



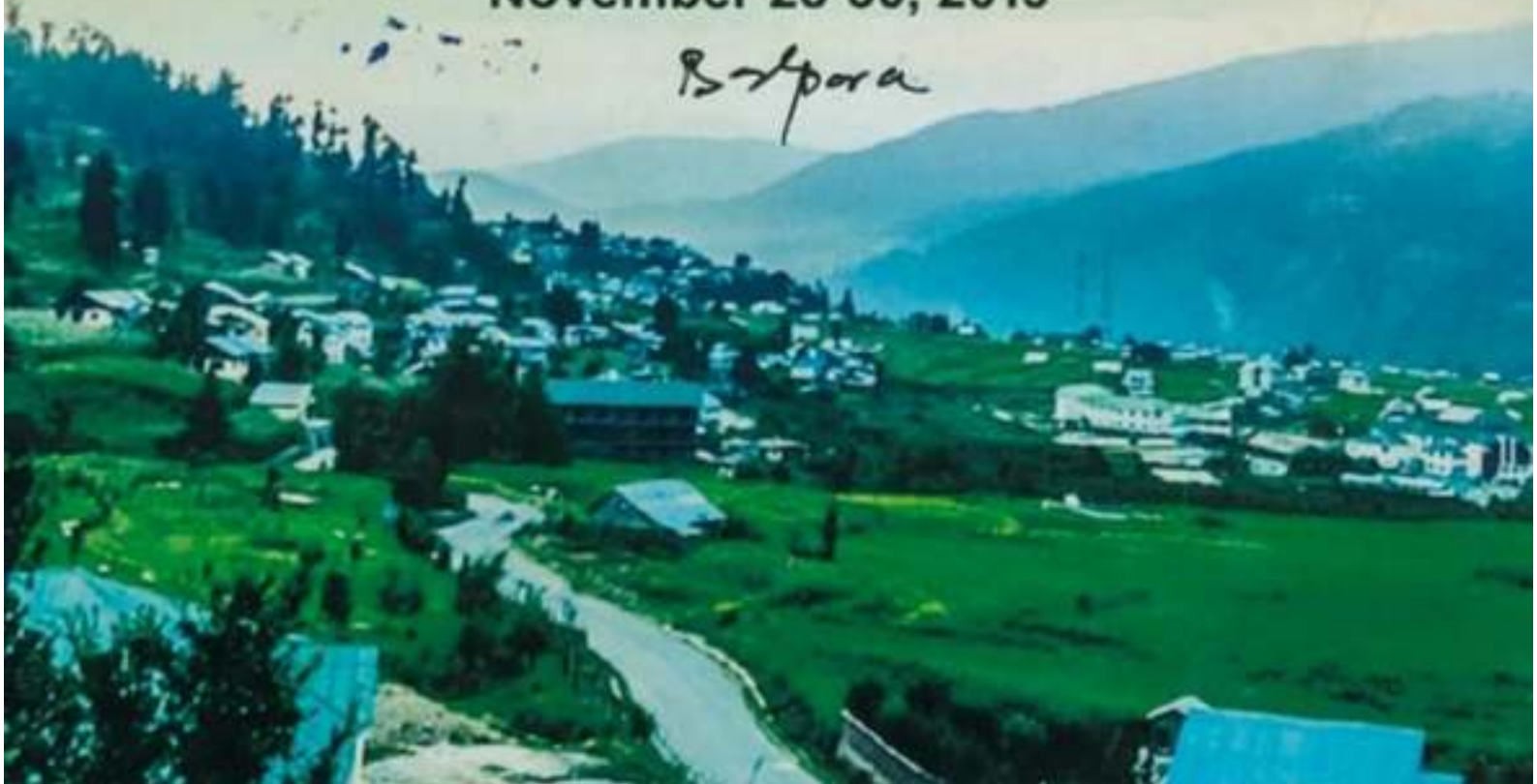
# **Back to Village 2**

**B2V2**

***Governance at the Doorstep***

**November 25-30, 2019**

*Balpora*



**Government of Jammu & Kashmir**

# Jammu and Kashmir New Vision New Horizon

LIEUTENANT GOVERNOR  
JAMMU & KASHMIR



SALJ BHARGAVA  
JAMMU-180001

## Message

In June 2018, Jammu & Kashmir witnessed an unique initiative 'Back to Village'. The project was both daunting and audacious - a public servant of the size and scale had never been attempted before, certainly not in a state like Jammu & Kashmir with its unique problems of geography, climate and the socio culture.

Undaunted by the skeptics and the naysayers we decided to go ahead with the programme. The response of the programme exceeded all our expectations. Everywhere the visiting officers were welcomed, hosted and honoured. The officers got engaged with the village officers, explored various groupings and, for us, a testimony to the human 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 hearing first hand the challenges and difficulties of their existence. For many it was a unique learning experience, the sweet taste of nature, though bitter to them the isolated lives of Jammu & Kashmir was a humbling experience as I believe to them the dignity which the vast population lives, notwithstanding the myriad challenges of their existence. Such was the enthusiasm generated by the programme that a resident of Gupkar Thakht came to the New Life Photo Studio about the programme following which the Photo Studio made a donation of 5 to the Jammu & Kashmir Programme, adding to a list of donations, public participation and public awareness.

Encouraged by the success of the first edition of the programme, we have now decided to proceed to the second phase. While the first phase of the programme was focused on collecting feedback and assessing needs, the second phase intends to look more closely at the field of empowering, energising and institutionalising the functioning of rural economy. The visitations, inevitably they will assess the Programme's progress, the impact of the edition of the programme will be in line of the various flagship programmes, which happens that the implementation and the impact of the Programme. The visiting officers would also study agriculture and allied activities in the Programme, particularly with the objective of our national goal of building a better tomorrow by 2022.

I am confident that our entire team will once again live to the occasion and capture the success of the first edition of the programme. I am also confident that the Deputy Secretary and Administrative Secretaries will create the necessary conditions for the programme and ensure that the programme will





Chief Secretary  
Jammu and Kashmir

B. V. R. Subrahmanyam  
IAS

## Message

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

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

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

As B2V envisages equitable development of Panchayats with a sound financial base, it is expedient that the initiative is carried forward to assess the level of empowerment and institutionalization of the Panchayati Raj Institutions (PRIs) at the grassroots 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 Halqa 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)

- vi. The visiting officer should try and visit as many local institutions including schools, PNCs, Anganwadi Centres etc. as possible. He should also inspect at least some of the works carried out/being carried out under various schemes like 14<sup>th</sup> FC, MGNREGS and other government programmes. If there is a long-pending project in the village, the officer should certainly inspect the same and report its progress.
- vii. 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 emerging non-farm enterprises and village industries.
- viii. The visiting officer shall refrain from giving or offering any endorsement 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 consensual 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-created format. The officer should exercise all care and objectivity while filing 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 report the B2V2 issues and any other take-aways/improvements 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 filed in booklet and other papers before leaving the district.

### Day 1

- Arrival in the Panchayat by 10 A.M. (capture profile).
- Attend the Gram Sabha
  - Read out the charter of Fundamental Duties.
  - Discuss B2V1 report card, initial gap analysis report and vision feedback on follow up of B2V1 activities.
  - Unveil the GPOF booklet in the Gram Sabha.
  - Get the resolution for approval of GPOF and MGNREGS 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, MGNREGS, OOR, Resurveys.
  - Check the purchase record register for MGNREGS and OOR.
  - 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 Schemes etc.
  - Get the Panchayat Biodiversity Committee 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.

## **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 14<sup>th</sup> 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.

- 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 complaints/grievances 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 PPC representatives, frontline government functionaries and prominent citizens to discuss and deliberate upon the core problems/issues being faced by the people of the Gram Panchayat and ways to increase rural incomes and emerge village/cluster 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 subject/portfolios assigned to the members 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/Police/Anganwadi Workers/ASHA/ANM/VNWP/SEI, stock/exper/representatives of PHE, PDD, PWD, Agriculture, Animal Sheep, Horticulture etc.)
  - Social activists/NGOs.
  - Government educational teachers/Govt. employees/semi-regular etc.

#### Day 2 Afternoon

- Visit the Panchayat Chair/SOC office and check for furniture/computer.
- Install board at and identified for Panchayat Chair.
- Launch Gram Panchayat Campaign for completed PMAY houses.
- Inaugurate the previous RZs work and lay foundation stone for a new one.
- Inspect 82x114" FC work/Lamp/lighting work/other developmental projects taken up.
- Inaugurate the playground (by the foundation stone for CSC, start new 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:

- Name: **FARUQ AHMAD NIJAM**
- Designation: **SENIOR LECTURER**
- Department/Place of posting: **EDUCATION / BHSS MADAM**
- Mobile No: **7295 54933**
- E-mail id: **abulhasan7691@gmail.com**
- Home District: **Bidgam**
- Date of visit: **26/27/28/29 November 2019**

### B) LOCATIONAL DETAILS OF PANCHAYAT:

- Name of the Panchayat: **CALPURA**
- Local Government Directory (LGD) code of the Panchayat: **241344**  
(To be obtained from Rural Development Department/DC)
- Name of CD Block: **Kharbali**
- Name of Taluk: **Kharbali**
- Name of District: **Cuddapah**

### C) PANCHAYAT PROFILE:

- No. of revenue villages in the Panchayat: **02**
- No. of hamlets in the Panchayat: **02**
- No. of households in the Panchayat: **202**
- Population (approx.) of the Panchayat: **1374**

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

S. No.	Department	Designation of the officer/official
1	Road B.	J.E
2	Art/Culture	Technician
3	IGDS/Education	Sr. Asstt./Teacher
4	Health	Dental Doctor/EMPHU
5	Social Welfare	Jr. Asstt.
6	Animal Husbandary	Asstt. vet officer
7	Agriculture	Agri. Asstt.
8	RDO	VLJ/GRS

### E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

#### 1. INFRASTRUCTURE

- Whether Panchayat Office is available in the Panchayat: Yes/No/Under construction ☒ Yes/No/Under construction
- If yes, whether functioning in: Own building/Other government building/Private building ☒ Own building/Other government building/Private building
- If no, whether land is available for construction of the Panchayat Office: Yes/No ☒ Yes/No
- Whether the BDC office has been established (in case the officer visits other Panchayat): Yes/No/Not applicable ☒ Yes/No/Not applicable

4. Whether the critical gaps identified in the Panchayat during Mission Aardroha Survey, 2019 are being bridged while preparing GPDP plan for 2020-21: Yes/No  
If no, reason thereof: X A S S S

## 2. SOCIAL AUDIT:

1. Whether the details with regard to the schemes being implemented by the Gram Panchayats are posted before the Gram Sabha on quarterly basis for carrying out audit: Yes/No  
If no, reason thereof: A S S S S
2. Is the Social Audit Committee formed in BZV1 conducting social audit: Yes/No
3. Whether the issues raised during the audit are being addressed by the department concerned: Yes/No
- If no, reason thereof: because work are being done properly

## 3. CAPACITY BUILDING & TRAININGS:

1. 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
25	SAT Kashipur	about Panchayat about Panchayat	03

2. Quality of training: Poor/Satisfactory/Very Good/Excellent: Very
3. Whether any exposure visit within J&K/Outside has been conducted: Yes/No  
If yes, Visiting Officer to record the experience/views of the elected representatives about the visit: Poor/Satisfactory/Very Good/Excellent
4. Whether any digital literacy training has been conducted for Sarpanches: Yes/No  
If yes, quality of training: Poor/Average/Good/Excellent
5. 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)

## 4) INDIVIDUAL BENEFICIARY ORIENTED SCHEMES:

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

Scheme/Schemes	Beneficiaries covered (Block 1)	Beneficiaries covered (Block 2)	Remaining for beneficiary	From applications submitted to visiting officer (Block 1)
Scholarship for BOST/DC students	25	1	1	nil
Scholarship for library students	10	1	1	1
Pension - Old Age	104	22	100/100	nil
Pension - Widow	25	23	1	1
Pension - Disability	15	13	1	1
PM Kisan Yojna	-	-	-	-
Appliment Shiksha	16	16	1	1
PM Jeevan Jyoti Yojna	-	-	1	1
PM Sukshma Uda Yojna	-	-	1	1
PM Awas Yojna - Gramin	-	-	1	1
State Marriage Assistance Scheme	-	-	1	1



- 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
PHE	Water supply public place	No	Due to amount
/	/	/	/
/	/	/	/
/	/	/	/
/	/	/	/

- v. Whether any improvement in attendance of following Government functionaries has been noticed after BZV-1:

- a. Doctors/Paramedical/other Health staff (Yes/No)  
 b. Teachers/Ret Teachers (Yes/No)  
 c. Anganwari Workers/Helpers (Yes/No)  
 d. RDD staff (Yes/No)  
 e. J.E./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:

RDD and PHE

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 BZV-1: PDD, PHE

Any department which has organized any event or camp or tour of senior officer in the Panchayat since BZV-1: 262

- vi. Areas of major complaints brought to notice

Major area of complaint made during BZV-1	Department	Resolution of Complaint	Remarks
NT & LT road	RDD	Yes/No	-
Protection against wildlife animals	Wild life	Yes/No	-
Purification of water	PHE	Yes/No	-

- vii. Major problems confronting the people:

Major problem highlighted during BZV-1	Department	Resolution of problem	Remarks
Sanitation	PHE/NT	Yes/No	-
Public Transport	Transport Dept.	Yes/No	-
Water supply	RDD	Yes/No	-
Drainage system	R&B & RDD	Yes/No	-
upgradation of school	School Education	Yes/No	-

III	Overall perception of functioning of the government:
	Overall functioning of Govt. is upto mark but unfortunately most of depts. send them representative for attending back to village programme (class iv employees) hence they neglect the people.
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 is satisfactory but needs to be improved because the panchayat Holga has underdeveloped nature of execution. At least one dist. officer should visit the Holga in a week.

Signature of the visiting officer

Name

*[Handwritten Signature]*  
 Name  
 Faeng Shu  
 Sr Cell No  
 my

4. No. of farmers who have availed loan facility through KCC during 2019  
10 Yes
5. No. of farmers who applied for KCC loan but not permitted to be  
1 Yes
6. Problems being faced by farmers in availing KCC loan (tick whatever relevant):
- a) Difficult processes and procedures X
  - b) Delay by concerned Dept. X
  - c) Delay by bank concerned X
  - d) Any other problem, please specify X
7. Suggestions for improving the process of availing loan under KCC  
No rule book to operate at Govt  
Parishad

#### K. MARKETING INTERVENTIONS

1. How is agricultural/horticulture produce sold (tick whichever relevant):
- a) Through organized market channel X
  - b) Through un-organized market ✓
  - c) Any other, please specify 1
2. If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing:  
There must be availability of transport  
for the road
3. Any other suggestions for bringing improvements in the marketing of surplus agricultural/horticulture produce:  
Agriculture/ horticulture Dept. should  
make nearest camp

#### L. DIVERSIFICATION TO HIGH VALUE CROPPING

1. Is there any opportunity for diversification towards high value crop/fruit in the Panchayat Territory?  
 Yes (please specify)

Sr. No.	High remunerative crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)

#### M. INCREASING LIVESTOCK PRODUCTION

1. Awareness level of farmers about various schemes of Animal/Dairy Husbandry Department: Pro/Good/Not Good/Excellent
2. Status of household/farmers engaged with Animal/Dairy Husbandry Sector and those interested to set-up new units:

S. No.	Sector	No. of household/farmers engaged	No. of household/farmers interested to setting up new units
1.	Dairy and Poultry	<u>1</u>	<u>1</u>
2.	Dairy only	<u>1</u>	<u>1</u>
3.	Sheep only		
4.	Goat/Pig		



Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
MSEDA Job Card	220	X	X	X
Lakh Bala	26	12	not available by funds	X
Swachh Bharat Mission-Individual Household Toilets	144	50	Lack of funds	X
PM Ujjwala Yojana	-	-	-	-
LGMS	-	-	-	-
Janashakti Account	23	X	X	X
PM Matsya Vandana Yojana	22	X	X	X

\* 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.

6. 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	4	X	X
Electricity connection	4	X	X

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\* Visiting officer to enclose the list of individual/households who need their connections. He/she to also collect any applications and handover at district headquarter.

## 8. DOUBLING FARMERS INCOME:

### 1. IRRIGATION

- Topography of the Panchayat: Bar-High/Low/Plain/high
- Main sources of irrigation: Canal/Khuli/Tube well/Spring/Minor harvesting Tank/Waterfall/Other (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/Jail/Spring/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: X
- Whether the Panchayat has potential for drip/sprinkler irrigation: Yes/No ✓
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: No
- No. of farmers who intend to use drip/sprinkler irrigation: 50 (Nos.)
- Any suggestions to improve irrigation facilities in the Panchayat:

1. Digelians Canal Renovation

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

- Farmers using High Yielding Variety seeds (Approx): 5 (Nos.)
- Are adequate HYV seeds available to the farmers: Yes/No ✓
- If no, reasons stated: Seed centre is not available in this Panchayat

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- vi. Whether subjects have been assigned by the Sarpanch to the Panch. Yes/No  
If no, whether subjects have been assigned in presence of the visiting officer Yes/No
- vii. 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
SDO	RDO	Yes/No	
VLW	RDO	Yes/No	
JE	RDO	Yes/No	
CDPO	Social Welfare	Yes/No	
TSWO	Social Welfare	Yes/No	
Anganwadi Supervisor	Social Welfare	Yes/No	
Headmaster/Principal/CEO	School Education	Yes/No	
in MCM	School Education	Yes/No	
BMO	Health	Yes/No	
Tehsildar/Hab-Tehsildar	Revenue	✓	
Patwar	Revenue	Yes/No	
Agriculture Extension Officer	Agriculture	Yes/No	
Horticulture Extension Officer	Horticulture	Yes/No	
Village Functionaries		Yes/No	
Any other			

- vi. Is the Panchayat facing any difficulty in execution of works, identification of beneficiaries/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 administrative/technical sanctions by engineering staff: Yes/No ✓  
✓ Delay in administrative approval by officials: Yes/No ✓  
If yes, how long: 50 days (specify number of days)  
✓ Officers not sharing details of beneficiaries of beneficiaries: Yes/No ✓  
✓ Any other difficulty, give details: Delay of Approval

#### F) FOLLOW UP OF BACK TO VILLAGE-1 (SZV1):

1. Whether the construction work of playground inaugurated/done during the visit of the officer in SZV1 has been completed: Yes/No

If not, likely date of completion: 2.2 (date)

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

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

- (1) water supply public posts  
(2) 2  
(3) 2

3. Whether any funds have been released for works identified in SZV1: Yes/No

If yes, amount released: Rs. 4.21 lakh

Whether works identified in SZV1 have been started: Yes/No ✓

Likely date of completion: 2 (date)

PDO	<ul style="list-style-type: none"> <li>• Within 1 month</li> <li>• More than 1 month <input checked="" type="checkbox"/></li> <li>• Never</li> </ul>	X
Any other	<ul style="list-style-type: none"> <li>• Within 1 month</li> <li>• More than 1 month</li> <li>• Never</li> </ul>	X

- vi. Any specific observation or complaint regarding any particular department is:  
PDO and PNB officers never come in PPT after 02.00.

#### K) OTHERS

- Whether land has been identified within Panchayat for collection and disposal of plastic waste. Yes/No
- Whether Panchayat Plastic Collection and Disposal job 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. 20
- Number of children in the age group of 4-14 years enrolled in the schools. 18
- Is there any High/Higher Secondary school with more than 40% girl students. Yes/No
- Whether PDO has provided Sanitary Napkin Vending Machines in any of the above Schools. Yes/No/Not applicable
- If yes, details of schools. P. X
- If yes, whether the machine is functional. Yes/No
- Whether PDO 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

- Urgent public requirements in order of priority (Max. 5T)
1. To Transport and supply plan for PPT and ST.
2. Location of PPT and ST.
3. Upgradation of P1 and middle schools.
4. Growth of Kharipia to <sup>Roads</sup> ~~streets~~ and more ~~improvement~~.
5. Forest Panchayat Deptt / Agriculture Deptt.
6. Animal Husbandry unit / Sheep rearing unit.
7. Primary health centres with Ambulance.
8. Any major complaint brought to notice of the Visiting Officer:
1. Major complaint regarding PPT at ST and ST line.
2. Poor availability of public Transport.
3. Deep gutters close.
4. Metal contents of Garbage and land should be kept for playground.



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

Cooperative Dept. should make interest  
scheme regarding new schemes

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

1. Handicraft Parangal camp in GP.
2. High yielding variety of seeds.
3. Dairy farming seminars.
4. Technical support regularly camp.
5. One Stop for should be initiated.

#### 2) 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: 100

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 shop 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

To any other:

3. Number of FIRs registered in last 3 months: 8

- 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: P. P. K.

#### 4. 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 staff/functionalaries:

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

**G) PLANNING, EXECUTION AND TRAININGS:**

**1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP):**

- i. Whether the GPDP for the schemes implemented to the Gram Panchayats have been prepared for the year 2019-20: Yes/No  
 If no, reason thereof: h. h.

- 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 Sectional Officers: Yes/No  
 If no, reason thereof: h. h.

- 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: h. h.

- v. Whether the meeting schedule of Gram Sabha has been prepared and uploaded in 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: h. h. h.

- 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 (24/2/2021)			2 <sup>nd</sup> Meeting Date (25/2/2021)		
S. No.	Department	Designation	S. No.	Department	Designation
1	RDD	VLW/GORS	1	Health	FTW/ML/medical Asstt
2	Agriculture	Asstt	2	ICDS	Supervisor

BZV2/PD&MD/2018

1 <sup>st</sup> Meeting Date (24/2/2021)			2 <sup>nd</sup> Meeting Date (25/2/2021)		
S. No.	Department	Designation	S. No.	Department	Designation
1	Education	Headmaster	1	Rural subhead	Asstt. officer
4	Revenue	Patwar	4	Social welfare	Asstt. Asstt.
5	ICDS	Sr. Asstt	5	Revenue	Patwar
8	Rural subhead	Asstt. officer	8	Edu	Headmaster
7	Handicraft Trade		7	Agriculture	Asstt. Asstt.
8	RDD	VLW/GORS	8	Articulture	Trainer

If no, reason thereof: h. h.

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

If no, Reason thereof: h. h.

- viii. Whether the GPDP Plans are being approved by the Gram Sabha: Yes/No

If no, reason thereof: h. h.

- ix. Whether the approved Plans and Facilitator Feedback reports are being uploaded through Plan Portal: Yes/No

If no, reason thereof: h. h. h. h.

(VLW to demonstrate the reports to the Visiting Officer)

BZV2/PD&MD/2018

- ii. If not, whether the building for BOC office has been identified: Yes/No/Not applicable

- iii. Facilities available in the Panchayat Raj Institutions:

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

- iv. In case Panchayat has not been constituted, whether Administrator has been appointed: Yes/No
- v. 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 further presence and confirm: X

## 2. FUNCTIONALITY:

- i. Whether Gram Panchayat meeting is being held regularly on monthly basis: Yes/No  
Date of last meeting held: 20/11/2019
- ii. Whether Gram Sabha meeting is being held regularly on quarterly basis: Yes/No  
Date of last meeting held: 20/11/2019
- iii. Whether the Karmachari 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 ✓

- vi. Bank Account opening and receipt of funds

Name of the Scheme	Budgetary fund received/amount	Officer signatory other than Sarpanch	Funds received	Balance in the account as on date (Rs. in Lakhs)	Whether it fund and disbursement has been made
14 <sup>th</sup> Finance Commission	Yes/No ✓	✓/Nil	Yes/No ✓	6132034	Yes/No ✓
ICDS (Nutrition)	Yes/No ✓	Supervisor	Yes/No ✓	Nil	Yes/No ✓
ICDS (Recreation)	Yes/No ✓	Supervisor	Yes/No ✓	Nil	Yes/No ✓
Mid Day Meal (MDM)	Yes/No ✓	11/11	Yes/No ✓	Nil	Yes/No ✓
Own resources of Panchayat	Yes/No ✓	✓/Nil	Yes/No ✓	Nil	Yes/No ✓
Any other Scheme, if yes, indicate name	X	X	X	X	X

(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.)

- vii. Whether Panchayat Biodiversity Committee has been constituted: Yes/No ✓  
If no, the visiting officer to ensure that the Committee is constituted in further presence and confirm:
- viii. 14<sup>th</sup> Finance Commission Award:
- a. Whether 4 year Action Plan 2015-20 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: 16, No. 1.96 % (in 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: 2 No. 16 % to total

If no, reason thereof: Due to budget and  
material

f. Who is issuing work order for works being executed under 14<sup>th</sup> FC (No. one):

1) Sarpanch

2) BDO

3) Others (specify): VLL

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: fund not available

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

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

If no, reason thereof: There was no supply

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

If no, reason thereof: X

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

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

x. 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: Because funds are  
not available

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

If no, reason thereof: Supply not available

Also mention if it is being provided by someone else: not

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. MNREGS

a. Whether MNREGS Plan 2010-20 has been approved: Yes/No

b. If yes,

✓ Funds allocated to the Panchayat: Rs. 1.50 lakh

✓ No. of works approved: 2

✓ No. of works started: 2

✓ No. of works completed: 2

✓ No. of Job Card holders in the Panchayat: 91

✓ No. of man days generated: 1200 days

x. 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: No account was not submitted