



Back to Village 2

B2V2

Governance at the Doorstep

November 25-30, 2019

603109 Delhi

Government of Jammu & Kashmir





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: KEVAL KISHAN
ii. Designation: HEADMASTER
iii. Department/Place of posting: Govt High School, Lam
iv. Mobile No: 8815055673
v. Email id: Keshav@1@gmail.com
vi. Home District: Lam
vii. Dates of visit: 25/06/2019 to 26/06/2019, November 2019

B) LOCAL DETAILS OF PANCHAYAT

i. Name of the Panchayat: Chagay Pradhan
ii. Local Government Directory (LGD) code of the Panchayat: 239981
(To be sourced from Rural Development Department by DC)
iii. Name of CD Block: KINWAS
iv. Name of Tehsil: KINWAS
v. Name of District: RATOURI

C) PANCHAYAT PROFILE:

i. No. of revenue villages in the Panchayat: 2
ii. No. of hamlets in the Panchayat: 10
iii. No. of households in the Panchayat: 350
iv. Population (approx.) of the Panchayat: 1785

B2V2/PD&MD/2019

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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	Je (PHDCL) Kull
2	Agriculture Deptt	ACA Agri
3	ILDS	Supervisor zone 9 9622187879 Govt Kinnas
4	Forest	Wahid Basha R. M Forest guard 9622151224
5	Health	Lathi Ramani B PHU with 7051335512 Subcenter
6	Education	Govt. Master 9622151224 9622151224
7	R D O (Resident)	Head Rastol 9622151224 9622151224
8	Extension	Phagkumar Singh Govt. High School 9622151224

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

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

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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	5 different chairs Panchayat office
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 6-11-2019

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

Date of last meeting held 6-11-2019

iii. Whether the Karmam 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 Sarpanch	Funds received	Balance in the account (Rs. in lakh)	Whether at least one transaction has been made
14 th Finance Commission	Yes/No	Yes/No	Yes/No	17.3794	Yes/No
ICDS (Nutrition)	Yes/No	Yes/No	Yes/No	1.6704	Yes/No
ICDS (Honorarium)	Yes/No	Yes/No	Yes/No		Yes/No
Mid Day Meals (MDM)	Yes/No	Yes/No	Yes/No		Yes/No
Own resources of Panchayat	Yes/No	Yes/No	Yes/No		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)

v. 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.

vi. 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: No. () % (to total)

d. Whether Action Plan has been approved by the DOC. Yes/No ✓

If no, reason thereof _____

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

No. of works started _____ No. (____ % to total)

If no, reason thereof: due to network problem

f. Who is issuing work order for works being executed under 14th FC (tick one)

1) Sarpanch (✓)

2) BDO (X)

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: lack of guidelines from higher authority

Also mention if it is being purchased by someone else: no

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

If no, reason thereof: lack of guidelines by higher authority

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

If no, reason thereof: lack of funds issue by concerned deptt

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: non availability of rice and cooking facilities

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

If no, reason thereof: lack of rice and fuel

Also mention if it is being provided by someone else: no

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 _____ lakh

✓ No. of works approved _____

✓ No. of works started _____

✓ No. of works completed _____

✓ No. of Job Card holders in the Panchayat _____

✓ No. of man days generated _____

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 _____

- 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	
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	
I/c MDM	School Education	Yes/No	
BMO	Health	Yes/No	
Tensildar/Naib-Tensildar	Revenue	No	
Patwar	Revenue	Yes/No	
Agriculture Extension Officer	Agriculture	Yes/No	
Horticulture Extension Officer	Horticulture	Yes/No	
Village functionaries		Yes/No	
Any other			

- 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: Panchayat has no PNC running for election

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: _____ (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: _____ (date)

16. Visit village B2V1 during B2V2/PD&MD/2019
at 10:15 AM. No construction work started till 11/11/2019
present and also he was on leave previous
by 27-11-2019. I visited staff on 11/11/2019
present and also he was on leave previous
by 27-11-2019. I visited staff on 11/11/2019

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:

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

R D D

Any department whose staff is absent most of the time Health

Any department whose officers/officials has not visited the Panchayat even once since B2V1 no

Any department which has organized any event or camp or tour of senior officer in the Panchayat since B2V1 no

vi Areas of major complaints brought to notice

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
old age pension & widow pension harassment	Social welfare	Yes/No	
motorable bridge	PWD	Yes/No	motorable bridge work is pending yet
community hall near Temple	R D D	Yes/No	leakage of funds

vii Major problems confronting the people

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
not aware and not interested in water supply PWD		Yes/No ✓	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

G) PLANNING, EXECUTION AND TRAININGS:

1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP):

- i. Whether the GPDP for the schemes transferred to the Gram Panchayats have been prepared for the year 2019-20. Yes/No

If no, reason thereof _____

- ii. Whether the schemes and activities approved under GPDP for 2019-20 are under implementation. Yes/No

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

If no, reason thereof _____

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

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

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

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

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

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

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
1	RDD	MPW	1	RDD	MPW
2	RDD	GRS	2	RDD	GRS

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	Education	Tenants	3	Education	Tenants
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 _____

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

If no, reason thereof _____

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

If no, reason thereof _____

(VLW to demonstrate the reports to the Visiting Officer)



- x. Whether the critical gaps identified in the Panchayat during Mission Amrityodaya Survey, 2019 are being bridged while preparing GDP 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
7 (one known 1 Sarpanch)	known	capacity building	3 days
	Refugee	- do -	10 days

- 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	275 NIL	All Pendency	lack of budget allocation	
Scholarship for Minority students	NIL	NIL	- do -	
Pension - Old Age	7			
Pension - Widow	5			
Pension - Disability	5			
PM Kisan Mitha	135	200	Documents not submitted in time	NIL
Ayushman Bharat	NIL	All	not proper registration card	NIL
PM Jeevan Jyoti Bima Yojana	35			
PM Suraksha Bima Yojana	25	325	Amount paid not verified and not 24 hrs	
PM Awas Yojana - Gramin	16	20	Not home not problem	05
State Marriage Assistance Scheme	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	354	nil	nil	
Ladli Behi	nil	nil	not available	
Swachh Bharat Mission- Individual Household Toilets	63	35	Lack of Funds	nil
PM Ujjwala Yojana	20	325	Document not submitted and some pending	
Ujala	nil	nil	nil	
Jandhan Account	25	300	not available for some people	
PM Matru Vandana Yojana	nil	nil	not available	

* 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	325	Not available or pipe not laid	
Electricity connection	10	Not available or waiting for	

* 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.

I) DOUBLING FARMERS INCOME

1. IRRIGATION

- Topography of the Panchayat: Semi-Hilly/Hilly/Plain/Vandi
- Major sources of irrigation: Canal/Khuls/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: phaleri, dargia, jangon
- 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: nil (Nos.)
- Any suggestions to improve irrigation facilities in the Panchayat: _____

2. HIGH YIELDING VARIETY (HYV) SEEDS

- Farmers using High Yielding Variety seeds (Approx. 10% usage)
- Are adequate HYV seeds available to the farmers: Yes/No & No
- If no, reasons thereof: the quality of concerned seed

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No. of farmers without Kisan Credit Card 300 (Nos.)
- No. of farmers who have availed loan facility through KCC during 2019
15 Nos
- No. of farmers who applied for KCC Loan but not provided so far
50 Nos
- Problems being faced by farmers in availing KCC loan (tick whatever relevant)
 - Difficult processes and procedures yes
 - Delay by concerned Deptt. yes
 - Delay by bank concerned Delay by Bank
 - Any other problem, please specify Problem of Guarantor
- Suggestions for improving the process of availing loan under KCC

The bank should be directed to make lesser formalities

4. MARKETING INTERVENTIONS:

- How is agriculture/horticulture produce sold (tick whichever relevant)
 - Through organized market (mandi) un-organized
 - 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.
Awareness Camp should be organized by Agriculture deptt from timely

5. DIVERSIFICATION TO HIGH VALUE CROP/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)
1	nil	nil	
2	nil	nil	

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	
2	Dairy units	nil	
3	Sheep Units	nil	
4	Fish Ponds	nil	

6. Suggestions for encouraging more households/farmers to set-up rice units

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

1. *Wapoori Corp regarding agriculture dept.*
2. *Ponds should be constructed for fisheries dept.*
3. *Poultry farm*
4. *Good callation centre at Panchayat Bhavan*
5. *Cultivation of mustard crop and vegetables. Fruit plants*

J) PUBLIC GRIEVANCES AND GOOD GOVERNANCE

1. Whether Aadhar card has been provided to all people in the Panchayat. Yes/No

If no, the number of people in the Panchayat yet to get Aadhar card 250

2. 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 ☒ |

10. Any other nil

6. Number of FBO registered in last 1 month nil

a) Are people generally satisfied by response of Panchayat 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 nil

iv. Public perception

a) Are departmental staff available? Poor/Satisfactory/Good/Excellent

b) Are departmental staff responsive? Poor/Satisfactory/Good/Excellent

c) Average time taken by processing of applications/requests or redressal of complaints by the departmental staff. Undesirable

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	
P&C	☒ Within 1 month • More than 1 month • Never	

RDD	• Within 1 month • More than 1 month • Never	
Any other	• Within 1 month • More than 1 month • Never	

v. Any specific observation or complaint regarding any particular department:
The PWD department is mainly not working properly and also sheep not yet kept

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 270
- Number of children in the age group of 4-14 years enrolled in the schools 50
- 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 N/A
 - 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 N/A
 - If yes, whether the incinerator is functional. Yes/No

L) GENERAL ASSESSMENT OF THE VISITING OFFICER

- Urgent public requirements in order of priority (Max. 10)
1. Tamper & Kathori Bank Branch
at Dhalasi
2. PWD Rest house (Dakshinow)
at Dhalasi
3. P.H.C at Dhalasi regional
4. Sheep and animal husbandry.
at Dhalasi
5. Construction of foot bridge near
Mandir Dhalasi and curb at Dargam
on Panchayat
6. Comp. Completion of balance work of
Community hall near mandir at
Dhalasi
7. Requiemment of Mobile tower at
Dhalasi requiemment of School building
8. upgradation of H/S Dhalasi at P.H. Dargam.
- II Any major complaint brought to notice of the Visiting Officer
1. PMQS V → construction of road from Dhalasi to Dhalasi
has not been completed gradually.
2. PWD (The condition of roads are very miserable)
3. CAPD → Sugar not supply properly
4. requesting Dhalasi health dept → they can't do work
because of the people. So they should be provided as hospital
level.

III	Overall perception of functioning of the government
1	need 1. very not satisfactory to be improved
2	2. the type of guidelines
3	3. lack of network between
IV	Overall assessment of visit and suggestions (the visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions)
	All the staff members of dept provided full cooperation more over the sanction of this project is very desirable and cooperative.

When

Signature of the visiting officer

Name

Kamal Krishna

Min H.S. Law

zone network