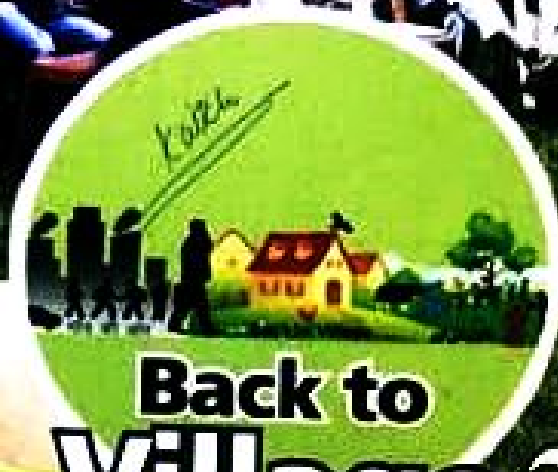




Back to Village 2

B2V2

Governance at the Doorstep

November 25-30, 2019

Katch

Government of Jammu & Kashmir

- iii. If not, whether the building for BDC office has been identified: Yes/No/Not applicable
- iv. Facilities available in the Panchayat Raj Institutions:

Facilities available	Panchayat Office	BDC Office	Remarks
Furniture	Yes/No ✓	Yes/No ✓	
Computer/printer	Yes/No ✓	Yes/No ✓	
Telephone facility	Yes/No ✓	Yes/No ✓	

- v. In case Panchayat has not been constituted, whether Administrator has been appointed: Yes/No
- vi. Whether Infrastructure and Assets Register has been prepared: Yes/No ✓
(Visiting Officer to physically check the register)
If no, Visiting Officer to get the register prepared in his/her presence and confirm: _____

2. FUNCTIONALITY:

- i. Whether Gram Panchayat meeting is being held regularly on monthly basis: Yes/No
Date of last meeting held: 17 Nov. 2019
- ii. Whether Gram Sabha meeting is being held regularly on quarterly basis: Yes/No ✓
Date of last meeting held: 10 Sep. 2019
- iii. Whether the Kawaii 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	V L W	Yes/No	247.3264	Yes/No
ICDS (Nutrition)	Yes/No		Yes/No		Yes/No
ICDS (Honorarium)	Yes/No		Yes/No		Yes/No
Mid Day Meals (MDM)	Yes/No		Yes/No		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:
- Whether 4 year Action Plan 2016-20 has been prepared: Yes/No
 - Whether the detailed estimates for all works have been prepared: Yes/No
 - No. of works for which estimates have been prepared: 18 No. 64 % to total)



Message

In June 2019, Jammu & Kashmir embarked on a unique initiative "Back to Village". The project was both daunting and ambitious - a public outreach of this size and scale had never been attempted before, certainly not in a state like Jammu & Kashmir with its unique problems of geography, climate and law and order.

Undaunted by the skeptics and the naysayers we decided to go ahead with the programme. The response of the programme exceeded our own expectations. Everywhere the visiting officers were welcomed, listed and honoured. The affection and respect with which officers were received across geographies was, for us, a testimony to the innate goodness and hospitality of the common people. The officers spent two days and a night with the people- living with them, eating the same food and learning first hand the challenges and difficulties of their existence. For many it was a unique learning experience -the sweet lure of nature brought home to them the beautiful forms of things, for others was a humbling experience as it laid bare to them the dignity which the rural population lives, notwithstanding the myriad challenges of their existence. Such was the enthusiasm generated by the programme that a resident of Shopian District wrote to the Hon'ble Prime Minister about this programme following which the Prime Minister made a mention of it in his Mann Ki Baat Programme calling it a 'festival of development, public participation and public awareness'.

Encouraged by the success of the first edition of the programme, we have now decided to embark on its second phase. While the first phase of the programme was focussed on collecting feedback and assessing needs, the second phase intends to look more closely at the task of empowering, energising and institutionalizing the functioning of Panchayati Raj Institutions, invariably they will associate Panches/Sarpanches. The other objective of this edition of the programme will be to look at the various flagship programmes and individual beneficiary oriented schemes and learn more about the impediments, grievances which hampers their full implementation and their disposal also be ascertained. The visiting officers would also study agriculture and allied activities in the Panchayats, particularly with the objective of our national goal of doubling farmers' income by 2022.

I am confident that our entire team will once again rise to the occasion and replicate the success of the first edition of the programme. I am also confident that the Deputy Commissioners and Administrative Secretaries will create the necessary conditions for the visiting officers to discharge their role effectively. I am equally sure that this programme will evolve into an institutionalized, doorstep governance programme which will not only be a genuine, unadorned ear to the ground but will also cut the infamous red tape and help in delivering development better and faster.

(G. C. Murmu)

(Signature of the reporting officer during his/her two day visit to the Panchayat)

A) DETAILS OF REPORTING OFFICER:

- Name: Hilal Ahmad Mir
- Designation: LC/Secy
- Department/Place of posting: Education/GHSS Magan
- Mobile No: 7016704041
- Email id: MIRHILAL555@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: Kaitch
- Local Government Directory (LGD) code of the Panchayat: 241398
(To be sourced from Rural Development Department/by DC)
- Name of CD Block: Rhanshub
- Name of Tehsil: Rhanshub
- Name of District: Budgam

C) PANCHAYAT PROFILE:

- No. of revenue villages in the Panchayat: 03
- No. of hamlets in the Panchayat: 03
- No. of households in the Panchayat: 300
- Population (approx.) of the Panchayat: 2346

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

S. No.	Department	Name	Designation of the officer/official
1	Agriculture	Nishi Ahmad Wani	AEA <u>[Signature]</u>
2	Revenue	Expt. Bani	Revenue <u>[Signature]</u>
3	QB-Gram Bani		Education <u>[Signature]</u>
4	Fayaz Ahmad		Designation <u>[Signature]</u>
5	Nani S. Dar	Sub Bani	Bani Associate <u>[Signature]</u>
6	AU Mahad Malik		H/W <u>[Signature]</u> 9622705421
7	Sheep Husbandry. Mimood Jone.		Stock Assistant 6005811295 <u>[Signature]</u>
8	Fayaz Ahmad Dar M.T. Amthib		9506065486 <u>[Signature]</u>

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/Private building
If no, whether land is available for construction of the Panchayat Ghar: Yes/No
- Whether the BDC office has been established (in case the officer visits Block Panchayat): Yes/No/Not applicable

- Collect copy of Panchayat Plastic Collection and Disposal plan.
- Get scheme-wise list of individuals who are desirous of accessing individual beneficiary oriented schemes but have not applied so far.
- Collect any complaint/grievance that people may have, especially with regard to non-sanctioning of benefits under individual beneficiary oriented schemes.
- 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 PRG 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 5.00 P.M.

Day 2:

- Capture morning picture at 7 A.M.
- Formal meeting with the Panchayat members:
 - Get various subjects/portfolios assigned to the panches by the Sarpanch if not already assigned and get a Panchayat resolution passed for the same.
 - Inspect the Karami register and make the Panchayat members aware about the requirement of monthly meetings as per the Act.
 - Check the digital signatures of Sarpanch/Panchayat Secretary/Administrator.
 - 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:
 - Frontline government functionaries (Doctor/Teacher/Patwari/Anganwadi Workers/ASHAs/Ashikas/LW/PDS storekeepers/representatives of PHE, PDD, PWD, Agriculture, Animal Sheep, Horticulture etc.)
 - Social activists/NGOs.
 - Panchayat citizens/trained teachers/Govt. employees/servicemen etc.

Day 3 Afternoon:

- Visit the Panchayat Ghar/BOC office and check for furniture/computer.
- Install board of 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.

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	Imp of Link	Yes	Completed
	road at Kaich		

v. Whether any improvement in attendance of following Government functionaries has been noticed after BZV1:

- | | |
|---|----------|
| a) Doctors/Paramedics/other Health staff | (Yes/No) |
| b) Teachers/Ret Teachers | (Yes/No) |
| c) Anganwadi Workers/Helpers | (Yes/No) |
| d) RDD staff | (Yes/No) |
| e) Jt/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:

Agriculture / Horti / RDD

Any department whose staff is absent most of the time: PDD and PHE

Any department whose officers/officials has not visited the Panchayat even once since BZV1: ✓

Any department which has organized any event or camp or tour of senior officer in the Panchayat since BZV1: No

vi. Areas of major complaints brought to notice:

Major area of complaint made during BZV1	Department	Resolution of Complaint	Remarks
Electric Poles & wires	PDD	Yes/No	
Water Pipes	PHE	Yes/No	
Roads	R & B	Yes/No	

vii. Major problems confronting the people:

Major problem highlighted during BZV1	Department	Resolution of problem	Remarks
Lack of electricity	PDD	Yes/No	
Lack of drinking water	PHE	Yes/No	
Lack of Banking System	Bank	Yes/No	
Deficiency in Droughting materials to Plants	Horticulture	Yes/No	
Construction of Stab - Grange Bridge	R & B	Yes/No	Still in process from the last 2 or 3 years

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

If no, reason thereof: _____

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

No. of works started: 01 No. (____ % to total)

If no, reason thereof: _____

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

1) Sarpanch ()

2) BOO (✓)

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

If no, reason thereof: *The majority of the Anganwadi Centres purchase nutrition items themselves at the Panchayat level.*

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

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

If no, reason thereof: _____

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

If no, reason thereof: *Honorarium to AWWs are directly paying by the Social welfare department.*

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

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

ix. Mid Day Meal (MDM) Scheme:

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

If no, reason thereof: _____

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

If no, reason thereof: _____

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 in the Panchayat: Rs 08 lakh

✓ No. of works approved: 10

✓ No. of works started: 01

✓ No of works completed: 01

✓ No of Job Card holders in the Panchayat: 848

✓ No. of man days generated: 420

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: _____

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: Yes

- 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 (10-10-19)			2 nd Meeting Date (17-11-19)		
S. No.	Department	Designation	S. No.	Department	Designation
1	RDD	Sec. Panchayat	1	RDD	Sec. Panchayat
2	Revenue	Patwari	2	Revenue	Patwari

1 st Meeting Date (10-10-2019)			2 nd Meeting Date (17-11-2019)		
S. No.	Department	Designation	S. No.	Department	Designation
3	Shap Husbandry	Stock Assistant	3	Shap Husbandry	Stock Assistant
4	Social Welfare	TSWO	4	Social Welfare	TSWO
5	Fisheries	Fisheries Dev. Asst.	5	Fisheries	Fisheries Dev. Assistant
6	Agriculture	Asst. Hand	6	Agriculture	Assistant
7	Handloom	Asst. Hand	7	Handloom	Assistant
8	MGNREGS (Roo)	GRS	8	MGNREGS	GRS

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)

RDD	☒ 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:

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: 500
- Number of children in the age group of 4-14 years enrolled in the schools: 450
- Is there any High/Higher Secondary school with more than 40% girl students: Yes/No
- Whether RDD has provided Sanitary Napkin Vending Machines in any of the above Schools: Yes/No/Not applicable
 - ☒ If yes, details of schools: 1
 - ☒ If yes, whether the machine is functional: Yes/No
- Whether RDD has provided Sanitary Napkin Incinerator in the above Schools: Yes/No/Not applicable
 - ☒ If yes, whether the incinerator is functional: Yes/No

L) GENERAL ASSESSMENT OF THE VISITING OFFICER:

i	Urgent public requirements in order of priority (Max. 07)
1.	Establishment of bridge between Naligund and Gohidhagen at Shal Ganga Canal -
2.	upgradation of P/S Gohidhagen to Middle School.
3.	upgradation of electric lines & poles in all hamlets.
4.	Establishment of water filtration plant.
5.	Repairment of local dilapidated roads.
6.	Establishment of Sheep & Animal Husbandry Centre.
7.	Sanctioning staff to PHC & an Ambulance.
ii	Any major complaint brought to notice of the Visiting Officer:
	Failure of the bridge construction by Government between Naligund and Gohidhagen at Shal Ganga Canal.

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

Innovative technology

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

1	High Quality Seeds (Hybrids)
2	Proper guidance of the people regarding the saving of seeds, selection of seeds & selection of equipments used
3	NA
4	High Quality of Pests, weeds & insecticides for removing the unwanted plants & insects from the
5	Availability of hybrid seeds at the right time & proper guidance for the farmers by Specialists

J) PUBLIC GRIEVANCES AND GOOD GOVERNANCE:

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

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

Major problems/complaints with regard to ration shops:

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

- h) any other: _____

- iii. Number of FIRs registered in last 3 months: No

- 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	After B2V2 program every department takes less time for processing of applications of any other requests
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	

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No. of farmers without Kisan Credit Card 238 (Nos.)
- No. of farmers who have availed loan facility through KCC during 2019 28 Nos.
- No. of farmers who applied for KCC Loan but not provided so far 215 Nos.
- Problems being faced by farmers in availing KCC loan (tick whatever relevant):
 - ☒ a) Difficult processes and procedures _____
 - b) Delay by concerned Dept. _____
 - c) Delay by bank concerned _____
 - d) Any other problem, please specify: _____
- Suggestions for improving the process of availing loan under KCC

For availing loan under KCC in improving way. The process should be created from providing Guarantors

4. MARKETING INTERVENTIONS:

- How is agriculture/horticulture produce sold (tick whichever relevant):
 - a) Through organized market (mandi) _____
 - ☒ b) Through un-organized market A
 - c) Any other, please specify: Also through their own shops
- If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing:

For better marketing, local mandi may be provided to the Panchayat Hatga
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:

Surplus Agricultural / Horticultural produce may be provided local mandi facility.

5. DIVERSIFICATION TO HIGH VALUE CROPPING:

- 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)
	<u>Paddy / veg</u>	<u>Mushroom etc. Agriculture a organic farming</u>	<u>Panchayat Hatga has a good scope to be involved under organic farming by providing vermicompost pits.</u>

6. INCREASING LIVESTOCK PRODUCTION:

- Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department: Poor/Satisfactory/Good/Excellent
 - ☒ Satisfactory
- 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	<u>25</u>	<u>05</u>
3	Sheep Units	<u>05</u>	<u>10</u>
4	Fish Ponds	<u>01</u>	<u>10</u>

III	Overall perception of functioning of the government:
	The Panchayat Helpline is on its development way but there is need in the development of irrigation, PHE and Health Sector.
IV	Overall assessment of visit and suggestions: (the visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions.)
	Overall assessment of the visit was satisfactory, but the Panchayat needs empowerment, the government officials concerned with the helpline should show a bit more performance.

Signature of the visiting officer
Name Hiral Alamel
mi

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	142	50	Not much demand	5
Lact Bio				
Swachh Bharat Mission- Individual Household Toilets				
PM Ujjwala Yojana				
Ujara	392	NILL		
Jandhan Account	260	NILL		
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.

e. 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	70%	Lack of materials	50%
Electricity	70%	Lack of poles & wires	20%

* 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.

B DOUBLING FARMERS INCOME

1. IRRIGATION

- Topography of the Panchayat: Semi-Hilly/Hilly/Plain/Rand
- Major sources of irrigation: Canal/Rdus/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/Bream/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 _____
- Whether the Panchayat has potential for drip/sprinkler irrigation: Yes/No
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: (150) 30% of the farmers
- No. of farmers who intend to use drip/sprinkler irrigation: 40% (Nos. 120)
- Any suggestions to improve irrigation facilities in the Panchayat:

Provide them an irrigation tank so that water can be available to them for most of the time.

2. HIGH YIELDING VARIETY (HYV) SEEDS

- Farmers using High Yielding Variety seeds (Approx. 30-35%)
- Are adequate HYV seeds available to the farmers: Yes/No
- If no, reasons thereof: insufficient supply from the Dept.

- xi. 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
- xii. 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	
Tehsildar/Naib-Tehsildar	Revenue	Yes	
Patwari	Revenue	Yes/No	
Agriculture Extension Official	Agriculture	Yes/No	JAEO Quarter needs to be repaired for better results.
Horticulture Extension Official	Horticulture	Yes/No	
Village functionaries		Yes/No	
Any other	SHG	8	

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: 24 Dec 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 2.07 lakh.

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

Likely date of completion: 15 Dec (date)

- 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: Not Available

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 BZVI 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
04	Budgam	Understanding the role & responsibilities of representatives	02

- 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	01	N/A	N	10
Scholarship for Minority students	10	05	N.A	05
Pension - Old Age	144	39		
Pension - Widow	30	07		
Pension - Disability	29	09		
PM Kisan Nidhi	210	70	Corrections of Aadhaar Bank Accounts.	nil
Ayushman Bharat				
PM Jeevan Jyoti Bima Yojana	09	-	-	-
PM Suraksha Bima Yojana	06	-	-	-
PM Awas Yojana - Gramin				
State Marriage Assistance Scheme				

vi. The visiting officer should try and visit as many more 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, MGNREGA 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 GDP booklet in the Gram Sabha.
 - Get the resolution for approval of GDP 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.