



B2V2

Governance at the Doorstep

November 25-30, 2019

Dr. N. W. P. N. N.

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Government of Jammu & Kashmir

Jammu and Kashmir
New Vision
New Horizon



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 4453 Panchayats focused 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 Panchayat 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.

(B. V. R. Subrahmanyam)

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.

- vi. The visiting officer should try and find as many local institutions including schools, Panchayat, Anganwadi Centres etc. in particular the health sub-centre as well as some of the works carried out being carried out under various schemes like MGNREGS, MHPWA and other government programmes. In case there is a languishing project in the village the officer should certainly report the same and record its progress.
- vii. In addition to all other activities that the visiting officer will carry out, focus should be special emphasis on 100% enrolment of school children up to 14 years, 100% coverage of PM-Kisan, Aardram Shakti and 100% coverage of all beneficiary oriented schemes including pensions and scholarships. There should also try to understand how various government programmes can be better used for doubling rural incomes and emerging rural micro enterprises and village industries.
- viii. The visiting officer shall restrain himself/herself from giving or offering any commitment on behalf of the government.
- ix. The visiting officer shall adopt an unbiased attitude in reporting issues. As far as possible, his observations should be based on a consensus view emerging from his interactions in the village.
- x. 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.
- xi. 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 QTI team

Pre and Post Visit Activities

- Meeting with the Deputy Commissioner for selection of documents and trading regarding the visit before going to the Panchayat.
- Briefing meeting with the Deputy Commissioner and submission of the copy of the filled-in booklet and other papers before leaving the District.

Day 1

- Arrival in the Panchayat by 10 AM (capture picture).
- Attend the Gram Sabha
 - Read out the charter of Fundamental Rights.
 - Discuss E271 report card, critical pic analysis report and action Schedule on follow up of E271 activities.
 - ✓ Unveil the GPDP booklet in the Gram Sabha.
 - ✓ Get the resolution for approval of GPDP and MGNREGS passed in the Gram Sabha.
 - ✓ Unveil the 14th FC plan booklet in the Gram Sabha.
 - Inspect the four pass books- 14th FC, MGNREGS, GPDP, and Panchayat.
 - Check the purchase record register for MGN and GPDP.
 - Distribute the information flyers on various Beneficiary Based Schemes.
 - Fill up those columns of the E272 booklet which require Gram Sabha responses.
 - Distribute guidelines of government schemes which can help increase rural incomes e.g. Backward Poultry, Dairy Entrepreneurship Scheme etc.
 - Get the Panchayat Beneficiary Committees constituted (if not already constituted through a Panchayat (or 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 schematic 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 pond 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, briefing 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 karnal/ 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.

Dec 2 Activities:

- Visit the Purchased Goods/FC office and check for fund balance report.
- Install board of land identified for Purchased Goods.
- Lead Our Fresh Ceremony for completed PLAY frames.
- Inaugurate the previous B2V work and lay foundation stone for a new one.
- Impact B2V/14th FC work/Language/other developmental projects laid 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

(Form to be filled up by the Reporting Officer during his/her two day visit to the Panchayat)

A) DETAILS OF REPORTING OFFICER:

- i. Name: Ajag-ul-Rahman Bantay
- ii. Designation: Assistant Executive Engineer
- iii. Department/Place of posting: P.D.O. Mandi Sahib Bhadrana
- iv. Mobile No: 9419167256 9546960187
- v. Email id: AR Bantay 2 Email.com
- vi. Home District: Doda
- vii. Dates of visit: 25/26/27/28/29/30 November 2019

B) LOCATIONAL DETAILS OF PANCHAYAT:

- i. Name of the Panchayat: Ekunari
- ii. Local Government Directory (LGD) code of the Panchayat
(To be sourced from Rural Development Department by DC):
Ekunari 767
Sahib 767036
- iii. Name of CD Block: Chunga
- iv. Name of Taluk: Clandah
- v. Name of District: Doda

C) PANCHAYAT PROFILE:

- i. No. of revenue villages in the Panchayat: 2/10
- ii. No. of hamlets in the Panchayat: 12/16
- iii. No. of households in the Panchayat: 565
- iv. Population (approx.) of the Panchayat: 1744

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

S. No.	Department	Designation of the officer/official
1	Health - Unani (UED) Agriculture Dept.	Asst. Ed. <i>[Signature]</i>
2	Teacher Kumar Gen. Dept.	Master <i>[Signature]</i>
3	Head of School P.D.D.	Mr. <i>[Signature]</i>
4	Sanjay Kumar Education	Tr. <i>[Signature]</i>
5	Social Welfare	Ch. Head Younger <i>[Signature]</i>
6	Sahabuddin Qureshi Edu.	M.D.A. <i>[Signature]</i>
7	Shabir Ahmed Tech. III	Headmaster S.P.P. <i>[Signature]</i>
8	Head of Village P.D.D.	Asst. <i>[Signature]</i>

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

I. Whether Panchayat Ghar is available in the Panchayat Yes ☒ 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 the Panchayat): Yes ☒ No/Not applicable

iv. If not, whether the building for BDC office has been identified: Yes/No/NA
Applicable

v. Facilities available in the Panchayat Bldg 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 ✓	

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

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

(Visiting Officer to physically check the register) Done ✓

If not, 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: _____ 22.11.2021 _____

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

Date of last meeting held: _____ 22.11.2021 _____

iii. Whether the Kariwa 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 lacs)	Whether at least one transaction has been made
14 th Finance Commission	Yes/No ✓	✓	Yes/No ✓	2.545	Yes/No ✓
ICDS (Nutrition)	Yes/No ✓	ICDS Supervisor	Yes/No ✓	0.267	Yes/No ✓
ICDS (Honorarium)	Yes/No ✓		Yes/No ✓	1.76	Yes/No ✓
Mid Day Meals (MDM)	Yes/No ✓	MDM ✓	Yes/No ✓	2.129	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 ✓

b. Whether the detailed estimates for all works have been prepared: Yes/No ✓

c. No. of works for which estimates have been prepared: 02 No. (____ % to total)

d. Whether Action Plan has been approved by the DCF. ☒ Yes

If no, reason thereof Sarpanch / Action plan has not been approved yet

e. Whether the works have been started? ☒ Yes

Yes, if works started 02 No 10 % in total

If no, reason thereof /

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

1) Sarpanch ☐ (.)

2) BDO ☒ (M)

3) Others (specify): /

vii. 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 COPD purchase nutrition

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 COPD Panchayat

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 to the Panchayat: Rs 35.00 lakh

✓ No. of works approved: 11

✓ No. of works started: 11

✓ No of works completed: 5 On Progress

✓ No of Job Card holders in the Panchayat: 244

✓ No. of man days generated: _____

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

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

If no, reason thereof: Not mentioned yet

- iv. Whether subjects have been assigned by the Sarpanch to the Pancha. Yes/No
 If no, whether subjects have been assigned in presence of the visiting officer. Yes/No
- v. Major challenges being faced by the Panchayat in functioning and execution of works
- vi. Whether full support and cooperation being provided by

Office	Department	Response	Remarks
BCO	POO	Yes/No	
V.V.N	POO	Yes/No	
JE	POO	Yes/No	
COPD	Social Welfare	Yes/No	
TSNO	Social Welfare	Yes/No	
Anganwad Supervisor	Social Welfare	Yes/No	
Headmaster/Principal/ZEO	School Education	Yes/No	
IC MEM	School Education	Yes/No	
EMO	Health	Yes/No	
Tehsildar/Nab-Tehsildar	Revenue		
Patwar	Revenue	Yes/No	
Agriculture Extension Officer	Agriculture	Yes/No	
Horticulture Extension Officer	Horticulture	Yes/No	
Village functionaries		Yes/No	
Any other	Name of the person who is providing support and cooperation		

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/laws 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: March 20 (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) Construction of ^{Play ground} at Chitra House, Chitra

(2) _____

(3) _____

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

If yes, amount released: Rs 5 lakh

Whether works identified in B2V1 have been started: Yes? ☒ No

Likely date of completion: March 20 (date)

5. 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
D.D.O	Land - 9, 1st 1st 1st	Yes	Completed by Panchayat
1st	1st	Yes	
1st	1st	Yes	
1st	1st	Yes	
1st	1st	Yes	

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

- a) Doctors/Paramedics/other Health staff (Yes/No) ☒ Yes
- b) Teachers/RtT Teachers (Yes/No) ☒ Yes
- c) Anganwari Workers/Helpers (Yes/No) ☒ Yes
- d) RDO staff (Yes/No) ☒ Yes
- e) JE/other engineering staff (Yes/No) ☒ Yes
- f) Agriculture/Horticulture staff (Yes/No) ☒ Yes
- g) Animal Husbandry/Sheep Husbandry staff (Yes/No) ☒ Yes

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

Any department whose staff is absent most of the time 1st

Any department whose officers/officials has not visited the Panchayat even once since BZV1: 1st

Any department which has organized any event or camp or tour of senior officer in the Panchayat since BZV1 R.D.O. 1st

vi. Areas of major complaints brought to notice

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
PHE	PHE	Yes/No	
Construction of Class room at H.S.S. Chauri	Education	Yes/No	
Water supply tank	R.S.	Yes/No	

vii. Major problems confronting the people

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Replacement of iron pole and conductor Strengthening of HT/LT Not done	P.D.O.	Yes/No	
Completion of 122/2000 Civil station Chang Bhukela, four cross Circuiting S.S.W	P.D.O.	Yes/No	
M.R. K.R. 2 days Payments	R.O.O.	Yes/No	
Lack of Medicine in Charge Hospital	Health Dept	Yes/No	
Mobilising G.T of 200000000 by P.M.Y. 2019	Road and building P.M.Y.	Yes/No	

(B) PLANNING, EXECUTION AND TRAINING

1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP)

- i. Whether the GPDP for the schemes transferred to the Gram Panchayats have been prepared for the year 2016-20? ☒ Yes ☐ No

If no, reason thereof: _____

- ii. Whether the schemes ~~and~~ activities approved under GPDP for 2016-20 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 (24-11-2019)			2 nd Meeting Date (30-11-2019)		
S. No	Department	Designation	S. No	Department	Designation
1	Agriculture	ASO	1	P.O.O	V.L.W. C.R.S.
2	ICDS	Supervisor	2	Horticulture	Trainer

1 st Meeting Date (2019-2020)			2 nd Meeting Date (2020-2021)		
S. No.	Department	Designation	S. No.	Department	Designation
3	PHE	Health Officer	3	Education	
4	PDO	MLA	4	LCDS	
				Animal	Officer
5	RDO	RIAS	5	DCS	Smart City
				Animal	
6	CMPD	Deputy	6	Animal Husbandry	Officer
				displacement	
7	Special	Ordinary	7		
	unemployment				
8	MDM	Teacher	8		

If no, reason thereof: _____

- vi. 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: _____

- vii. Whether the GPOD 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: _____

(V.L.W to demonstrate the reports to the Visiting Officer)

3. Whether the critical gaps identified in the Paritycard during March 2021/22, June 2022 are being bridged while preparing GPB for 2022/23. *Yes*
- If no, reason thereof: _____

1. SOCIAL AUDIT

1. Whether the details with regard to the schemes being implemented by the Panchayats are posted before the Gram Sabha or publicly available for carrying out audit. *No*
- If no, reason thereof: _____
2. Is the Social Audit Committee formed in 2021 conducting social audit. *No*
3. Whether the issues arising during the audit are being addressed by the department concerned. *No*
- If no, reason thereof: _____

2. CAPACITY BUILDING & TRAININGS

1. Whether the capacity building and training has been imparted to the elected representatives. *No*
- If yes, provide details:

No of Elected Representatives Trained	Place of training	Theme of training	No of days
741	Pd. Chow Chow	Basic camp	2

2. Quality of training. *Poor/Satisfactory/very Good/Excellent*
3. Whether any exposure visit within 25 radius has been conducted. *Yes*
- If yes, visiting officer to record the experiences/views of the elected representatives about the visit. *Poor/Satisfactory/very Good/Excellent*
4. Whether any digital literacy training has been conducted for Sarpanches. *Yes*
- If yes, quality of training. *Poor/Average/Good/Excellent*
5. Level of awareness among the elected representatives and general public about the schemes operating in 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)

II) INDIVIDUAL BENEFICIARY ORIENTED SCHEMES

1) Visiting Officer to fill appropriate number in beneficiary column and appropriate number left out

Schemes/Services	Beneficiaries covered (Nos.)	Pendency supplied but not sanctioned (Nos.)	Reason for pendency	Fresh applications submitted to visiting officer (Nos.)
Scholarship for SC/ST/OBC students	Sc 46 ST-52 OBC-42			
Scholarship for Minority students	345			
Pension - Old Age	56	38	Submitted to Social Security	na
Pension - Widow	19	2	do-	na
Pension - Disability	25	3	do-	
PM Kisan Nidhi	160	30	Pendency more than 3 months	
Ayushman Bharat	06			
PM Jeevan Jyoti Bina Yojana	na	na	na	na
PM Suraksha Bima Yojana	na	na	na	na
PM Aardra Yojana - Gramin	3	15	In progress	
State Marriage Assistance Scheme	✓	5	Submitted to higher authorities for approval	

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (Applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREDA Job Card	324	Nil		
Ladli Beti	Nil	Nil	Nil	
Swachh Bharat Mission- Individual Household Toilets	110	Nil	Nil	
PM Ujjwala Yojana				
Ujala				
Jandhan Account	140	Nil		
PM Matru Vandana Yojana	63	06	Due to non-availability of Internet system	

* The visiting officer to enclose scheme-wise list of individual beneficiaries who are interested to avail the benefits 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	Nearly Completed houses	
Electricity connection	6	Nearly Completed houses	

- Visiting officer to enclose the list of subordinates/officers who visit their respective Panchayat to also collect any applications and feedback of farmers.

B) DOUBLING FARMERS INCOME:

1. IRRIGATION

- Topography of the Panchayat: Semi-Hilly, Hilly, Plains ☒
- Major sources of irrigation: Canals ☒ Wells ☒ Pond ☒ Spring ☒ Harvesting Tanks ☒ Others (please specify) _____
- Status of adequacy of irrigation facility in the Panchayat: Sufficient ☒ / Deficient ☐
- Are there any un-tapped irrigation sources in the Panchayat? Yes ☒ / No ☐
 - If yes, please specify (Canal/Ground Water/Stream/Lake ☒ Pond ☒ / 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: 100
- No. of farmers who intend to use drip/sprinkler irrigation: 100 (Yes) / 0 (No)
- Any suggestions to improve irrigation facilities in the Panchayat:

Datta Prakash to Kunkla MR Mouda

Sai Chauri

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx 95% (Yes))
- Are adequate HYV seeds available to the farmers: Yes ☒ / No ☐
- If no, reasons thereof: _____

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- i. No. of farmers without Kisan Credit Card 114 (thn.)
- ii. No. of farmers who have availed loan facility through KCC during 2019
28 Nos.
- iii. No. of farmers who applied for KCC Loan but not provided so far
182 Nos.
- iv. Problems being faced by farmers in availing KCC loan (tick whatever relevant):
 - a) Difficult processes and procedures _____
 - b) Delay by concerned Deptt. _____
 - c) Delay by bank concerned ☒ Bank
 - d) Any other problem, please specify: _____

- v. Suggestions for improving the process of availing loan under KCC

Awareness to farmers for availing K-C-C loan.

4. MARKETING INTERVENTIONS:

- i. How is agriculture/horticulture produce sold (tick whichever relevant):

- a) Through organized market (mandi) nd
- b) Through un-organized market nd
- c) Any other, please specify: By local arranged

- ii. If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing:

Costly cold storage

- iii. Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:

Organized Mandi Zone Jajay

5. DIVERSIFICATION TO HIGH VALUE CROPS/FRUIT

- i. Is there any scope for diversification towards high value crops/fruit in the Panchayat? ☒ Yes ☐ No
- ii. If yes, please specify

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

6. INCREASING LIVESTOCK PRODUCTION

- i. Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department. ☒ 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	3
2	Dairy units	Nil	4
3	Sheep Units	Nil	1
4	Fish Ponds	Nil	3

6. Suggest some measures to encourage more farmers to participate in the public...
 Farmer's group - Demand - Public

7. List 8 suggestions in order of priority which can help in increasing income of farmers/rural households?

1. Providing of Skill development Training Center under PMKVY.
2. Providing compensation to farmers under Pradhan Mantri Kisan Samriddhi Yojana.
3. Providing high yield variety without extra fee to farmers.
4. Providing of Internet facility.
5. Providing of at least 1/2 Subject in High School / Higher Secondary School teaching English to students.

J) PUBLIC GRIEVANCES AND GOOD GOVERNANCE:

1. 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 _____

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

Major problems/complaints with regard to ration shops:

a) Irregular opening

Yes/No

b) Inadequate stock

Yes/No

c) Overcharging

Yes/No

d) Rude behaviour of store owner

Yes/No

e) Long distance to be covered to reach the store

Yes/No

f) Non-display of rates

Yes/No

g) POS machine not working

Yes/No

ii) any other _____

iii) Number of FIFs registered in last 3 months _____

a) Are people generally satisfied by response of Police to complaints? ☒ Yes

b) Is copy of FIF given to people? ☒ Yes

c) Are people satisfied about the current security situation in Ward/area? ☒ Yes

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	• Within 1 month ☒ • More than 1 month • Never	
Social welfare	• Within 1 month • More than 1 month • Never	Long pending of CAP
Police Station	• Within 1 month • More than 1 month • Never	
PHE	• Within 1 month • More than 1 month • Never	Non-time work not Satisfactory

PEU	• Within 1 month • More than 1 month • Never	Maintenance work of Sanitary latrine
Any other	• Within 1 month • More than 1 month • Never	Lack of Medicine in Main Charge Hospital (under Medicine)

vi. Any specific observation or complaint regarding any particular department

Health

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: _____

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

v. Is there any High/Higer 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 ✓

4) GENERAL ASSESSMENT OF THE VISITING OFFICER

1	Urgent public requirements in order of priority (Max 11)	
	(Urgent)	
	Water Supply Scheme. Disha Substation to G.E. Town	
	1. Cont./laying of water line from Disha to water pump (already kept in B.V.) (2nd phase)	
	2. Construction of check dam at H.S. 2nd Subst. zone (Urgent) already kept in B.V. (2nd phase)	
	3. Replacement of rotten water lines by 1st phase and 2nd phase (already kept in B.V.) (2nd phase)	
	4. Construction of road 150m for M.C. Market for Sunday B. Market road	
	5. Construction of Drain from Sindh to Spring side near end of Chauri (already kept in B.V. due to rain and drain also during rainy season). (L.B.)	
	6. Construction of Flood Protection Band at Sindh near Kaligrahi Village (Irrigation supply). (Flood control and Irrigation supply)	
	7. Barbed wire fencing to land owner (already kept in B.V.) (Horizontal chapter)	
	8. Cont./laying of Water line to P.H. (Fishing supply)	
	9. Cont./laying of Drain from Farm to P.H. (Fishing supply)	
11	Any major complaint brought to notice of the Visiting Officer.	
12	Supply of Electricity from Sindh to P.H. irregular and main	
13	Ground public to supply for water of P.H. supply for the last 3 months	
14	Maintenance work supply/leakage of water supply scheme	
15	Maintenance work road of Bhalawa and other roads of villages	
16	Maintenance work to P.H.	

III Overall perception of functioning of the government

Most people having good hopes for Pakistan & their own demands for the power system, but till date nothing came out, almost back to stage. Govt. action / demands / initiatives have not been made.

IV Overall assessment of visit and suggestions:

Every chapter should be given at least one week time. New chapter should be added. (the visiting officer to ensure that the overall assessment is subscribed in detail along with concrete suggestions)

Local problem shall be solved thru R.D.O.

Like: Korocho pda, Pakistan use, P.M.A., Report of pda, under creation of x-ma. Toilet, Disposal of waste locally (man, paper, food etc).

By making one pit at each ward along the year by R.D.O. for disposal of waste.


Signature of the visiting officer
Name A.R. Banteng