



**Back to
Village 2**
B2V2

Governance at the Doorstep

November 25-30, 2019



12

General Instructions for the Visiting Officer Back to Village 2 (B2V2)

- i. A suggested activity schedule has been prepared for the visiting officer. It shall be incumbent on the officer to ensure that all activities and elements mentioned in the schedule are carried out/covered fully.
- ii. The visiting officer shall hold a meeting with the Deputy Commissioner of the district before undertaking the village visit. During this meeting he will be briefed about the action taken on the issues raised in the previous Back to Village visit in June and shall also be given various booklets, flyers and analyses.
- iii. Before undertaking the visit, officer must familiarise himself/herself with important schemes especially flagship schemes, rural income focussed programmes and individual beneficiary oriented programmes e.g. PM-Kisan, Dairy Entrepreneurship Development Scheme and Backyard Poultry Scheme, Pension Schemes etc. She/he must also be familiar with 14th FC, MDM and ICDS (nutrition component).
- iv. During his visit, the officer shall participate in the Gram Sabha, unveil the Gram Panchayat Development Plan (GPDP) and also ensure the constitution of various committees including Panchayat Biodiversity Committee.
- v. He/she shall hold detailed deliberations in the Gram Sabha about the issues raised in Back to Village-1 and the follow up action taken on the same by the district administration and the various line departments. He/she shall also share the report card and critical gap analysis under Mission Antyodaya prepared by the District Administration with the Gram Sabha.
- vi. The visiting officer shall distribute the information flyers regarding 100% coverage of all beneficiary oriented schemes and also discuss the issue in the Gram Sabha. He will ensure that frontline workers accompanying him explain at least some of these schemes in detail to the people.
- vii. The officer should assess the level of functionality of the Panchayat, infrastructure available in the Panchayat, support provided to it by the officials and the difficulties being faced by it in implementing various developmental schemes. For this purpose he/she should hold detailed meetings with Panchayat members and also officials.

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 (23-10-19) | | | 2 nd Meeting Date (08-11-19) | | |
|---|------------|-------------|---|------------|-------------|
| S. No. | Department | Designation | S. No. | Department | Designation |
| 1 | R.D.D. | VLW GRS | 1 | R.D.D. | VLW GRS |
| 2 | | | 2 | | |

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

If no, reason thereof: _____

- vii. Whether the Gram Sabha Proceedings are read out in front of Gram Sabha after the conclusion of the meeting: Yes/No

If no, Reason thereof: _____

- 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: _____

- 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 14th 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.

Suggested Activity Schedule 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:
 - Read out the charter of Fundamental Duties.
 - Discuss B2V1 report card, critical gap analysis report and obtain feedback on follow up of B2V1 activities.
 - Unveil the GPDP booklet in the Gram Sabha.
 - Get the resolution for approval of GPDP and MGNREGA passed in the Gram Sabha.
 - Unveil the 14th FC plan booklet in the Gram Sabha.
 - Inspect the four pass books- 14th FC, MDM, ICDS, Own Resources.
 - Check the purchase record register for MDM and ICDS.
 - Distribute the information flyers on Individual Beneficiary Based Schemes.
 - Fill up those columns of the B2V2 booklet which require Gram Sabha responses.
 - Distribute guidelines of government schemes which can help increase rural incomes e.g. Backyard Poultry, Dairy Entrepreneurship Scheme etc.
 - Get the Panchayat Biodiversity Committees 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.
 - Check Panchayat Asset register and Infrastructure register. If the same is not available, the officer will get it prepared.

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No. of farmers without Kissan Credit Card 105 (Nos.)
- No. of farmers who have availed loan facility through KCC during 2019 (08) Nos. (horticulture = 08 cases)
- 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: Banks Current norms
- Suggestions for improving the process of availing loan under KCC

Simple processing in concerned Banks

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:

proper Fruit/Vegetable Collecting outlets be provided in the vicinity
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:

Establishment of Vegetable / Fruit Mandi

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) |
|--------|-----------------------------|--|------------------|
| | | | |
| | | | |
| | | | |

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 | 100 | 200 |
| 2 | Dairy units | nil | 150. |
| 3 | Sheep Units | nil. | 20. |
| 4 | Fish Ponds | nil. | 10. |

III Overall perception of functioning of the government:

There is only R.O.D ^{and I.C.P.} department mostly work and the common people are appreciated these officials and others departments almost absent from the duties. and does not work properly as per norms.

IV Overall assessment of visit and suggestions:

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

Not only the Govt. is responsible for the backwardness of the people where there is common masses are unaware of the Govt schemes. So that I want initially the common people to aware and the work of Govt officials and some times various Govt schemes have been lapsed.

MGNREGA Staff should be absorbed in R.O.D department so that they will work dedicatedly and heartily.

Signature of the visiting officer

Name

Ab. majeed Dar.
Cell-7006504519.

| | | |
|-----------|--|--|
| PDD | <ul style="list-style-type: none"> • Within 1 month • More than 1 month • Never | |
| Any other | <ul style="list-style-type: none"> • Within 1 month • More than 1 month • Never | |

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

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: 190

iv. Number of children in the age group of 4-14 years enrolled in the schools: 190

v. Is there any High/Higher 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

vii. 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. 07):

1. construction/development of main Road (extension)
to Khal Pathan via Govt High school Yankh.

2. Upgradation of High School to
Higher Secondary school.

3. Establishment of P.H.C.
(Primary Health center).

4. Animal husbandry and
sheep husbandry.

5. Pipitration plant and
replacement of water pipe lines.

6. 6

7. 6

II Any major complaint brought to notice of the Visiting Officer:

There are always complaint with regarding to Govt. officials especially sheep unit holder, social welfare and the village is very very ignorant about the current Govt schemes. State is always dearth of school infrastructure, and the maximum District & Tehsil.

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

6

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

| | |
|----|--|
| 1. | Establishment of Dairy units. |
| 2. | Extension of Kissan Credit facility. |
| 3. | Poultry venture Capital fund facility. Intensive Backyard poultry development Scheme. |
| 4. | Establishment of Training centre (Handicrafts) |
| 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: | <u>Yes</u> /No |
| b) Inadequate stock: | <u>Yes</u> /No |
| c) Overcharging: | Yes/ <u>No</u> |
| d) Rude behaviour of store owner: | <u>Yes</u> /No |
| e) Long distance to be covered to reach the store: | Yes/ <u>No</u> |
| f) Non-display of rates: | <u>Yes</u> /No |
| g) POS machine not working: | <u>Yes</u> /No |

h) any other: _____

iii. Number of FIRs registered in last 3 months: 6

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: 6

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 | <ul style="list-style-type: none"> Within 1 month More than 1 month Never | |
| Social welfare | <ul style="list-style-type: none"> Within 1 month More than 1 month Never | |
| Police Station | <ul style="list-style-type: none"> Within 1 month More than 1 month Never | |
| PHE | <ul style="list-style-type: none"> Within 1 month More than 1 month Never | |

| Schemes/Services | Beneficiaries covered (Nos.) | Pendency (applied but not sanctioned) (Nos.) | Reasons for pendency | Fresh applications submitted to visiting officer (Nos.) |
|--|------------------------------|--|---------------------------------|---|
| NREGA Job Card | 179 | x | x | 10 |
| Ladli Beti | 50 | 70 | Internet facility not available | x |
| ✓ Swachh Bharat Mission-Individual Household Toilets | 169 | N/A | N/A | N/A |
| PM Ujjwala Yojana | | | | |
| Ujala | | | | |
| Jandhan Account | | | | |
| PM Matru Vandana Yojana | | | | |

* 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 | 07 | Defunction of PIPE LINE | 04 |
| Electricity connection | 12 | WIRE and poles not available | N/A |

* 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/Kand ✓
- 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: Whole Area of P/h.
- 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:

Digging of Bore Wells, Desilting of Kothals, etc.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx. 15 %age)
- Are adequate HYV seeds available to the farmers: Yes/No ✓
- If no, reasons thereof: _____

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: _____

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 BZV1 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 |
|---------------------------------------|-------------------|---------------------------|------------|
| 09 | Uthmaniyar | Train about Panchayat Raj | 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 | DATA NOT | available | | |
| Scholarship for Minority students | do = | | | |
| Pension - Old Age | 230 | 72 | Sanction not allotted. | |
| Pension - Widow | 44 | 05 | do | |
| Pension - Disability | 48 | 07 | do | |
| PM Kissan Nidhi | | | | |
| Ayushman Bharat | | | | |
| PM Jeevan Jyoti Bima Yojana | | | | |
| PM Suraksha Bima Yojana | | | | |
| PM Awas Yojana - Gramin | 72 | Nil | non availability of funds. | |
| State Marriage Assistance Scheme | Nil | - | Survey conducted in 2017-18, Administration approval started yet. | |

- 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) 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:

R.D.D and I.C.D. Department

Any department whose staff is absent most of the time: Fisheries, Commerce & Banking

Any department whose officers/officials has not visited the Panchayat even once since B2V1: 0

Any department which has organized any event or camp or tour of senior officer in the Panchayat since B2V1 0

- 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 |
|---------------------------------------|------------|-----------------------|---------|
| | | Yes/No | |
| | | Yes/No | |
| | | Yes/No | |
| | | Yes/No | |

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 | fully to cooperate |
| VLW | RDD | Yes/No | - do - |
| JE | RDD | Yes/No | - do - |
| CDPO | Social Welfare | Yes/No | - do - |
| TSWO | Social Welfare | Yes/No | - do - |
| Anganwadi Supervisor | Social Welfare | Yes/No | - do - |
| Headmaster/Principal/ZEO | School Education | Yes/No | - do - |
| I/c MDM | School Education | Yes/No | - do - |
| BMO | Health | Yes/No | - do - |
| Tehsildar/Naib-Tehsildar | Revenue | | - do - |
| Patwari | Revenue | Yes/No | fully to cooperate |
| Agriculture Extension Official | Agriculture | Yes/No | - do - |
| Horticulture Extension Official | Horticulture | Yes/No | - do - |
| Village functionaries | | Yes/No | - do - |
| Any other | | Yes | - do - |

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: _____ (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) stairs steps - (High School Yashikhe)

(2) Development of Panchayat Kaul)

(3) main Road via High school to Khat Pathari

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

If yes, amount released: Rs 216900 / 2 lakh.

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

Likely date of completion: Nov, 2020 (date)

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:

- Name: Ab. Majeed Dar
- Designation: Lecturer / urdu / visiting officer. Yarikah.
- Department/place of posting: Education / L.H.S.S. Magam.
- Mobile No: 7006584514.
- Email id: darmajeed000@gmail.com.
- Home District: Budgam.
- Dates of visit: 25/26/27/28/29/30, November 2019

B) LOCATIONAL DETAILS OF PANCHAYAT:

- Name of the Panchayat: Yarikah.
- Local Government Directory (LGD) code of the Panchayat: 241387
(To be sourced from Rural Development Department/by DC)
- Name of CD Block: Yarikah. Khansab.
- Name of Tehsil: Khansab.
- Name of District: Budgam.

C) PANCHAYAT PROFILE:

- No. of revenue villages in the Panchayat: Yarikah.
- No. of hamlets in the Panchayat: Logaldura.
- No. of households in the Panchayat: 530
- Population (approx.) of the Panchayat: 4150

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

| S. No. | Department | Designation of the officer/official |
|--------|--------------------------|--|
| 1 | <u>Health</u> | <u>Shahzad Amir (PET).</u> <u>Zahid Farooq (Junior Engineer)</u> <u>Dr. Nisar Ahmad (Medical Officer)</u> |
| 2 | <u>Agriculture</u> | <u>Bashir Ahmad Wani</u> |
| 3 | <u>Education</u> | <u>Ab. Rashid (P.T.O.)</u> <u>Ali Mohd Dar (Teacher)</u> <u>Lt. Rasool Shah (Secretary)</u> <u>Nayem (Worker)</u> |
| 4 | <u>Animal Husbandary</u> | <u>Bashir Ahmad Wani (A.E.A.)</u> <u>Mushtaq Ahmad Wani (A.E.A.)</u> <u>Lt. Rasool (Helper)</u> |
| 5 | <u>Revenue Deptt</u> | <u>Ab. Rashid (Patroon)</u> <u>Bashir Ahmad Sheikh</u> <u>Lt. Ahmad Mir (Helper)</u> |
| 6 | <u>RDP</u> | <u>Mushtaq Ahmad Lone (S.O.)</u> <u>Hajira (Supervisor)</u> <u>Naseema Hassan (A.E.A.)</u> |
| 7 | <u>Health</u> | <u>Amina Bano (I.C.D.S.)</u> <u>Muneer Ahmad Shetty</u> |
| 8 | <u>Social Welfare</u> | <u>Shaukat Ahmad Sheikh</u> <u>(NYC) SGT</u> |

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

- Whether Panchayat Ghar is available in the Panchayat: Yes/No
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
- Whether the BDC office has been established (in case the officer visit)

iii. If not, whether the building for BDC office has been identified: Yes/No/Not applicable

iv. Facilities available in the Panchayati Raj Institutions:

| Facilities available | Panchayat Office | BDC Office | Remarks |
|----------------------|------------------|------------|----------------------------|
| Furniture | Yes/No ✓ | Yes/No ✓ | Not-availability of funds. |
| Computer/printer | Yes/No ✓ | Yes/No ✓ | - do - |
| Telephone facility | Yes/No ✓ | Yes/No ✓ | - do - |

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

vi. Whether Infrastructure and Assets Register has been prepared: Yes/No
(Visiting Officer to physically check the register)

If no, Visiting Officer to get the register prepared in his/her presence and confirm: _____

2. FUNCTIONALITY:

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

Date of last meeting held: 2-11-2019

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

Date of last meeting held: 8-11-2019

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 Lakhs) | Whether at least one transaction has been made |
|---|------------------------------|--|----------------|--|--|
| 14 th Finance Commission | Yes/No | | Yes/No | | Yes/No |
| ICDS (Nutrition) | Yes/No | CDPO | Yes/No | 45000/- | Yes/No |
| ICDS (Honorarium) | Yes/No | CDPO | Yes/No | x | Yes/No |
| Mid Day Meals (MDM) | Yes/No | Teacher | Yes/No | 0 | Yes/No |
| Own resources of Panchayat | 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.)

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

- 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 *karwai* 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.

Day 2 Afternoon:

- Visit the Panchayat Ghar/BDC office and check for furniture/computer.
- Install board at land identified for Panchayat Ghar.
- Lead *Grah Pravesh* Ceremony for completed PMAY houses.
- Inaugurate the previous B2V work and lay foundation stone for a new one.
- Inspect B2V/14th FC works/Languishing works/other developmental projects taken up.
- Inaugurate the playground; lay the foundation stone for CSC, start one sports event.
- Inaugurate/lay foundation stone of any other works which are available.



Chief Secretary
Jammu and Kashmir

B. V. R. Subrahmanyam
IAS

Message

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

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

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

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

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

I would urge the Deputy Commissioners to coordinate the visit of officers to various Panchayat Halqas 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.