no, reason thereof: Panchayat is not involved in paying honorarium to AWWs/Helpers directly at Panchayat level.

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: Panchayat/Sarpanch is not involved in purchasing items at Panchayat level.

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

If no, reason thereof: They are not involved in providing mid day meal to the school children.

Also mention if it is being provided by someone else: By the concerned department.

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 17.0 lakh

✓ No. of works approved: 7 Nos.

✓ No. of works started: Nil -

✓ No of works completed: Nil -

✓ No of Job Card holders in the Panchayat: 300

✓ No. of man days generated: 1000

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: No source has been identified yet.

- 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	Full co-operation
VLW	RDD	Yes/No	Full co-operation
JE	RDD	Yes/No	Full support
CDPO	Social Welfare	Yes/No	No support
TSWO	Social Welfare	Yes/No	No support
Anganwadi Supervisor	Social Welfare	Yes/No	No support
Headmaster/Principal/ZEO	School Education	Yes/No	Full co-operation
I/c MDM	School Education	Yes/No	Full co-operation
BMO	Health	Yes/No	Full co-operation
Tehsildar/Naib-Tehsildar	Revenue	Yes	Full co-operation
Patwari	Revenue	Yes/No	Full co-operation
Agriculture Extension Official	Agriculture	Yes/No	Full co-operation
Horticulture Extension Official	Horticulture	Yes/No	Full support & co-operation
Village functionaries		Yes/No	Full co-operation
Any other			

for locals, may be construction of shops or any other activity in the Panchayat area.
 B2V2/PD&MD/2019
 Panchayat reported that wild life and SMDA always create problems

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: Payments against the work executed under MGNREGA is pending till date

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: No initiative reported

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) - Nil -

(2) - Nil -

(3) - Nil -

iii. Whether any funds have been released for works identified in B2V1: Yes/No

If yes, amount released: Rs. _____ 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 BZV-1, details thereof:

Sector/Department	Name of work sanctioned/taken up	Whether completed (yes/no)	Remarks:
	- Nil -	- Nil -	
	- Nil -	- Nil -	
	- Nil -	- Nil -	
	- 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) Anganwari Workers/Helpers (Yes/No) ☒
- d) RDD staff (Yes/No) ☒
- e) JE/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:

PDD - 24 hours power supply, Health Deptt, PHE has been converted to Health and Wellness PHE, Mansar.

Any department whose staff is absent most of the time:

Swarnans, Mansar Dev, Autowesty (SMDA)

Any department whose officers/officials has not visited the Panchayat even once since BZV1: SMDA, Sewiculture, Sheep Husbandry

Any department which has organized any event or camp or tour of senior officer in the Panchayat since BZV1 Agriculture, Anganwari, Social Welfare

vi. Areas of major complaints brought to notice:

Major area of complaint made during BZV1	Department	Resolution of Complaint	Remarks
Insufficient staff in the Govt. offices.	Health, PDD, PHE and Education	Yes/No <input checked="" type="checkbox"/>	
Huge resentment against SMDA regarding assigned Dev. activities.	SMDA	Yes/No <input checked="" type="checkbox"/>	
New implementation of schemes i.e. Unnaty Ladli Beti, Midday Odhage Pension	Social Welfare	Yes/No <input checked="" type="checkbox"/>	

vii. Major problems confronting the people:

Major problem highlighted during BZV1	Department	Resolution of problem	Remarks
Poor Road Connectivity	REW	Yes/No <input checked="" type="checkbox"/>	
Scarcity of safe and hygienic drinking water	PHE	Yes/No <input checked="" type="checkbox"/>	
Huge Power Crisis.	PDD	Yes/No <input checked="" type="checkbox"/>	24 hours power supply restored.
Poor Health Care system	Health Deptt.	Yes/No <input checked="" type="checkbox"/>	
Very poor sanitary conditions in the GP around the Mansar lake.	SMDA	Yes/No <input checked="" type="checkbox"/>	

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 only MGNREGA
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: Date has been fixed on 29-11-2019

iv. Whether Public Information Board indicating the schemes with allocation for the year 2020-21 has been installed in Panchayat Char or at some prominent place: Yes/No ✓

If no, the officer should get it installed and confirm: Asked to do so.

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: Asked to do so.

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 (9-11-2019)			2 nd Meeting Date (24-11-2019)		
S. No.	Department	Designation	S. No.	Department	Designation
1	RDD	Secretary Panchayat	1	RDD	Secretary Panchayat
2			2		

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1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3			3		
4			4		
5			5		
6			6		
7			7		
8			8		

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: Meeting not held till date.

viii. Whether the GPDP Plans are being approved by the Gram Sabha: Yes/No ✓

If no, reason thereof: Meeting has been fixed on 29-11-2019

ix. Whether the approved Plans and Facilitator feedback reports are being uploaded through Plan Portal: Yes/No ✓

If no, reason thereof: _____

(V/LW to demonstrate the reports to the Visiting Officer)

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- 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. 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: No work has been started till date.
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: Not yet.

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
B	Panchayat of Mangar, Role and Sarpanch at Vidhansabha of ERG at all levels.		3

- ii. Quality of training: Poor/Satisfactory/Very Good/Excellent. Yes/No
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 Yes/No
iv. Whether any digital literacy training has been conducted for Sarpanches: Yes/No Yes/No
If yes, quality of training: Poor/Average/Good/Excellent. Yes/No
v. Level of awareness among the elected representatives and general public about the schemes devolved to Panchayats: Yes/No
a. Elected representatives: Poor/Satisfactory/Good/Excellent Yes/No
b. General Public: Poor/Satisfactory/Good/Excellent Yes/No
(Visiting officer to read out the schemes from the pamphlet available)

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	182	102	Sent to higher authority.	NIL.
Scholarship for Minority students	-Nil-	-Nil-	-	-
Pension - Old Age	12	Not Provided	-	Details not provided
Pension - Widow	3	-do-	-	-do-
Pension - Disability	7	-do-	-	-do-
PM Kisan Nidhi	50	2	Due to wrong A/c No.	-
Ayushman Bharat	NIL	-Nil-	-	-
PM Jeevan Jyoti Bima Yojana	-Nil-	-Nil-	-	-
PM Suraksha Bima Yojana	-Nil-	-Nil-	-	-
PM Awas Yojana - Gramin	51	25	Due to financial reasons	-
State Marriage Assistance Scheme	-Nil-	-Nil-	-	-

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	300	—	—	—
Ladli Beti	Not represented by concerned deptt.			
Swachh Bharat Mission- Individual Household Toilets	Total ODF declared.			
PM Ujjwala Yojana	Concerned departmental official was not present.			
Ujala	Concerned deptt. official was not present.			
Jandhan Account	Concerned deptt. official was not present.			
PM Matru Vandana Yojana	13	5	Due to non-availability of funds.	—

* 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	25	These beneficiaries have not applied for connection in the deptt.	—
Electricity connection	Nil	—	—

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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/Khul/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: _____
- Whether the Panchayat has potential for drips/sprinkler irrigation: Yes/No ✓
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: Nil- ✓
- No. of farmers who intend to use drip/sprinkler irrigation: Nil- (Nos.) ✓
- Any suggestions to improve irrigation facilities in the Panchayat: ✓

Check Dam / Bore wells.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx %age) 70 %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 80 (Nos.)
- No. of farmers who have availed loan facility through KCC during 2019
03 Nos.
- No. of farmers who applied for KCC loan but not provided so far
02 Nos.
- Problems being faced by farmers in availing KCC loan (tick whatever relevant):
 - Difficult processes and procedures ✓
 - Delay by concerned Dept.
 - Delay by bank concerned
 - Any other problem, please specify: Difficulty in getting Revenue record from the concerned department.
- Suggestions for improving the process of availing loan under KCC
Procedure needs to be simplified and the loan limit should be enhanced to Rs. 10000/- per Kernal

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:
Agriculture/Horticulture Mandis needs to be established at central points.
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:
Farmers Producer Organizations (FPO's) need to be formed and also necessary infrastructure like Reapers Vans and cold storage need to be established.

5. DIVERSIFICATION TO HIGH VALUE CROPS/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)

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	—	4
2	Dairy units	1	—
3	Sheep Units	15	4
4	Fish Ponds	—	4

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

To create awareness among farming community to setup new units of Poultry, sheep, dairy etc.

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

1. Upgradation/Amplification of Irrigation facilities for Agriculture as well Horticulture crops in the Gram Panchayat.
2. Establishment of Vocational Training centres for youths like Food processing units, Fashion designing, Tailoring and Tailoring, Computer Center, Agri Farming etc.
3. Hand holding of farmers for establishment of dairy, Poultry and sheep raising units.
4. Involving more youths in activities like water sports, Restaurants, Cyber Cafe and other recreational activities.
5. Amplification of tourism infrastructure in the Panchayat.

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: 60

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: Assagant behavior and untimely opening of PS store.

iii. Number of FIRs registered in last 3 months: - Nil -

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	<input checked="" type="checkbox"/> Within 1 month <input checked="" type="checkbox"/> More than 1 month <input type="checkbox"/> Never	Within one month
Social welfare	<input checked="" type="checkbox"/> Within 1 month <input checked="" type="checkbox"/> More than 1 month <input type="checkbox"/> Never	More than one month
Police Station	<input checked="" type="checkbox"/> Within 1 month <input checked="" type="checkbox"/> More than 1 month <input type="checkbox"/> Never	Within one month
PHE	<input checked="" type="checkbox"/> Within 1 month <input checked="" type="checkbox"/> More than 1 month <input type="checkbox"/> Never	More than one month due to shortage of staff.

PDD	✓ Within 1 month • More than 1 month • Never	Within one month
Any other	• Within 1 month • More than 1 month • Never	SMDA and Wild life dept. not working as per people's perception.

v. Any specific observation or complaint regarding any particular department?
Delay in implementation of Males Plan by SMDA.

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: Representation of the concerned dept was not present.
- iv. Number of children in the age group of 4-14 years enrolled in the schools: 88
- v. Is there any High/Higher Secondary school with more than 40% girl students: Yes/No ✓
- vi. Whether RCD has provided Sanitary Napkin Vending Machines in any of the above Schools Yes/No/Not applicable
- ✓ If yes details of schools: Higher Sec, School Mousas
- ✓ If yes whether the machine is functional: Yes/No ✓
- vii. Whether RCD 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. Sufficient, safe and Hygienic drinking water for all the hamlets of the whole Gram Panchayat.
	2. Upgradation of Tourism infrastructure, sufficient Public conveyance Centre, parking slots and installation of lights in the circular road alongside the lake.
	3. Upgradation of Health Care facilities like X-ray, CT-scan, Pathology lab. and also upgradation of PHC to Sub-District Hospital.
✓ 4.	Road connectivity among all the hamlets of the Gram Panchayat.
	5. Augmentation of existing fence supply lines in and around Mousas Panchayat wherein most of the places the electrical conductors are passing close to the trespassers.
	6. Providing sufficient staff in the Higher Sec. School and other Govt. offices beyond establishment of one girls High School in GP.
	7. Providing nutritious food to the ICDs centres and implementation of other social welfare schemes like Widow, Handicap and Oldage Pension scheme.
II	Any major complaint brought to notice of the Visiting Officer:
	1. Major resentment of the local inhabitants is against SMDA and Wild life departments for its failure in the developmental activities.
	2. Non-implementation of schemes such as Kadi Beti, Widow Oldage Pension scheme, Ayushman Bharat, PM Jeevan Jyoti/ Suraksha Bima Yojna.
	3. Insufficient safe and hygienic drinking water.

III Overall perception of functioning of the government

Requires monitoring of the working of the different departments in the Panchayat besides making every official officers working in the GP accountable towards their duties assigned to them. Moreover, appropriate and timely availability of funds for various developmental activities of different departments the Panchayat shall help in timely completion of departmental works. As a whole the functioning of GP is good.

IV Overall assessment of visit and suggestions

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

Mansar Panchayat falling on the banks of historic Mansar Lake with great tourism potential lacks development in respect of better road connectivity, safe drinking water, parking slots, public convenience as well as water sports and other facilities associated with tourism potential.

In order to harness the dormant potential of the Mansar Panchayat, framing of a comprehensive Mansar Dev. Plan is the urgent need of the hour, which shall cater, safe drinking water, better internet drinking water, better health care, better tourism roads among the hamlets, suitable parking slots and public convenience, better sanitary facilities, restaurants and cyber cafe, water sports, recreation facilities for farmers, food processing centres etc. Such plan if framed shall collectively develop Mansar Panchayat a Model Panchayat for others to follow.