



# Back to Village 2

B2V2

Governance at the Doorstep

November 25-30, 2019

*Panchayat*

*Upper Merit*

*Done By  
Anil*

Government of Jammu & Kashmir

# 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 nay-sayers 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 senseless 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 marginal 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 the programme following which the Prime Minister made a mention of it in the 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 focused on collecting feedback and assessing needs, the second phase intends to look more closely at the task of empowering, energising and institutionalising the functioning of Panchayati Raj Institutions, invariably they will associate Panchas/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 apprehensions, 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  
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### 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 organised from June 20-27, 2019, across all 4483 Panchayats focused on emerging Panchayats, outlining guidelines on delivery of government schemes/programmes, conducting specific economic potential and livelihood 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 28<sup>th</sup> July, 2019. The interface was vibrant and responses to 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 basis, it is expedient that the initiative is carried forward to extend the level of empowerment and institutionalization of the Panchayat Raj Institutions (PRIs) at the grassroot level via a-via the impact of various flagship programmes and welfare schemes on the rural populace. The feedback so obtained will help the government to take the serious, central and other government schemes/programmes to improve 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, dynamic governance programme, which will help to deliver speedy and better 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 Halls 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)

Operational Instructions for the Working Group

Check the Village 2 (1976)

1. A suggested activity schedule has been prepared for the working group. It can be inserted in the office to ensure that all working and meeting schedules in the schedule are carried out properly.
2. The working office must hold a meeting with the Village Committee of the district before undertaking the village visit. During the meeting, it will be known about the survey team on the village visit, a list of persons to be visited, their jobs and what will be given before the visit. There are several:
3. Before undertaking the visit, the working office must coordinate with the district government, especially the village committee, and ensure that the working group is coordinated. The working office must ensure that the working group is coordinated with the district government, especially the village committee, and ensure that the working group is coordinated.
4. During the visit, the working office must ensure that the working group is coordinated with the district government, especially the village committee, and ensure that the working group is coordinated.
5. Before the visit, the working office must ensure that the working group is coordinated with the district government, especially the village committee, and ensure that the working group is coordinated.
6. During the visit, the working office must ensure that the working group is coordinated with the district government, especially the village committee, and ensure that the working group is coordinated.
7. Before the visit, the working office must ensure that the working group is coordinated with the district government, especially the village committee, and ensure that the working group is coordinated.
8. During the visit, the working office must ensure that the working group is coordinated with the district government, especially the village committee, and ensure that the working group is coordinated.
9. Before the visit, the working office must ensure that the working group is coordinated with the district government, especially the village committee, and ensure that the working group is coordinated.
10. During the visit, the working office must ensure that the working group is coordinated with the district government, especially the village committee, and ensure that the working group is coordinated.

- viii. The visiting officer should try and visit as many local institutions including schools, PHCs, Anganwadi Centres etc. as possible. He should also inspect at least some of the works carried out/being carried out under various schemes like 14<sup>th</sup> FC, MNREGA and other government programmes. In case, there is a languishing project in the village, the officer should certainly inspect the same and record its progress.
- ix. In addition to all other activities that the visiting officer will carry out, he/she should lay special emphasis on 100% enrolment of school children (age 4-14 years), 100% coverage of PM-Kisan, Ayushman Bharat and 100% coverage of all beneficiary oriented schemes including pensions and scholarships. He/she should also try to understand how various government programmes can be better used for doubling rural incomes and energising rural/micro enterprises and village industries.
- x. The visiting officer shall restrain himself/herself from giving or offering any commitment on behalf of the government.
- xi. The visiting officer shall adopt an unbiased attitude in reporting issues. As far as possible, his observations should be based on a consensual view emerging from his interactions in the village.
- xii. The report of the visiting officer shall be submitted both physically and electronically in the pre-circulated format. The officer should exercise all care and objectivity while filling up the same.
- xiii. After completing the village visit and before leaving the district, the officer must hold a debriefing meeting with the Deputy Commissioner and his/her team and deposit the B2V2 booklets and any other lists/applications/grievances that may have been handed over to him/her during the visit.

### Guidelines 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.
  1. Read out the charter of Fundamental Duties.
  2. Discuss B2V1 report card, critical gap analysis report and obtain feedback on follow up of B2V1 activities.
  3. Unveil the GPDP booklet in the Gram Sabha.
  4. Get the resolution for approval of GPDP and MNREGA passed in the Gram Sabha.
  5. Unveil the 14<sup>th</sup> FC plan booklet in the Gram Sabha.
  6. Inspect the four pass books- 14<sup>th</sup> FC, MDM, ICDS, Own Resources.
  7. Check the purchase record register for MDM and ICDS.
  8. Distribute the information flyers on Individual Beneficiary Based Schemes.
  9. Fill up those columns of the B2V2 booklet which require Gram Sabha responses.
  10. Distribute guidelines of government schemes which can help increase rural incomes e.g. Backyard Poultry, Dairy Entrepreneurship Scheme etc.
  11. Get the Panchayat Biodiversity Committee 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.
  12. Check Panchayat Asset register and Infrastructure register. If the same is not available, the officer will get it prepared.



- o Collect copy of Panchayat Plastic Collection and Disposal plan.
- o Get scheme-wise list of individuals who are desirous of accessing individual beneficiary oriented schemes but have not applied so far.
- o Collect any complaint/grievance that people may have, especially with regard to non-sanctioning of benefits under individual beneficiary oriented schemes.
- o 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:
  - o Get various subjects/portfolios assigned to the panches by the Sarpanch if not already assigned and get a Panchayat resolution passed for the same.
  - o Inspect the *karwar* register and make the Panchayat members aware about the requirement of monthly meetings as per the Act.
  - o Check the digital signatures of Sarpanch/Panchayat Secretary/Administrator.
  - o 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:
  - o Frontline government functionaries (Doctor/Teacher/Patwari/Anganwadi Workers/ASHAs/ANMs/VLW/PDS storekeeper/representatives of PHE, PDD, PWD, Agriculture, Animal Sheep, Horticulture etc.)
  - o Social activists/NGOs.
  - o Prominent citizens/retired teachers/Govt. employees/ex-servicemen etc.

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: No

#### 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: Not started (date) Formal meeting not taking place

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. \_\_\_\_\_ 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:
RDD	Const of Community Hall at Sankhwar (MPLAD)	No	In progress
RDD	Community Sanitary Complex at Sankhwar (under SPM)	Yes	-

- 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: \_\_\_\_\_

Any department which has organized any event or camp or tour of senior officer in the Panchayat since B2V1 RDD has given awareness for preparation of GPD Plan

- vi. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
		Yes/No	
		Yes/No	
		Yes/No	

- vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Electricity problem i.e. low voltage & short of Electricity Poles	PDD	Yes/No ✓	
Renovation of road supply road to Lander	PMGSY	Yes/No ✓	
Storage of water Tank for onward supply to village	PHE	Yes/No ✓	
Salvage of staff in schools	Education	Yes/No ✓	
		Yes/No	



### B) PLANNING, EXECUTION AND TRAINING

#### 1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP)

- Whether the GPDP for the schemes transferred to the Gram Panchayats have been prepared for the year 2020-21: Yes/No  
If no, reason thereof: \_\_\_\_\_
- Whether the schemes and activities approved under GPDP for 2019-20 are under implementation: Yes/No
- Whether Panchayat-wise disaggregation of the resources earmarked for the schemes for 2020-21 has been done by the District Officers: Yes/No  
If no, reason thereof: \_\_\_\_\_
- 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: \_\_\_\_\_
- Whether the meeting schedule of Gram Sabha has been prepared and uploaded on GPDP Portal for preparation of GPDP 2020-21: Yes/No  
If no, the visiting officer to ensure that the meeting schedule is framed in his/her presence and confirm: \_\_\_\_\_
- Whether the frontline workers of the subjects transferred to the Gram Panchayats are participating in the scheduled Gram Sabha meetings: Yes/No  
If yes, provide details of participation of frontline workers (Govt. functionaries) in the last two meetings:

1 <sup>st</sup> Meeting Date (30-10-2019)			2 <sup>nd</sup> Meeting Date (18-11-2019)		
S. No.	Department	Designation	S. No.	Department	Designation
1	RDD	Secretary Panchayat	1	RDD	Prakash Chandra
2	Fisheries Deptt	Dy. Superintendent	2	Fisheries Deptt	Ramesh Ram

1 <sup>st</sup> Meeting Date (30-10-2019)		2 <sup>nd</sup> Meeting Date (18-11-2019)	
S. No.	Designation	S. No.	Designation
1	Agri. Ext. Off.	2	Agri. Ext. Off.
3	Agri. Ext. Off.	4	Agri. Ext. Off.
5	Agri. Ext. Off.	6	Agri. Ext. Off.
7	Agri. Ext. Off.	8	Agri. Ext. Off.
9	Agri. Ext. Off.	10	Agri. Ext. Off.
11	Agri. Ext. Off.	12	Agri. Ext. Off.
13	Agri. Ext. Off.	14	Agri. Ext. Off.
15	Agri. Ext. Off.	16	Agri. Ext. Off.
17	Agri. Ext. Off.	18	Agri. Ext. Off.
19	Agri. Ext. Off.	20	Agri. Ext. Off.
21	Agri. Ext. Off.	22	Agri. Ext. Off.
23	Agri. Ext. Off.	24	Agri. Ext. Off.
25	Agri. Ext. Off.	26	Agri. Ext. Off.
27	Agri. Ext. Off.	28	Agri. Ext. Off.
29	Agri. Ext. Off.	30	Agri. Ext. Off.
31	Agri. Ext. Off.	32	Agri. Ext. Off.
33	Agri. Ext. Off.	34	Agri. Ext. Off.
35	Agri. Ext. Off.	36	Agri. Ext. Off.
37	Agri. Ext. Off.	38	Agri. Ext. Off.
39	Agri. Ext. Off.	40	Agri. Ext. Off.
41	Agri. Ext. Off.	42	Agri. Ext. Off.
43	Agri. Ext. Off.	44	Agri. Ext. Off.
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49	Agri. Ext. Off.	50	Agri. Ext. Off.
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91	Agri. Ext. Off.	92	Agri. Ext. Off.
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95	Agri. Ext. Off.	96	Agri. Ext. Off.
97	Agri. Ext. Off.	98	Agri. Ext. Off.
99	Agri. Ext. Off.	100	Agri. Ext. Off.

If no, reason thereof: \_\_\_\_\_

- 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: \_\_\_\_\_
- Whether the GPDP Plans are being approved by the Gram Sabha: Yes/No  
If no, reason thereof: \_\_\_\_\_
- Whether the approved Plans and Facilitator feedback reports are being uploaded through Plan Portal: Yes/No  
If no, reason thereof: \_\_\_\_\_  
(V.O. to demonstrate the reports to the Visiting Officer)



- x. Whether the critical gaps identified in the Panchayat during Mission Arityodays Survey, 2019 are being bridged while preparing GPDP plan for 2020-21: Yes/No.  
If no, reason thereof: \_\_\_\_\_

## 2. SOCIAL AUDIT:

- i. Whether the details with regard to the schemes being implemented by the Gram Panchayats are placed before the Gram Sabha on quarterly basis for carrying out audit: Yes/No  
If no, reason thereof: \_\_\_\_\_
- ii. Is the Social Audit Committee framed in B2V1 conducting social audit: Yes/No
- iii. Whether the issues raised during the audit are being redressed by the department concerned: Yes/No  
If no, reason thereof: \_\_\_\_\_

## 3. CAPACITY BUILDING & TRAININGS:

- i. Whether, the capacity building and training has been imparted to the elected representatives: Yes/No  
If yes, provide details:

No of Elected Representatives trained	Place of training	Theme of training	No of days
Sarpanch 1	BHQ Udhampur	Awareness about Panchayat Functions of PRS members	03
Panchay 9	BHQ Panchayat		03

- ii. Quality of training: Poor/Satisfactory/Very Good/Excellent.
- iii. Whether any exposure visit within J&K/outside has been conducted: Yes/No  
If yes, Visiting Officer to record the experiences/views of the elected representatives about the visit: Poor/Satisfactory/Very Good/Excellent
- iv. Whether any digital literacy training has been conducted for Sarpanches: Yes/No  
If yes, quality of training: Poor/Average/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
- b. General Public : Poor/Satisfactory/Good/Excellent  
(Visiting officer to read out the schemes from the pamphlet available)

B2V2/PD&MD/2019

## 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	104	0	0	0
Scholarship for Minority students	06	0	0	0
Pension - Old Age	56	15	Funds exhausted	—
Pension - Widow	22	3	Funds exhausted	—
Pension - Disability	26	4	Funds exhausted	—
PM Kisan Nidhi	425	0	—	—
Ayushman Bharat	713	234	Review work availability	—
PM Jeevan Jyoti Bina Yojana	392	—	—	—
PM Suraksha Bina Yojana	856	—	—	—
PM Awas Yojana - Gramin	04	—	Panchayat not showing on PM Portal	—
State Marriage Assistance Scheme	23	05	Under process	—

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Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	392	—	—	—
Ladli Beti	—	—	—	—
Swachh Bharat Mission-Individual Household Toilets	298	—	—	—
PM Ujjwala Yojana	N/A	N/A	N/A	N/A
Ujala	—	—	—	—
Jandhan Account	1100	—	—	—
PM Matru Vandana Yojana	27	20	Due to Network Problem in uploading	—

\* 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	nil	nil	nil
Electricity connection	nil	nil	nil

B2V2/PD&MD/2019

#### Day 2 Afternoon

- Visit the Panchayat Ghar/BQC office and check for furniture/ampoule.
- Install bound at land identified for Panchayat Ghar.
- Lead Grih Pravesh Ceremony for completed PMAY houses.
- Inaugurate the previous BZV work and lay foundation stone for a new one.
- Inspect BZV/1/14<sup>th</sup> FC works/Langulabing 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:

- i. Name: Dr. Pawan Kothari (DAE)
- ii. Designation: Financial Commissioner Revenue
- iii. Department/Place of posting: Revenue
- iv. Mobile No: 9419180904
- v. Email id: pawan.k@ gmail. com
- vi. Home District: Deoga
- vii. Dates of visit: 25/26/27/28/29/30, November 2019

### B) LOCATIONAL DETAILS OF PANCHAYAT:

- i. Name of the Panchayat: UPPER MEER A
- ii. Local Government Directory (LGD) code of the Panchayat:  
(To be sourced from Rural Development Department by DC) 4834
- iii. Name of CD Block: Panchari
- iv. Name of Tehsil: Panchari
- v. Name of District: District Udhampur

### C) PANCHAYAT PROFILE:

- i. No. of revenue villages in the Panchayat: 01
- ii. No. of hamlets in the Panchayat: 09
- iii. No. of households in the Panchayat: 420
- iv. Population (approx.) of the Panchayat: 2522

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

S. No.	Department	Designation of the officer/official
1	Agri. Culture Soil Conservation	ABR / Sachin Sachan
2	Education Power Dev. Department	ABO / Rakesh Pandey Rural Education Officer Panchari Jeevan Lal (A.R.)
3	Revenue Rural Dev. Deptt.	Postmaster: Mukesh Singh Jyoti Singh / Nandan Choud G.R.S. / Pr. Tom Singh
4	Sheep Husbandry	Shree Baid / Mukesh Kumar
5	Health Department	Headman Rani / F.M.P.H.W. Dr. Anil Sachan / B.M.O. Panchari
6	SCDS (Social Welfare)	Supervisor / Nishu Sharma
7	Social Welfare Deptt	T.S.O. / T. Lak Raj
8	PHE Department	ABE / Narender Kumar Gupta

### 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  
If no, whether land is available for construction of the Panchayat Ghar: Yes/No
- ii. Whether the BOC office has been established (in case the officer visits from 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: \_\_\_\_\_

## 2. FUNCTIONALITY:

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

Date of last meeting held: 18-11-2019

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

Date of last meeting held: 18-11-2019

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 ✓

v. Bank Account opening and receipt of funds:

Name of the Scheme	Separate bank accounts opened	Official signatory other than Sarpanch	Funds received	Balance in the account as on date (Rs. in lakhs)	Whether it found that transaction has been made
14 <sup>th</sup> Finance Commission	Yes/No ✓	Secretary Panchayat	Yes/No ✓	19.56 lac	Yes/No ✓
ICDS (Nutrition)	Yes/No ✓	Hemish Sharma Supervisor	Yes/No ✓	NIP	Yes/No ✓
ICDS (Honorarium)	Yes/No ✓	Supervisor	Yes/No ✓	NIP	Yes/No ✓
Mid Day Meals (MDM)	Yes/No ✓	Headmaster	Yes/No ✓	NIP	Yes/No ✓
Own resources of Panchayat	Yes/No ✓	Secretary Panchayat	Yes/No ✓	1.62	Yes/No ✓
Any other Scheme, If yes, indicate name	-	-	-	-	-

(Visiting Officer to personally check the Passbook and enter the above details. He/she will also check that the bank account is in the name of the Panchayat and operated by Sarpanch.)

vi. Whether Panchayat Biodiversity Committee has been constituted: Yes/No ✓

If no, the visiting officer to ensure that the Committee is constituted in his/her presence and confirm: \_\_\_\_\_

vii. 14<sup>th</sup> 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: 6 No. (50 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: 05 No. (25 % to total)

If no, reason thereof: \_\_\_\_\_

f. Who is issuing work order for works being executed under 14<sup>th</sup> 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: Account not uploaded yet

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: As the funds are not available in account

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

If no, reason thereof: Funds are not received in joint account

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: Funds are not available at Panchayat level

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. 172 lakh

✓ No. of works approved: 13

✓ No. of works started: 04

✓ No. of works completed: 0

✓ No. of Job Card holders in the Panchayat: 392

✓ No. of man days generated: 298

d. 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 Grain Sabha: Yes/No

If no, reason thereof: \_\_\_\_\_

B2V2/PD&MD/2019

- xii. Whether subjects have been assigned by the Sarpanch to the Pancha: ☒ 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	<input checked="" type="checkbox"/> Yes/No	
VLW	RDD	<input checked="" type="checkbox"/> Yes/No	
JE	RDD	<input checked="" type="checkbox"/> Yes/No	
CDPO	Social Welfare	<input checked="" type="checkbox"/> Yes/No	
TSWO	Social Welfare	<input checked="" type="checkbox"/> Yes/No	
Anganwadi Supervisor	Social Welfare	<input checked="" type="checkbox"/> Yes/No	
Headmaster/Principal/ZEO	School Education	<input checked="" type="checkbox"/> Yes/No	
I/c MDM	School Education	<input checked="" type="checkbox"/> Yes/No	
BMO	Health	<input checked="" type="checkbox"/> Yes/No	
Tehsildar/Naib-Tehsildar	Revenue	<input checked="" type="checkbox"/> Yes/No	
Patwari	Revenue	<input checked="" type="checkbox"/> Yes/No	
Agriculture Extension Official	Agriculture	<input checked="" type="checkbox"/> Yes/No	
Horticulture Extension Official	Horticulture	<input checked="" type="checkbox"/> Yes/No	
Village functionaries		<input checked="" type="checkbox"/> Yes/No	
Any other			

\* Visiting officer to maintain the list of households/individuals who need such connections. Helped to also submit any applications and sanction at district headquarter.

## II) DOUBLING FARMERS INCOME

### 1. IRRIGATION

- Topography of the Panchayat: Semi-hilly/Plains/Hilly
- Major sources of irrigation: Canal/Road/Tube well/Hand/Tractor/Other harvesting Tanks/Ponds/Other (Specify): Hand & Rain water
- Status of adequacy of irrigation facility in the Panchayat: Sufficient/Insufficient
- Are there any on-farm irrigation schemes in the Panchayat? ☒ Yes/No  
 If yes, please specify (Canal/Ground Water/In-situ/Lake/Trying/Pond/Any other water body: Stream & Pond (List as many as needed)
- Is there any area which can be developed by any of water conservation measures for irrigation purposes? ☒ Yes/No  
 If yes, please specify: \_\_\_\_\_
- Whether the Panchayat has potential for drip/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: 16 (out of \_\_\_\_\_)
- Any suggestions to improve irrigation facilities in the Panchayat: \_\_\_\_\_

### 2. HIGH YIELDING VARIETY (HYV) SEEDS

- Farmers using High Yielding Variety seeds: 90 (out of \_\_\_\_\_)
- Are adequate HYV seeds available to the farmers? ☒ Yes/No
- If no, reasons thereof: \_\_\_\_\_



### 3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No. of farmers without Kisan Credit Card: 245 (Nos.)
- No. of farmers who have availed loan facility through KCC during 2019: 181 Nos.
- No. of farmers who applied for KCC Loan but not provided so far: nil Nos.
- Problems being faced by farmers in availing KCC loan (tick whatever relevant):
  - Difficult processes and procedures
  - Delay by concerned Deptt.
  - Delay by bank concerned
  - Any other problem, please specify: Deduction of Premium by insurance Agency & Guarantee owners not covered under KCC

v. Suggestions for improving the process of availing loan under KCC  
Deduction of Premium by insurance Agency & Guarantee owners not covered under KCC

### 4. MARKETING INTERVENTIONS:

- How is agriculture/horticulture produce sold (tick whichever relevant):
  - Through organized market (mendi): -
  - Through un-organized market: yes
  - 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?  
Transport facility to be arranged to sell produce at cold storage
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce: \_\_\_\_\_

### 5. DIVERSIFICATION TO HIGH VALUE CROPFruit:

- Is there any scope/potential for diversification towards high value crop/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)
1.	Mushroom	yes	Climate could be favourable
2.	Marygold	yes	- do -

### 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	nil	nil
2.	Dairy units	3	4
3.	Sheep Units	4	4
4.	Fish Ponds	1	nil

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

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

1.
2.
3.
4.
5.

#### 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: Required ration shop in village upper floor

iii. Number of FIRs registered in last 3 months: 01

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: Required more awareness to the people

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/Action, if any
Revenue	<input checked="" type="checkbox"/> Within 1 month <input type="checkbox"/> More than 1 month <input type="checkbox"/> Never	
Social welfare	<input checked="" type="checkbox"/> Within 1 month <input type="checkbox"/> More than 1 month <input type="checkbox"/> Never	
Police Station	<input checked="" type="checkbox"/> Within 1 month <input type="checkbox"/> More than 1 month <input type="checkbox"/> Never	
PHE	<input checked="" type="checkbox"/> Within 1 month <input type="checkbox"/> More than 1 month <input type="checkbox"/> Never	



PDD	<input checked="" type="checkbox"/> Within 1 month <input type="checkbox"/> More than 1 month <input type="checkbox"/> Never	
Any other	<input type="checkbox"/> Within 1 month <input type="checkbox"/> More than 1 month <input type="checkbox"/> Never	

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


#### K) OTHERS:

- Whether land has been identified within Panchayat for collection and disposal of plastic waste: Yes/No ☒
- Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No ☒  
[Visiting officer to collect a copy of the Plan]
- Number of children in the age group of 4-14 years in the Panchayat: \_\_\_\_\_
- Number of children in the age group of 4-14 years enrolled in the schools: \_\_\_\_\_
- Is there any High/Higer Secondary school with more than 40% girl students: Yes/No ☒
- Whether RDD has provided Sanitary Napkin Vending Machines in any of the above Schools: Yes/No/Not applicable  
☒ If yes, details of schools: Hr Sec. Sch. - P. Panthari, H.S. Kotla, Lad  
☒ If yes, whether the machine is functional: Yes/No ☒
- Whether RDD has provided Sanitary Napkin Incinerator in the above Schools: Yes/No/Not applicable  
☒ If yes, whether the incinerator is functional: Yes/No ☒

#### L) GENERAL ASSESSMENT OF THE VISITING OFFICER:

I	Urgent public requirements in order of priority (Max. 17):
1	Demand for Extension of Road from Sankri to Main road Ladha Dhar
2	Demand for Const. of new Building for Health & Wellness Centre (Medical Deptt) in P. Upper Meer
3	Demand for Sanction of Community Hall to be built at Panchayat Upper Meer
4	Demand for Extension of T. Road Sankri to Main road Chobu Nalka via Kote Mohalla & Gauda Mohalla
5	Demand for Completion of Forest Protection Building at Sankri which has been completed for long time since approximately five years ago
6	
7	
II	Any major complaint brought to notice of the Visiting Officer:

III	Overall perception of functioning of the government
IV	Overall assessment of visit and suggestions. <i>(the visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions.)</i>



Signature of the visiting officer  
Name **Dr. PAWAN KOTHWAL (SAS)**



