

## 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 14<sup>th</sup> FC plan booklet in the Gram Sabha.
  - Inspect the four pass books- 14<sup>th</sup> 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 Biodeversity 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.

- 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 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:
  - 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 *karwai* 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/ANMs/VLW/PDS storekeeper/representatives of PHE, PDD, PWD, Agriculture, Animal Sheep, Horticulture etc.)
  - Social activists/NGOs.
  - Prominent citizens/retired teachers/Govt. employees/ex-servicemen etc.

Day 2 Afternoon;

- Visit the Panchayat Ghar/BDC office and check for tumbus/computer
- Install board at land identified for Panchayat Ghar
- Lead *Graft Pravesh* Ceremony for completed PMAY houses.
- Inaugurate the previous B2V work and lay foundation stone for a new one
- Inspect B2V1/14<sup>th</sup> 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.

## 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: Ravinder Kumar IAS
- ii. Designation: MA SIACO
- iii. Department/place of posting: Industry & Commerce / Jammu.
- iv. Mobile No: 9469112000
- v. Email id: Ravinderse@gmail.com
- vi. Home District: Bhimwari, Haryana.
- vii. Dates of visit: 25/26/27/28/29/30, November 2019

### B) LOCATIONAL DETAILS OF PANCHAYAT:

- i. Name of the Panchayat: Razwan
- ii. Local Government Directory (LGD) code of the Panchayat: 241266  
(To be sourced from Rural Development Department/by DC)
- iii. Name of CD Block: Budgam.
- iv. Name of Tehsil: Budgam.
- v. Name of District: Budgam

### C) PANCHAYAT PROFILE:

- i. No. of revenue villages in the Panchayat: Razwan / Dandiy
- ii. No. of hamlets in the Panchayat: 02
- iii. No. of households in the Panchayat: 275357
- iv. Population (approx.) of the Panchayat: 2809

**D) FRONTLINE OFFICERS/OFFICIALS WHO ARE PRESENT DURING THE VISIT:**  
 DC Budgam - Tarlochan, CCA Nandanpurhi RPS.

S. No.	Department	Designation of the officer/official
1	R.D.O (Rural Development) A.T. & T.C. T.C. & S.	Mr. A.R. T.A.
2	Fish moeda Mohan	Supervisor
3	Health Afrozat Arhar	Farmer
4	Sheep Husbandary Shauket Parvaiz	Flock Supervisor
5	Animal Husbandary Ab. Rehman Shah	Senior Veterinary Pharmacist
6	Agriculture Jaipal Singh	AE Agriculture Extension Assistant
7	Food and Supplies Sumair Rehman	ASik Assistant Storekeeper
8	SBI Mandeep Singh	Deputy manager

**E) FUNCTIONALITY OF THE GRAM PANCHAYAT:**

**1. INFRASTRUCTURE:**

i. 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 ✓

ii. Whether the BDC office has been established (In case the officer visits block Panchayat): Yes/No/Not applicable ✓

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 No Electricity. No Water	Yes/No	—

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

vi. Whether Infrastructure and Assets Register has been prepared: Yes/No ✓

(Visiting Officer to physically check the register) Yes.

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

## 2. FUNCTIONALITY:

i. Whether Gram Panchayat meeting is being held regularly on monthly basis: Yes/No 2 m-

Date of last meeting held: 22-10-19

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

Date of last meeting held: 22-10-19

iii. Whether the Karwai register is being maintained by the Panchayat Secretary: Yes/No ✓

(Officer to inspect the register) Checked & Signed.

iv. Whether the Sarpanch/Administrator/Panchayat Secretary have digital signatures: Yes/No ✓ | no instructional Given | Payment?

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 <sup>th</sup> Finance Commission	Yes/No <input checked="" type="checkbox"/>	<i>Administrative</i>	Yes/No <input checked="" type="checkbox"/>	<i>3100882/2</i>	Yes/No <input checked="" type="checkbox"/>
ICDS (Nutrition)	Yes/No <input checked="" type="checkbox"/>	—	Yes/No <input checked="" type="checkbox"/>	<i>Nil</i>	Yes/No <input checked="" type="checkbox"/>
ICDS (Honorarium)	Yes/No <input checked="" type="checkbox"/>	—	Yes/No <input checked="" type="checkbox"/>	<i>Nil</i>	Yes/No <input checked="" type="checkbox"/>
Mid Day Meals (MDM)	Yes/No <input checked="" type="checkbox"/>	—	Yes/No <input checked="" type="checkbox"/>	—	Yes/No <input checked="" type="checkbox"/>
Own resources of Panchayat	Yes/No <input checked="" type="checkbox"/>	—	Yes/No <input checked="" type="checkbox"/>	—	Yes/No <input checked="" type="checkbox"/>
Any other Scheme, If yes, indicate name	<i>g</i>	—	—	—	—

(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: *N/A* **Yes made**

vii. 14<sup>th</sup> 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 DDC: Yes/No

If no, reason thereof: \_\_\_\_\_

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

No. of works started: 15 No. ( \_\_\_\_\_ % to total)

If no, reason thereof: N/A

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

1) Sarpanch

( ) Administrator / Pt. Secretary

2) BDO

( )

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 Under process.

If no, reason thereof: \_\_\_\_\_

By Pt.

Also mention if it is being purchased by someone else: By Pt.

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

If no, reason thereof: \_\_\_\_\_

From 23rd of November no supply of food has been received.

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

If no, reason thereof: \_\_\_\_\_

No account opened.

Late release of ICDS N/A.

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 Yes

If no, reason thereof: Not yet.

- 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 Yes

- b. If yes,

✓ Funds allocated to the Panchayat: Rs 1 cr lakh

✓ No. of works approved: 5

✓ No. of works started: — Not yet

✓ No of works completed: — NIL.

✓ No of Job Card holders in the Panchayat: 432.

✓ No. of man days generated: 800.

- xi. 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: No Awareness.

- 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 N/A
- 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	
Tehsildar/Naib-Tehsildar	Revenue		
Patwari	Revenue	Yes/No	
Agriculture Extension Official	Agriculture	Yes/No	
Horticulture Extension Official	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: 15-25 days (specify number of days) over issues Internet

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

✓ Any other difficulty, give details: N/A

**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: N.A. (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) PHE Scheme. 2020 (Sept)

(2) \_\_\_\_\_

(3) \_\_\_\_\_

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

If yes, amount released: Rs 2.32 lakh. ✓

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

Likely date of completion: Sept 2020 (date)

B2V2/PD&MD/2019

Net issue

NO MANREGA ✓

DC office Not

not sufficient

- 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:
RDD	C/O road with side path from N/O an Hasin DM to N/O Panchayat	Yes	—
—	to Salamatpur & others at Dangpur	—	—
RDD	Construction of main road from N/O Panchayat to N/O Panchayat	Yes	—
—	to Dangpur	—	—
—	—	—	—

- v. Whether any improvement in attendance of following Government functionaries has been noticed after B2V1:

a) Doctors/Paramedics/other Health staff

(Yes/No) Ematic ✓ DSH B ✓

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) Somehow

g) Animal Husbandry/Sheep Husbandry staff

(Yes/No) —

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

0

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

Most absent  
Horticulture

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

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

N/A ✓

vi. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
<u>PDD</u>	<u>PDD</u>	Yes/No <input checked="" type="radio"/>	—
<u>Horticulture</u>	<u>Horticulture</u>	Yes/No <input checked="" type="radio"/>	—
<u>Road</u>	<u>PW2</u> <u>R&amp;B</u>	Yes/No <input checked="" type="radio"/>	—

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
<u>Electricity</u>	<u>PDD</u>	Yes/No <input checked="" type="radio"/>	—
<u>PNE</u>	<u>PNE</u>	✓ Yes/No	—
<u>Horticulture</u>	<u>Horticulture</u>	Yes/No <input checked="" type="radio"/>	—
<u>Road</u>	<u>PW2</u> <u>R&amp;B</u>	Yes/No <input checked="" type="radio"/>	—
<u>Education</u>	<u>Education</u>	Yes/No <input checked="" type="radio"/>	—

## 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 <sup>st</sup> Meeting Date (25 <sup>th</sup> 6 <sup>th</sup> 2019)			2 <sup>nd</sup> Meeting Date (27 <sup>th</sup> 11 <sup>th</sup> 2019)		
S. No.	Department	Designation	S. No.	Department	Designation
1	RDD	VLW, GRS, T.A	1	RDD	VLW, GRS, T.A
2	Animal Husbandary	Senior Veterinary Pharmacist	2	Animal Husbandary	Senior Veterinary Pharmacist

1 <sup>st</sup> Meeting Date (25/6/2019)			2 <sup>nd</sup> Meeting Date (27/11/2019)		
S. No.	Department	Designation	S. No.	Department	Designation
3	Health	Frmeriw	3	Health	Frmeriw
4	ICDS	Supervisor	4	ICDS	Supervisor
5	Sheep Husbandry	Flock Supervisor	5	Sheep Husbandry	Flock Supervisor
6	Irrigation & Flood Control	Helper	6	Irrigation and Flood Control	Helper
7	Agriculture AED		7	Agriculture AED	
8	Food & Supplies	ASK	8	Food & Supplies	ASK

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: Panchayat is non-functional

- 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 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: No
- 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: No

## 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

No of Elected Representatives trained	Place of training	Theme of training	No of 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	online	—	—	—
Scholarship for Minority students	online	—	—	—
Pension - Old Age	49	44	Non-availability of Funds	Nil
Pension - Widow	07	40	Non-availability of Funds	Nil
Pension - Disability	08	21	Lack of Funds from 2009	Nil
✓ PM Kissan Nidhi One Razwan village left out.	405	170	Pending with district agency	Nil
✓ Ayushman Bharat Tissue village?	—	—	—	—
✓ PM Jeevan Jyoti Bima Yojana	—	—	No Interest by people	—
✓ PM Suraksha Bima Yojana	—	—	Non Interest of people	—
? PM Awas Yojana - Grameen	Nil	38	Lack of Funds	Nil
✓ State Marriage Assistance Scheme	10	05	Not covered in survey	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	432	—	—	—
✓ Ladli Beti	40	16	Delay at Administrative level	01
Swachh Bharat Mission- Individual Household Toilets 523 done LOB Pending: 139	529	139 (LOB)	Lack of Funds	—
PM Ujjwala Yojana	—	—	—	—
✓ Ujala	—	—	—	—
✓ Jandhan Account	—	—	—	—
✓ PM Matru Vandana Yojana	14	17	Delay at Administrative level	01

\* 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	10	out-growing (new habitations)	07
✓ Electricity connection	—	—	—

- 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.

## 1) DOUBLING FARMERS INCOME:

### 1. IRRIGATION

- Topography of the Panchayat: Semi-Hilly/Hilly/Plain/Kandi ✓
- 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: Land available at Dargpora ✓
- Whether the Panchayat has potential for drips/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:

① slow harvesting of fruits -

② Improvement of irrigation canals.

### 2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx. 62% age) ✓
- Are adequate HYV seeds available to the farmers: Yes/No ✓
- If no, reasons thereof: Limited supply of HYV seeds from Deptt.

### 3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- i. No. of farmers without Kissan Credit Card 200 (Nos.)
- ii. No. of farmers who have availed loan facility through KCC during 2019  
03 Nos. (44) Total
- iii. No. of farmers who applied for KCC Loan but not provided so far  
nil Nos.
- iv. Problems being faced by farmers in availing KCC loan (tick whatever relevant):
- |   |                                     |
|---|-------------------------------------|
| a) Difficult processes and procedures       | <input checked="" type="checkbox"/> |
| b) Delay by concerned Deptt.                | <input type="checkbox"/>            |
| c) Delay by bank concerned                  | <input checked="" type="checkbox"/> |
| d) Any other problem, please specify: _____ | <input type="checkbox"/>            |
- \_\_\_\_\_
- Suggestions for improving the process of availing loan under KCC
- Revenue papers should be easily available
- No Guarantee should be required to
- MARKETING INTERVENTIONS:

#### 4. MARKETING INTERVENTIONS:

- i. How is agriculture/horticulture produce sold (tick whichever relevant):
- a) Through organized market (mandi) ☒
- b) Through un-organized market ☐
- c) Any other, please specify: \_\_\_\_\_
- ii. If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing:
- (1) Const of local mandi for farmers
- (2) Establishment of cold storage facility.
- iii. Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:
- marketing of goods through HPMC

### 5. DIVERSIFICATION TO HIGH VALUE CROP/FRUIT:

i. 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.	Maize	Hyv Exotic seeds of vegetables	—
2.	Peas	Mushroom Paddy Soyabana	—
3.	Apple	SMA Apple	—

### 6. INCREASING LIVESTOCK PRODUCTION:

i. Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department: Poor/Satisfactory/Good/Excellent

ii. 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	Nil
2	Dairy units	Nil	Nil
3	Sheep Units	Nil	50
4	Fish Ponds	Nil	Nil

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

- ① ~~Business~~ camps do be organised.
- ② Subsidies do be provided.

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

1.	Exotic vegetables / <u>Mushroom</u> cluster.
2.	<u>Handicraft</u> units
3.	<u>Backyard</u> Poultry. ✓
4.	<u>Mariculture</u> Processing. ✓ / <u>Dairy</u> Farming.
5.	<u>MSME</u> ✓

#### 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: Nil
- a) Are people generally satisfied by response of Police to complaints: Yes/No ☒ Yes ☐ No
- b) Is copy of FIR given to people: Yes/No ☒ Yes ☐ No
- c) Are people satisfied about the overall security situation in Panchayat: Yes/No ☒ Yes ☐ No
- d) Any suggestions: \_\_\_\_\_
- iv. Public perception:
- a. Are departmental staff available: Poor/Good/Very Good/Excellent
- b. Are departmental staff responsive: Poor/Good/Very Good/Excellent
- v. Average time taken for processing of applications/requests or redressal of complaints by the departmental field functionaries:

Department	Average time taken	Remarks/details, if any
Revenue	<ul style="list-style-type: none"> <li>• Within 1 month <input checked="" type="checkbox"/></li> <li>• More than 1 month <input type="checkbox"/></li> <li>• Never <input type="checkbox"/></li> </ul>	<input checked="" type="checkbox"/>
Social welfare	<ul style="list-style-type: none"> <li>• Within 1 month <input checked="" type="checkbox"/></li> <li>• More than 1 month <input type="checkbox"/></li> <li>• Never <input type="checkbox"/></li> </ul>	<input checked="" type="checkbox"/>
Police Station	<ul style="list-style-type: none"> <li>• Within 1 month <input checked="" type="checkbox"/></li> <li>• More than 1 month <input type="checkbox"/></li> <li>• Never <input type="checkbox"/></li> </ul>	<input checked="" type="checkbox"/>
PHE	<ul style="list-style-type: none"> <li>• Within 1 month <input checked="" type="checkbox"/></li> <li>• More than 1 month <input type="checkbox"/></li> <li>• Never <input type="checkbox"/></li> </ul>	<input checked="" type="checkbox"/>

PDD	<ul style="list-style-type: none"> <li>• Within 1 month ✓</li> <li>• More than 1 month</li> <li>• Never</li> </ul>	
Any other	<ul style="list-style-type: none"> <li>• Within 1 month ✓</li> <li>• More than 1 month</li> <li>• Never</li> </ul>	Animal Husbandary

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

Horticulture

#### K) OTHERS:

- Whether land has been identified within Panchayat for collection and disposal of plastic waste: Yes/No ☒ No ✓
- Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No ☒ No  
(Visiting officer to collect a copy of the Plan)
- Number of children in the age group of 4-14 years in the Panchayat:        ?
- Number of children in the age group of 4-14 years enrolled in the schools:
- Is there any High/Higher Secondary school with more than 40% girl students: Yes/No ☒ No
- Whether RDD has provided Sanitary Napkin Vending Machines in any of the above Schools: Yes/No/Not applicable  
 ✓ If yes, details of schools:         
 ✓ If yes, whether the machine is functional: Yes/No
- Whether RDD has provided Sanitary Napkin Incinerator in the above Schools: Yes/No/Not applicable  
 ✓ If yes, whether the incinerator is functional: Yes/No

- I Urgent public requirements in order of priority (Max. 07):
1. Marmelization of main Road.
  2. Replacement of old wooden Pales & wires.
  3. Water supply / Borewell / to all Houses.
  4. Health Upgradation of Sub Centre & Animal Husbandry office at Panchayat Ghar.
  5. Upgradation of G.M.S / B.M.S to High Schools.
  6. Agriculture Zone at Panchayat.  
Regular pay to ICDS / ASHA to be given for maximum efficiency.
  7. ATM needed.  
MGNREGS Payment Issue - 1st - material Payment

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

- P.D.D. — Less Staff, Lack of Pales (wooden Pales)
- Health Centre / Dispensary → medicine supply
- Non payment to SBM / NAREGA
- Pendency of Pension cases to widow Pension / Disability Pension
- Awareness Camps of Govt schemes.
- Road / Electricity / Water are major issues.
- Play Ground (Play) at Panchayat for Players.

III Overall perception of functioning of the government;

- Government departments & schemes are working but lack of awareness / Lack of staff & Lack of resources affecting service delivery.
- Departments to make more visits & long term planning is needed.

IV Overall assessment of visit and suggestions:

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

- It was a well planned visit for imp suggestions:
  - (1) Awareness Program of Govt Schemes is needed
  - (2) Potential Sector of Orbit & Other Sectors to be developed.
  - (3) Individual Beneficiary Schemes to be popularised & pendency to be cleared.



Signature of the visiting officer

Name Ravinder Kumar Jais.  
MA SIACO