

(To be filled by the Head of the Reporting Officer
within two days after the visit to the Panchayat)

A) DETAILS OF REPORTING OFFICER

- Name: **Latif Ahmad**
- Designation: **Under Secretary**
- Department/Office of Posting: **Agriculture Dept./Jamnagar**
- Mobile No: **9419173692**
- Email: **latif.ahmad@rediffmail.com**
- Home Address: **Srinagar**
- Dates of visit: **25/26/27/28/29/30/31 November 2019**

25th and 26th November 2019

B) EDUCATIONAL DETAILS OF PANCHAYAT

- Name of the Panchayat: **Gusser Bugt**
- Local Government Electricity (LGE) supply of the Panchayat: **06**
- Distance from Rural Electrification Commission by DCO: **6 km**
- Name of CTO Block: **Gusser Bugt**
- Number of Villages: **1**
- Name of District: **Gandhinagar**

C) PANCHAYAT PROFILE

- Any of the villages in the Panchayat: **Gusser Bugt, Talin Gusser Bugt**
- No. of Villages in the Panchayat: **2**
- No. of Households in the Panchayat: **504**
- Population of the Panchayat: **1998**

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

S. No.	Department	Designation of the officer/official
1	Agriculture / Horticulture / Fish	AE O Agriculture & Fish. Assn.
2	Animal / Sheep Husbandry	SP Stock Assn.
3	Forest / Social Forestry	
4	Youth Services and Sports	REK
5	Social Welfare Health	Supervisor / Anganwadi officer of BMD office
6	Education Jt. BMD	Teacher BMD officials
7	Brigade & FC Rd B	JE
8	Revenue PDD	Patwar Inspector

E) FUNCTIONALITY OF THE GRAM PANCHAYAT

1. INFRASTRUCTURE

- Whether Panchayat Chair is available in the Panchayat building: **Yes**
- If yes, whether functioning as Open Building/Other government building/Private building: **Open Building**
- If no, whether land is available for construction of the Panchayat Chair: **Yes**
- Whether the BMD office has been established (in case the office was in Panchayat): **Yes**

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4. If not, whether the funding for BDC office has been identified. Yes/No/Not identified

5. 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 ✓	✓

6. In case Panchayat has not been constituted, whether Administrator has been appointed. Yes/No

7. Whether infrastructure and Assets Register has been prepared. Yes/No ✓

8. (Visiting Officer to physically check the register)

9. If no, Visiting Officer to get the register prepared in his/her presence and confirm. confirmed

2. FUNCTIONALITY:

1. Whether Gram Panchayat meeting is being held regularly on monthly basis. Yes/No

2. Date of last meeting held 02/02/2019

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

4. Date of last meeting held 02/11/2018

5. Whether the Karna register is being maintained by the Panchayat Secretary. (Officer to inspect the register) Yes/No

6. Whether the Sarpanch/Administrator/Panchayat Secretary have digital signatures. Yes/No

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v. Bank Account opening and receipt of funds

Name of the Scheme	Separate bank account opened	Official signature other than Sarpanch	Funds received	Balance in the account as on date (Rs. in lakhs)	Whether at least one transaction has been made
14 th Finance Commission	Yes/No ✓	Sarpanch ✓	Yes/No	218003/-	Yes/No ✓
ICDS (Nutrition)	Yes/No ✓	Now Sarpanch ✓	Yes/No	45757	Yes/No ✓
ICDS (Honorarium)	Yes/No ✓	Sarpanch ✓	Yes/No	-	Yes/No ✓
Mid Day Meals (MDM)	Yes/No ✓	Intending school teacher ✓	Yes/No	22008/-	Yes/No ✓
Own resources of Panchayat	Yes/No ✓	Sarpanch ✓	Yes/No	20000/-	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 ✓

7. If no, the visiting officer to ensure that the Committee is constituted in his/her presence and confirm. confirmed

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 20 No. 100 % (to total)

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d. Whether Action Plan has been approved by the DDC: Yes/No Yes

If no, reason thereof: under submission with DDC

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

No. of works started: 0 No. (0 % to total)

If no, reason thereof: approval awaited

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

1) Sarpanch ✓

2) BDO ()

3) Others (specify): ()

vi. Integrated Child Development Scheme (ICDS).

a. Is the Panchayat/Sarpanch purchasing nutrition items at Panchayat level for use in the Anganwadi Centres of the Panchayat: Yes/No Yes

If no, reason thereof: Items purchased by ICDS previously

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

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

If no, reason thereof: X

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

If no, reason thereof: X

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

(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 Yes

If no, reason thereof: Items purchased by DDC MDM Teacher (school)

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

If no, reason thereof: X

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

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

(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 Yes

b. If yes:

✓ Funds allocated to the Panchayat: Rs. 09 lakh

✓ No. of works approved: 68

✓ No. of works started: 08

✓ No. of works completed: 08

✓ No. of Job Card holders in the Panchayat: 283 Adhars

✓ No. of man days generated: 2116 days

x. Whether the Action Plan for funds on account of Own Resources of the Panchayat is being prepared: Yes/No Yes

If yes, whether approved by the Gram Sabha: Yes/No Yes

If no, reason thereof: Plan yet to be framed

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- 10) Whether subjects have been assigned by the Sarpanch to the Panch: Yes/No
 If no whether subjects have been assigned in presence of the visiting officer Yes/No
 11) 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	RDO	<u>Yes/No</u>	
VLV	RDO	<u>Yes/No</u>	
JE	RDO	<u>Yes/No</u>	
CDPO	Social Welfare	<u>Yes/No</u>	
TSNO	Social Welfare	<u>Yes/No</u>	
Aspirant Supervisor	Social Welfare	<u>Yes/No</u>	
Headmaster/Principal/ZEO	School Education	<u>Yes/No</u>	
IC MDN	School Education	<u>Yes/No</u>	
BMC	Health	<u>Yes/No</u>	
Tehsildar/Nad-Tehsildar	Revenue	<u>Yes/No</u>	
Patwar	Revenue	<u>Yes/No</u>	
Agriculture Extension Officer	Agriculture	<u>Yes/No</u>	
Healthcare Extension Officer	Healthcare	<u>Yes/No</u>	
Village functionaries		<u>Yes/No</u>	
Any other		<u>Yes/No</u>	

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

- Not co-operation by officials Yes/No
- If yes, who _____ (Specify)
- Non disbursement of funds available/schemes by officials Yes/No
- Delay in preparation of estimate/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/bills of implementation Yes/No
- Any other difficulty, give details _____

F) FOLLOW UP OF BACK TO VILLAGE-1 (BZV1)

- 1) Whether the construction work of playground/transportation started during the stay of the officer in BZV1 has been completed? Yes/No

If not, provide date of completion: new foundation started

- 2) Whether any other works started during Back to Village-1 have been completed? Yes/No

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

(1) _____

(2) _____

(3) _____

- 3) Whether any funds have been released for works identified in BZV1 Yes/No

If yes, amount released Ru 3.21 Lakh

Whether works identified in BZV1 have been started Yes/No

Likely date of completion Completed (date)

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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:
RDD	Foot Path	Yes	
	Drain	Yes	
	Foot Path	Yes	

* Whether any improvement in attendance of following Government functionaries has been noticed after BZV1

- Doctors/Paramedics/other health staff (Yes/No) ☒
- Teachers/Ret Teachers (Yes/No) ☒
- Anganwari Workers/Helpers (Yes/No) ☒
- RDD staff (Yes/No) ☒
- Electrician engineering staff (Yes/No) ☒
- Agriculture/Horticulture staff (Yes/No) ☒
- Animal Husbandry/Sheep Husbandry staff (Yes/No) ☒

In case any particular department has shown improvement, please specify:

Agriculture/Horticulture

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

Any department whose officer/officials has not visited the Panchayat even once since BZV1 RAA

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

vi. Areas of major complaints brought to notice

Major area of complaint made during BZV1	Department	Resolution of Complaint	Remarks
Reduction of irrigation canal	irrigation & F&C	Yes/No ☒	
loan facilities	JK & Bank	Yes/No ☒	
assistance for start-up / small business	NLM	Yes/No ☒	

vii. Major problems confronting the people

Major problem highlighted during BZV1	Department	Resolution of problem	Remarks
Supply of irrigation & F&C	irrigation & F&C	Yes/No ☒	
loan facilities	JK & Bank	Yes/No ☒	
Training of marketing and handloom	Marketing Handloom	Yes/No ☒	
upgradation of electric wire	PDD	Yes/No ☒	
upgradation of water supply pipeline	P&E	Yes/No ☒	

G) PLANNING, EXECUTION AND TRAININGS

1. GRAM PANCHAYAT AT DEVELOPMENTAL PLAN (GPDP)

Whether the GPDP for the previous financial year in the Gram Panchayats have been prepared for the year 2019-20? Yes/No

If No, reason therefor: _____

Whether the schemes and activities approved under GPDP for 2019-20 are being implemented? Yes/No

Whether Panchayat-level description of the resources earmarked for the schemes for 2019-21 has been done by the Sarbajit Officers? Yes/No

If No, reason therefor: _____

Whether Public Information Board exhibiting the schemes with allocation for the year 2019-21 has been installed in Panchayat Office 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 dissemination of GPDP 2019-21? Yes/No

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

Whether the names of the subjects transferred to the Gram Panchayats are appearing in the schedule (Gram Sabha meetings)? Yes/No

If Yes, provide details of participation of hormone workers (Govt functionaries) in the last two meetings: _____

1 st Meeting Date (25-2-19)		2 nd Meeting Date (02-11-19)	
S. No.	Department Designation	S. No.	Department Designation
1	-	1	-
2	-	2	-

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

If no, reason therefor: Due to communication gap

Whether the Gram Sabha Proceedings are read out in front of Gram Sabha after the conclusion of the meeting? Yes/No

If No, Reason therefor: _____

Whether the GPDP Plans are being approved by the Gram Sabha? Yes/No

If No, Reason therefor: _____

Whether the approved Plans and Facilitator feedback reports are being uploaded through Panch Portal? Yes/No

If No, Reason therefor: Not uploaded

(V.V.W. to disseminate 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

If no, reason thereof: NA

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: X

ii. Is the Social Audit Committee framed in BZV? 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: NA

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

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

iii. Whether any exposure visit within JSK/Outside has been conducted: Yes/No

If yes, Visiting Officer to record the experience/views of the elected representatives about the visit: Poor/Satisfactory/Very Good/Excellent: X

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

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

v. Level of awareness among the elected representatives and general public about the schemes denoted to Panchayats:

a. Elected representatives: Poor/Satisfactory/Good/Excellent: X

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

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

H) INDIVIDUAL BENEFICIARY ORIENTED SCHEMES

i. Visiting Officer to fill appropriate number of beneficiaries covered and of approximate number left out

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (No.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
Scholarship for SC/ST/BBC students	15	-	-	-
Scholarship for minority students	38	-	-	-
Pension (Old Age)	33	-	-	-
Pension (Widow)	24	-	-	-
Pension (Disability)	14	-	-	-
PM Kisan NDTI	150	-	-	-
Ayushman Bharat	350	-	-	-
PM Jeevan Jyoti Bima Yojana	-	-	-	-
PM Suraksha Bima Yojana	-	-	-	-
PM Awas Yojana - Gramin	10	-	-	-
State Maternal Assistance Scheme	25	24	-	-

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA AND CARD	383	-	-	-
Leak Bill	-	-	-	-
Sahakar Bharat Mission- Individual Household Toilets	38	-	-	-
PM Ujjwala Yojana	80	5	-	-
Ujala	-	-	-	-
Jarman Account	-	-	-	-
PM Matsyaman Yojana	25	15	-	-

* The visiting officer to enclose scheme-wise list of individual beneficiaries who are intended to avoid 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	X	X	X
Electricity connection	X	X	X

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* Visiting officer to provide the list of individual/beneficiaries who intend fresh connection. He/she to also collect any applications and handover at district headquarter.

ii) DOUBLING FARMERS INCOME

1. IRRIGATION

- Topography of the Panchayat: Shree-Hilly/High/Low/Flat
- Major sources of irrigation: Canal/Tube well/Bore/Spring/Water harvesting/Tank/Reservoir/Other (please specify) canal
- Status of adequacy of irrigation facility in the Panchayat: Sufficient/Insufficient
- Are there any irrigation sources in the Panchayat: Yes/No
 - If yes, please specify Canal/Crunch Water/Stream/At/Reservoir/Pond/Spring other water body X (tick as many as are checked)
- Is there any area which can be developed by way of water conservation measures for irrigation purposes: Yes/No Yes
- If yes, please specify X
- Whether the Panchayat has provision for drip/sprinkler irrigation: Yes/No Yes
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: X
- No. of farmers who intend to use drip/sprinkler irrigation: X (Nos.)
- Any suggestions to improve irrigation provided in the Panchayat: Developing in the canal

2. HIGH YIELDING VARIETY (HYV) SEEDS

- Farmer's using High Yielding variety seeds (kg): 50 (Nos.)
- Will introduce HYV seeds available to the farmer: Yes
- If not, the reason is: X

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3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- i. No. of farmers without Kisan Credit Card 150 (Nos.)
- ii. No. of farmers who have availed loan facility through KCC during 2019 N/A
- iii. No. of farmers who applied for KCC loan but not provided so far N/A
- iv. Problems being faced by farmers in availing KCC loan (tick whichever relevant)
- Difficult processes and procedures x
 - Delay by concerned Deptt x
 - Delay by bank concerned x
 - Any other problem, please specify x
- v. Suggestions for improving the process of availing loan under KCC Agriculture & allied deptt. need to help the farmers in availing loan under KCC

4. MARKETING INTERVENTIONS:

- i. How is agricultural/horticulture produce sold (tick whichever relevant)
- Through organized market (mandi) x
 - Through un-organized market x
 - Any other, please specify: locally
- ii. If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing. Agriculture/horticulture produces are sold locally
- iii. Any other suggestions for bringing improvements in the marketing of surplus agricultural/horticulture produce

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5. DIVERSIFICATION TO HIGH VALUE CROPPING:

- i. Is there any subsector/sector for diversification towards high value crops/produce in the Panchayat (Yes/No):
- If yes, elaborate specially:

Sr No	Non-remunerative crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)
	x	x	x
	x	x	x

6. INCREASING LIVESTOCK PRODUCTION:

- i. Awareness level of farmers about various schemes of Animal/Sheep Husbandry Department: Panchayat/Block/Excellence
- ii. Status of households/farmers engaged with Animal/Sheep Husbandry Sector and those motivated to set up new units

S. No.	Sector	No. of household/farmers engaged	No. of household/farmers interested in setting up new units
1	Backyard Poultry	-	-
2	Dairy units	-	-
3	Sheep Units	15	05
4	Fish Ponds	-	-

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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. There is a potential for installation of SSI units & provide employment to our youth
2. opening of banking centres of handlooms for women and girls for improving weaving
3. Importing weaving of various bands things IIT to the local youth for employment
4. providing of sheep goat units in the panchayat taluqa
5. Setting up of dairy units

8. PUBLIC GRIEVANCES AND GOOD GOVERNANCE:

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

Major problems/complaints with regard to ration shops:

- a) long queue opening: Yes/No ☒
- b) Inadequate stock: Yes/No ☒
- c) Overcharging: Yes/No ☒
- d) Huge difference of price between: Yes/No ☒
- e) Long distance to be covered to reach the store: Yes/No ☒
- f) Shortage of ration: Yes/No ☒
- g) PDS card not working: Yes/No ☒

h) any other _____

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 ☒
- c. 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	☒

WCD

• Is there a water supply? ☒ Yes ☐ No

• Is there a water supply? ☒ Yes ☐ No

• Is there a water supply? ☒ Yes ☐ No

• Is there a water supply? ☒ Yes ☐ No

• Is there a water supply? ☒ Yes ☐ No

6. Any specific observation or complaint regarding any particular drinking water supply? Improvement required regarding drinking water supply

7. OTHERS

• Whether any specific observation or complaint regarding any particular drinking water supply? Improvement required regarding drinking water supply

8. Whether Panchayat Public Collection and Disposal plan is ready Yes/No Yes

9. Number of children in the age group of 4-14 years in the Panchayat 160

10. Number of children in the age group of 4-14 years engaged in the activities 160

• Is there any High/Higher Secondary school with more than 40% girl students. Yes/No Yes

11. Whether RCD has provided Sanitary Napkin Vending Machines in any of the above Schools Yes/No/Not applicable Yes

• If yes, details of schools 2

• If yes, whether the machine is functional Yes/No Yes

12. Whether RCD has provided Sanitary Napkin Incinerator in the above Schools Yes/No/Not applicable Yes

• If yes, whether the incinerator is functional Yes/No Yes

1) GENERAL ASSESSMENT OF THE VISITING OFFICER

1	Longest public requirement in order of priority (High/Low)
1	Improvement of road from Gram Panchayat to main road Bussabiyga
2	Repair of electric conductors
3	Some conductors are in duplicate conductors
4	Improvement of mixed drainage
5	Construction of Panchayat & other
6	Improvement of income of Panchayat body
7	Debiting of air (improvement)
8	Any major complaint brought to the notice of the Visiting Officer
9	Improvement of road from Gram Panchayat to main road Bussabiyga

III Overall perception of functioning of the government

Overall functioning of the government in various fields is very good. The Back to village life programmes provides opportunity to the people to get their grievances addressed at their door steps. Every thing comes to the notice of government in time in time.

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 visit remained satisfactory. People of the taluqa participated and cooperated in the public meeting and projected their demands / difficulties. All the local functionaries attended the programme and interacted with the public. Some grievances were amicably some other grievances taken up with frontline officers / officials on spot. Such like programme bring citizens public with Govt. for good governance.

Signature of the Visiting Officer

Name Lutfi Ahmed