

Back to Village 2 (B2V2) - Report

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

A) DETAILS OF REPORTING OFFICER:

- Name: RETAI ANMAO WANI
- Designation: DEPUTY SECRETARY TO THE GOVERNMENT.
- Department/Place of posting: GENERAL ADMINISTRATIVE DEPT.
- Mobile No: 9419006387
- Email id: retai.wani@gmail.com
- Home District: Gandherbel
- Date of visit: 25/26/27/28/29/30, November 2019

B) LOCATIONAL DETAILS OF PANCHAYAT:

- Name of the Panchayat: KULLAN-B.
- Local Government Directory (LGD) code of the Panchayat: 242307.
(To be sourced from Rural Development Department by DC)
- Name of CD Block: Kund.
- Name of Tehsil: Kund.
- Name of District: Gandherbel.

C) PANCHAYAT PROFILE:

- No. of revenue villages in the Panchayat: 01
- No. of hamlets in the Panchayat: 07
- No. of households in the Panchayat: 283
- Population (approx.) of the Panchayat: 1841

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

S. No.	Department	Designation of the officer/official
1	R.D.O.	PLW, GRS and J.E.
2	P.D.O.	J.E.
3	J.H.E.	J.E.
4	HEALTH	medical officer.
5	ICDS	ACDPO
6	REVENUE	PATWARI & H.T.
7	AGRICULTURE	J.A.E.O.
8	EDUCATION	ISO / Jr. ASST / Teacher
9.	R. & B	J.E.

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

- Whether Panchayat Ghar is available in the Panchayat: Yes/No/Under construction
If yes, whether functioning in: Own building/Other government building/ building
If no, whether land is available for construction of the Panchayat Ghar: Yes/No/Under construction
- Whether the BOC office has been established (in case the officer visit Panchayat): Yes/No/Not applicable

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3. 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 <u>N.A.</u>	
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: 12-11-2019.

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

Date of last meeting held: 12-11-2019.

iii. Whether the Karai 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 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 ✓	Sect. Panchayat	Yes/No ✓	1894.012	Yes/No ✓
ICDS (Nutrition)	Yes/No ✓	Supervisor	Yes/No ✓	27000	Yes/No ✓
ICDS (Honorarium)	Yes/No ✓	Supervisor	Yes/No ✓	-	Yes/No ✓
Mid Day Meals (MDM)	Yes/No ✓	Concerned Sh. Headmaster	Yes/No ✓	N/A	Yes/No ✓
Own resources of Panchayat	Yes/No ✓	Sect. Panchayat	Yes/No ✓	95595.	Yes/No ✓
Any other Scheme, If yes, indicate name	No -	Tic Head master	Yes	75000.-	-

(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

c. No. of works for which estimates have been prepared: 10 No. 41 % to total)

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STANDARD 15/1/19

d. Whether Action Plan for 14th FC (Not one): Yes/No

If no, reason thereof: _____

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

No. of works started: 02 No. (0.3 % to total)

If no, reason thereof: _____

f. Who is issuing work order for works being executed under 14th FC (Not one):

1) Sarpanch ()

2) BDO ()

3) Others (specify): _____

vii. 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 av. during this period & nutrition items have been taken

Also mention if it is being purchased by someone else: _____

I.C.D.S. office Kangan.

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

If no, reason thereof: _____

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

If no, reason thereof: _____

d. Whether the record on account of purchase of nutrition and payment of honorarium is being maintained by the Panchayat: Yes/No

(Visiting Officer to check the register and verify the signatures of the Sarpanch on the same)

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ix. Mid Day Meal (MDM) Scheme:

a. Whether Panchayat/Sarpanch is purchasing items at Panchayat level for serving Mid day meal in the schools: Yes/No

If no, reason thereof: _____

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

If no, reason thereof: _____

Also mention if it is being provided by someone else: _____

c. Whether the record on account of purchase of MDM items and honorarium to cooks is being maintained at the Panchayat: Yes/No

(Visiting Officer to check the register and verify the signatures of the Sarpanch on the same)

x. MGNREGA:

a. Whether MGNREGA Plan 2019-20 has been approved: Yes/No

b. If yes,

✓ Funds allocated to the Panchayat: Rs 16.78 lakh

✓ No. of works approved: 16

✓ No. of works started: 03

✓ No. of works completed: Nil

✓ No. of Job Card holders in the Panchayat: 227

✓ 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: No directions on a/c of this have been issued from the authority.

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If no, whether subject
Yes/No

visiting officer

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
BOO	RDD	Yes/No	
VLW	RDD	Yes/No	
JE	RDD	Yes/No	
CDPO	Social Welfare	Yes/No	
TSWO	Social Welfare	Yes/No	
Anganwadi Supervisor	Social Welfare	Yes/No	
Headmaster/Principal/ZEO	School Education	Yes/No	
IC MOM	School Education	Yes/No	
BMO	Health	Yes/No	
Tehsildar/Naib-Tehsildar	Revenue	Yes	
Patwari	Revenue	Yes/No	
Agriculture Extension Official	Agriculture	Yes/No	
Horticulture Extension Official	Horticulture	Yes/No	
Village functionaries		Yes/No	
Any other		Yes/No	

b) Is the Panchayat facing any difficulty in execution of works, identification of beneficiaries/any other schemes:

✓ Non co-operation by officials: Yes/No

If yes, who: _____ (specify)

✓ Non disclosure of funds available/schemes by officials: Yes/No

✓ Delay in preparation of estimates/technical sanctions by engineering staff: Yes/No

✓ Delay in administrative approval by officers: Yes/No

If yes, how long: _____ (specify number of days)

✓ Officers not sharing details of guidelines/lists of beneficiaries: Yes/No

✓ Any other difficulty, give details: _____

F) FOLLOW UP OF BACK TO VILLAGE-1 (B2V1):

i. Whether the construction work of playground inaugurated/started during the visit of the officer in B2V1 has been completed: Yes/No

If not, likely date of completion: 15-12-2019 (date)

ii. Whether any other works started during Back to Village-1 have been completed: Yes/No

If not, list of such works and date by which they are likely to be completed:

(1) _____

(2) _____

(3) _____

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

If yes, amount released: Rs _____ lakh.

Whether works identified in B2V1 have been started: Yes/No

Likely date of completion: 20/11/2019 (date)

Sector/Department	Name of work sanctioned/taken up	Whether completed (yes/no)	Remarks:
1. R.D.D.	Plumb/drain with foot steps near Inner room- back of both Kallan.	Yes	-
2. R.D.D.	Const. of latrine/ bathroom near Masjid Sharief and pura.	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) 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:

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 the Panchayat since B2V1: nil

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vi. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Road being constructed under PMGSY.	PMGSY	✓ Yes/No	Pls. 2st is 90% complete. 2nd pl. will be started soon.
		Yes/No	
		Yes/No	

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
1. Poor connectivity of Transmission line Power supply	P.D.D.	✓ Yes/No	Some poles with conductors are sanctioned for the same but not installed yet.
2. Water distribution system to be rectified	P.H.E	✓ Yes/No	As reported by the people, pipes have been sanctioned but are yet to be received.
3. Lack of avenues for skill dev.	I & C/ Tech. Edu.	✓ Yes/No	
4.		Yes/No	
		Yes/No	

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GRAM PANCHAYAT DEVELOPMENTAL PLAN (GDP)

i. Whether the GDP 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 GDP for 2019-20 are under implementation: Yes/No

iii. Whether Panchayat-wise disaggregation of the resources earmarked for the schemes for 2020-21 has been done by the Sectoral Officers: Yes/No

If no, reason thereof: _____

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

If no, the officer should get it installed and confirm: _____

v. Whether the meeting schedule of Gram Sabha has been prepared and uploaded on GDP Portal for preparation of GDP 2020-21: Yes/No

If no, the visiting officer to ensure that the meeting schedule is framed in his/her presence and confirm: _____

vi. Whether the frontline workers of the subjects transferred to the Gram Panchayats are participating in the scheduled Gram Sabha meetings: Yes/No

If yes, provide details of participation of frontline workers (Govt. functionaries) in the last two meetings:

1 st Meeting Date (05-11-19)			2 nd Meeting Date (12-11-19)		
S. No.	Department	Designation	S. No.	Department	Designation
1	Dr. Ramesh PHE	works supervisor	1	R.O.D.	VLW/GRS
2	YSS	PET.	2	R.O.D.	GRS.

1 st Meeting Date (05-11-19)			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	I & F.C.	Range header.	3	nil	nil
4	Flood Control.	Supervisor	4	-	-
5	Agriculture	JAEO	5	-	-
6	Forest.	Forest Guard.	6	-	-
7	ICDS	Supervisor	7	-	-
8	R.O.D.	VLW/GRS	8	-	-

If no, reason thereof: most of the line upstls. don't participate

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 GDP Plans are being approved by the Gram Sabha: Yes/No

If no, reason thereof: _____

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

If no, reason thereof: _____

(VLW to demonstrate the reports to the Visiting Officer)

2. SOCIAL AUDIT:

- i. Whether the details with regard to the schemes being implemented by the 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
03	Directorate R.R.D. P.O.C. office, G.H.	GPDP plan preparation, Local Governance e-Gov, inclusive e-v.p	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)

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	20	67	non availability of internet	-
Scholarship for Minority students	-	-	-	-
Pension - Old Age	55	48	non-additional Govt sanctioned	-
Pension - Widow	17	01	- do -	-
Pension - Disability	17	03	- do -	-
PM Kisan Nidhi	40	245	non-submission of req. documents	-
Ayushman Bharat	275	341	non availability of internet	-
PM Jeevan Jyoti Bima Yojana	-	-	-	-
PM Suraksha Bima Yojana	-	-	-	-
PM Awas Yojana - Gramin	11	53	sanction awaited	-
State Marriage Assistance Scheme	-	-	-	-

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
MREGS Job Card	227	0	-	-
Lacti Bell	-	-	-	-
Swachh Bharat Mission-Individual Household Toilets	211	0	-	-
PM Ujjwala Yojana	-	-	-	-
Ujala	7119	40	non availability of internet.	-
Jandhan Account	119	-	-	-
PM Matsya Vandana Yojana	11	00	-	-

* 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.

i. 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	01 (Mud-Fating Thakrey)		
Electricity connection	01 (Mud-Fating Thakrey)		

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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.

II DOUBLING FARMERS INCOME:

1. IRRIGATION

- Topography of the Panchayat: Semi-Hilly/Hilly/Plain/Rand
- Major sources of irrigation: Canal/Khula/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/Springs/Lake/Springs/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 drip/sprinkler irrigation: Yes/No
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: 1
- No. of farmers who intend to use drip/sprinkler irrigation: 2 (Nos.)
- Any suggestions to improve irrigation facilities in the Panchayat:

To tap the unused water bodies for irrigation facilities.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx. 50 %age)
- Are adequate HYV seeds available to the farmers: Yes/No
- If no, reasons thereof: _____

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3. LOANING

- No. of farmers who have availed loan facility through KCC during 2019 Nil
- No. of farmers who applied for KCC Loan but not provided so far Nil
- No. of farmers who applied for KCC Loan but not provided so far Nil
- 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: _____

v. Suggestions for improving the process of availing loan under KCC
the process for availing K.C.C. should be simplified and there should be synergy between line deptt. & bank

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?
Nil
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:
Nil

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5. DIVERSIFICATION TO HIGH VALUE CROPP/FRUIT:

- Is there any scope/potential for diversification towards high value crops/fruit in the Panchayat: Yes/No
 ✓ If yes, please specify:

Sr. No.	Non-remunerative crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)
1.	Beauvi	-	-
2.	Maize	-	-
3.	potato	-	-

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	-	-
2	Dairy units	-	-
3	Sheep Units	-	-
4	Fish Ponds	03	-

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ii. Suggestions for encouraging more households/farmers to set up new units
 there is a need for awareness and training among the farmers.
 Besides the granting of subsidy/loan should be made free.

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

1. Awareness among farmers regarding various Govt schemes.
2. Hassle free processing of various subsidies/loans to the farmers.
3. Hassle free availability of HY seeds.
- 4.
- 5.

A) PUBLIC GRIEVANCES AND GOOD GOVERNANCE:

i. Whether Aadhaar card has been provided to all people in the Panchayat: Yes/No
 if no, the number of people in the Panchayat yet to get Aadhaar card: _____

ii. Overall satisfaction level of the people about the ration shops:
 Poor/Satisfactory/Good/Excellent

Major problems/complaints with regard to ration shops:

- a) Irregular opening: Yes/No
- b) Inadequate stock: Yes/No
- c) Overcharging: Yes/No
- d) Rude behaviour of store owner: Yes/No
- e) Long distance to be covered to reach the store: Yes/No
- f) Non-display of rates: Yes/No
- g) POS machine not working: Yes/No

h) any other: _____

iii. Number of FIRs registered in last 3 months: 67.

- 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	☒ Within 1 month ☐ More than 1 month ☐ Never	
Social welfare	☒ Within 1 month ☐ More than 1 month ☐ Never	
Police Station	☒ Within 1 month ☐ More than 1 month ☐ Never	
PHE	☒ Within 1 month ☐ More than 1 month ☐ Never	

PDD	☒ 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 ☒

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: 174

iv. Number of children in the age group of 4-14 years enrolled in the schools: 124

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

vi. Whether RDD has provided Sanitary Napkin Vending Machines in any of the above Schools: Yes/No/Not applicable

✓ If yes, details of schools: _____

✓ 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

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L) GENERAL ASSESSMENT OF THE VISITING OFFICER:

I Urgent public requirements in order of priority (Max. 07):	
1.	Diversion of Nallah Sindh near P.D.C. filling site.
2.	upgradation of road from PMGSY Bridge to foot-bridge at Botla Kullar.
3.	fencing of P/School at Mudpora Thakrey pits and Renovation of Kitchen (MOB).
4.	New building for Middle school Botla Kullar (urgent).
5.	Need for two more ICDS centres at Kerpura and Mir Mohalla.
6.	Need for additional transformers as the existing donot suffice the demand.
7.	Improvement/maintenance of footpaths & drains in the Gram Panchayat.
II Any major complaint brought to notice of the Visiting Officer:	
1.	Pendency in sanctioning of old age pension schemes.
2.	Quality of MDM not upto the mark.
3.	Pendency in sanctioning of PMAY houses.
4.	Delay in release of payment for TNL & MGNREGS (2019)
5.	Non availability of local Asha workers at Zirpola.

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III Overall perception of functioning of the government.

Overall, people are satisfied with the functioning of some Govt. Departments such as health, education & R.O.D. Rest of the line deptts. need to activate and strengthen at the Ground level.

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 G.P. is still lagging behind in various developmental parameters. The G.P. is lacking proper supply of clean drinking water, power supply, maintenance of roads, Govt. Departments to work in unison and cooperate the elected P.R.s. There is a need to educate the

people about various welfare schemes and all the frontline Govt. workers need to activate.

Signature of the visiting officer 30/11
Name

REYAZ AHMAD WANI,
DEPUTY SECRETARY,
GENERAL ADMINISTRATION
DEPARTMENT.