



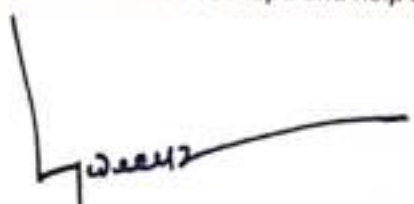
Message

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

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

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

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


(G. C. Murmu)



**Chief Secretary
Jammu and Kashmir**

**B. V. R. Subrahmanyam
IAS**

Message

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

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

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

As B2V envisages equitable development of Panchayats with a sound financial base, it is expedient that the initiative is carried forward to assess the level of empowerment and institutionalization of the Panchayat 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 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.

14. The visiting officer should try and visit as many local institutions including schools, PHCs, Anganwadi Centres etc. as possible. The report also report all 14th FC, MHPEDA and other Government programmes in the village and record its progress.

In addition to all other activities that the visiting officer would carry out, he/she should lay special emphasis on 100% coverage of school children (age 6-14) and 100% coverage of all beneficiaries of the school, Ayushman Bharat and 100% coverage of all beneficiaries of the various government programmes. The officer should also try to understand how various government programmes can be better used for doubling rural incomes and bringing rural areas into the village industrial.

The acting officer shall neither purchase nor sell any commodity on behalf of the government.

The visiting officer shall adopt an unbiased attitude in reporting events. As far as possible, his observations should be based on a continual eye-witnessing from his interactions in the village.

The report of the visiting officer states the submitted both physically and electronically in the pre-circulated format. The officer strictly exercises all care and objectivity while filling up the same.

After completing the village visit and before leaving the district, the officer must hold a debriefing meeting with the Deputy Commissioner and his/her team and deposit the B2V2 booklets and any other lists/applications/grievances that may have been handed over to him/her during the visit.

Suggested Activity Schedule for the Visiting Officer

Fire and Fuel Vial Activities

- Meeting with the Deputy Commissioner for coordination regarding the visit before going to the Parliament.
- Meeting with the Deputy Commissioner and submission of one copy of the final report and other papers before leaving the district.

Only

- Arrive in the Purchasing by 10 AM (usually present)
- Attend the Gram Sabha
 - Present out the details of Fundamental Duties
 - Discuss BZVT report card, critical gap analysis report and action feedback on follow up of BZVT activities
 - Upload the GPRP booklet in the Gram Sabha
 - Get the resolution for approval of GPRP and MCD/UDA passed in the Gram Sabha
 - Upload the 14th FC plan booklet in the Gram Sabha
 - Inspect the four pits books: 14th FC, MCD, ICDS, Gram Panchayat
 - Check the purchase order register for MCD and ICDS
 - Disseminate the information flyers on Individual Beneficiary Based Schemes
 - Fill up those columns of the BZVT booklet which require Gram Sabha responses
- Distribute guidelines of grievance redressal schemes which can help resolve rural grievances e.g. Backward Poverty, Daring Entrepreneurship Scheme etc.
- End the Purchasing Block/Community Committees constituted if not already completed through a Purchasing (not Gram Sabha) resolution. The format for the resolution will be made available by the district administration.
- Check Purchasing Asset register and infrastructure register if the same is not available, this officer will fill it properly.

- 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/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 PPR 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 emerge vibrant/micro industries.
 - Capture evening interaction picture by 6.00 P.M.
- Day 2:**

- Capture morning picture at 7 A.M.
- Formal meeting with the Panchayat members:
 - Get various subjects/problems assigned to the members by the Sarpanch if not already assigned and get a Panchayat resolution passed for the same.
 - Inspect the kharat 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/Pawan/Argument Workers/ASHA/ANM/AVLW/PDS storekeeper/representatives of PHE, PDD, PWD, Agriculture, Animal Sheep, Horticulture etc.)
 - Social activists/NGOs
 - Prominent citizens/retired teachers/const. employees/servicemen etc.

B2V2FQ&MD/2019

- Day 2 Afternoon:**
- Visit the Panchayat Chair/BDC office and check for furniture/computer.
 - Visit the Panchayat Chair/BDC office and check for furniture/computer.
 - Install board at land identified for Panchayat Chair.
 - Inaugurate the previous B2V work and lay foundation stone for a new one.
 - Inaugurate the previous B2V work and lay foundation stone for a new one.
 - Inspect B2V/14" FC works/Landmarking works/other developmental projects taken up.
 - Inaugurate the playground, lay the foundation stone for CSC, start one sports event.
 - Inaugurate foundation stone of any other works which are available.

B2V2FQ&MD/2019

Back to Village 2 (B2V2) - Report

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

A) DETAILS OF REPORTING OFFICER:

i. Name: Pavies Ahmad Sheikh
 ii. Designation: Treasury Officer, B.K.Pora
 iii. Department/Place of posting: 9419204368
 iv. Mobile No: 9419204368
 v. Email id: -
 vi. Home District: Siangar
 vii. Dates of visit: 25/26/27/28/29/30 November 2019

B) LOCATIONAL DETAILS OF PANCHAYAT:

i. Name of the Panchayat: Handjan
 ii. Local Government Directory (LGD) code of the Panchayat: 241269
 (To be sourced from Rural Development Department/By DC)
 iii. Name of CD Block: Parniva
 iv. Name of Tehsil: Budgam
 v. Name of District: Budgam

C) PANCHAYAT PROFILE:

i. No. of revenue villages in the Panchayat: 03
 ii. No. of hamlets in the Panchayat: -
 iii. No. of households in the Panchayat: 255
 iv. Population (approx.) of the Panchayat: 1674

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

S. No.	Department	Designation of the officer/official
1	Rural Development	AGS. TA, V.L.W
2	Handy crafts	Training Officer
3	Handy crafts	Amos (4 officers)
4	Additional this boundary	Attendant
5	Forest Dept	Forester
6	Forest Dept	Patwari
7	Revenue Dept	Head Line Man, Line Man
8	PHE	REK
9	4585 depu	Ashta
10	Health Dept	Medical Officer / Student
11	Sheep & husbandry	F Inspector
12	Education Dept	Teacher (2 nos) H.M. in
13	P.D.D	line man
14	Agriculture Dept	A.E.A
15	Sanitation Dept	Helper
16		
17		
18		

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 started. Yes/No/Not applicable
- iv. Facilities available in the Panchayat Raj institutions

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

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

2. FUNCTIONALITY:

- i. Whether Gram Panchayat meeting is being held regularly on monthly basis. Yes/No
- Date of last meeting held: 18th Nov. 2019
- ii. Whether Gram Sabha meeting is being held regularly on quarterly basis. Yes/No
- Date of last meeting held: 18th Nov. 2019
- iii. Whether the Karmal 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

* Bank Account Opening and record of funds

Name of the Scheme	Signature of Bank official	Official signature of Sarpanch	Funds received	Balance in the account as on date (Rs. in lakh)	Whether all bank transactions have been made
14 th Finance Commission	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
ICDS (Nurturing)	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
ICDS (Nurturing)	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Mid Day Meals (MDM)	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Own resources of Panchayat	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Any other Scheme, if yes, indicate name	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No

(Visiting Officer to physically 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)

- v. Whether Panchayat Biodiversity Committee has been constituted. Yes/No
- If no, the visiting officer to ensure that the Committee is constituted in future presence and consent: _____
- vi. 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: 12 No. 49 % to total

d. Whether Action Plan has been approved by the DOO: Yes/No
If no, reason thereof: _____

e. Whether the works have been started: Yes/No
No. of works started: 04 No. 18 % to total
If no, reason thereof: _____

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

1) Sarpanch

2) BDO

3) Others (specify): Sect. Pt. & Administrator

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

If no, reason thereof: _____

Also mention if it is being purchased by someone else: Yes
at CPO level

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: Panchayat body not existing

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: Panchayat body not existing

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

If no, reason thereof: - do -

Also mention if it is being provided by someone else: Yes
by CPO School Headmaster

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 16.38 lakh

✓ No. of works approved: 4

✓ No. of works started: Nil

✓ No. of works completed: Nil

✓ No. of Job Card holders in the Panchayat: 100

✓ No. of man days generated: 581

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: Funds from own resources diverted to 14th FC

xii.

Whether subjects have been assigned by the Sapanch to the Panch. Yes/No

If no, whether subjects have been assigned in presence of the visiting officer. Yes/No

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	RDO	Yes/No	
VLW	RDO	Yes/No	
JE	RDO	Yes/No	
COPO	RDO	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/Nab-Tehsildar	Revenue	Yes/No	
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. Yes/No

If yes, who? R & B (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: 27-10 days (specify number of days)

Officers not sharing details of guidelines/lists of beneficiaries. Yes/No

F) FOLLOW UP OF BACK TO VILLAGE-1 (BZV1):

1. Whether the construction work of playground inaugurated/started during the visit of the officer in BZV1 has been completed. Yes/No

If not, likely date of completion: 20-12-2019 (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) Const. of Drain from 410 Kanchadik to Zahar Road 20-12-2019

(2) Const. of P.B. from 410 Kanchadik to Zahar Road 20-12-2019

(3) Const. of Drain from 410 Kanchadik to Zahar Road 20-12-2019

3. Whether any funds have been released for works identified in BZV1: Yes/No

If yes, amount released: Rs. 1 lakh

Whether works identified in BZV1 have been started: Yes/No

Likely date of completion: 20-12-2019 (date)

iv. Whether any new work(s) has/have been sanctioned/started/completed in the Panchayat after BZV-1, details thereof.

Sector/Department	Name of work sanctioned/taken up	Whether completed (Yes/No)	Remarks
P.D.D.	Revised 3 lit of L.C. scheme	-	-
R.D.D.	Cost of BZV work of road on village of Mangraon under P.D.D. scheme. Work done & bill for work submitted to P.D.D. office.	Yes	-
R.D.D.		Yes	-

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

- Doctor/Paramedics/Other Health staff (Yes/No) ☒
- Teacher/Post Teachers (Yes/No) ☒
- Anganwadi Workers/Helpers (Yes/No) ☒
- RDD staff (Yes/No) ☒
- JEs/other engineering staff (Yes/No) ☒
- Agriculture/Horticulture staff (Yes/No) ☒
- Animal Husbandry/Sheep Husbandry staff (Yes/No) ☒

In case any particular department has shown improvement, please specify

Health Staff R.D.D.

Any department whose staff is absent most of the time R & B

Any department whose officers/officials has not visited the Panchayat even once since BZV1: Health & R & B

Any department which has organized any event or camp or tour of senior officer in the Panchayat since BZV1 None

vi. Areas of major complaints brought to notice

Area of major complaint	Department	Resolution of Complaint	Remarks
Major area of complaint made during BZV1	P.D.D.	Yes/No ☒	Bill of supply for electricity
main road construction	P.D.D.	Yes/No ☒	It needs to be repaired by P.D.D. office
Dist. of Panchayat by P.D.D. office	P.D.D.	Yes/No ☒	It needs to be repaired by P.D.D. office
Customer Land Revenue or for supply of water	P.D.D.	Yes/No ☒	It needs to be repaired by P.D.D. office

vii. Major problems confronting the people

Major problem highlighted during BZV1	Department	Resolution of problem	Remarks
Restoration of main road from Mangraon to Mangraon	R & B	Yes/No ☒	Not known
Restoration of water on Mangraon project of P.D.D.	P.D.D.	Yes/No ☒	Restoration of water
Confined small Panchayat of Mangraon	Education	Yes/No ☒	Not known
Cost of BZV work of Mangraon	R & B	Yes/No ☒	Not known
Cost of BZV work of Mangraon	R.D.D.	Yes/No ☒	Not known

G) PLANNING, EXECUTION AND TRAININGS:
1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP):

i. Whether the GPDP for the schemes transferred to the Gram Panchayats have been prepared for the year 2019-20: Yes/No

If no, reason thereof: Other schemes have not provided

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: Long no information & board not

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: Meeting not yet uploaded because of non availability of internet

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 (28-7-19)			2 nd Meeting Date (18-11-19)		
S. No.	Department	Designation	S. No.	Department	Designation
1	R.D.D	Secy Pdt	1	R.D.D	Secy Pdt
2	R.D.D	Asst	2	R.D.D	Asst

1 st Meeting Date (28-7-19)			2 nd Meeting Date (18-11-19)		
S. No.	Department	Designation	S. No.	Department	Designation
3	Agriculture	A.E.A	3	Agriculture	A.E.A
4	Revenue	Pattarici	4	Revenue	Pattarici
5	V.S. Sports	REK	5	V.S. Sports	REK
6	Animal Husbandry	Attendant	6	Animal Husbandry	Attendant
7	Panchayat	Sci	7	Panchayat	Sci
8			8		

If no, reason thereof: _____

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

If no, Reason thereof: _____

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

If no, reason thereof: _____

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

If no, reason thereof: not uploaded due to nonavailability of internet
(VLW to demonstrate the reports to the Visiting Officer)

- x. Whether the critical gaps identified in the Panchayat during Nelson Anthology Survey, 2019 are being bridged while preparing CPDP 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 Panchayats are placed before the Gram Sabha on quarterly basis for carrying out audit. Yes/No
If no, reason thereof: _____
- ii. Whether the Social Audit Committee formed in B2V1 conducting social audit. Yes/No
If no, reason thereof: _____
- iii. Whether the issues raised during the audit are being redressed by the department concerned. Yes/No
If no, reason thereof: _____

3. CAPACITY BUILDING & TRAININGS:

- i. Whether, the capacity building and training has been imparted to the elected representatives. Yes/No
If yes, provide details: _____

No of Elected Representatives trained	Place of training	Theme of training	No of days
N/A	-	-	-

- 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)

ii) INDIVIDUAL BENEFICIARY ORIENTED SCHEMES:

- i. Visiting Officer to fill appropriate number of beneficiaries covered and appropriate 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	Officials of the concerned dept. are not present	-do-		
Scholarship for minority students	-do-	-do-		
Pension - Old Age	-do-	-do-		
Pension - Widow	-do-	-do-		
Pension - Disability	-do-	-do-		
PM Kisan Nchi	245 107	0	-	0
Ayushman Bharat	150	32	30 left out as migrants	Irregularity of NCH
PM Jeevan Jyoti Bima Yojana	Officials absent			
PM Suraksha Bima Yojana	-do-			
PM Awas Yojana - Gramen	08	15	lack of interest	04
State Marriage Assistance Scheme	Officials	absent		

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	108	Nil	-	10
Ladli Beti	32	09	Periodically	04
Swachh Bharat Mission- Individual Household Toilets	222	08	Funds not available	05
PM Ujjwala Yojana	officers are not present			
Ujala	-	do -		
Jandhan Account	-	do -		
PM Matri Vandana Yojana	19	05	Irregularity of bank staff	05

* 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	Nil	Nil	08
Electricity connection	Nil	-	Nil

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

ii DOUBLING FARMERS INCOME:

1. IRRIGATION

i. Topography of the Panchayat: Semi-Hilly/Hilly/Plain/Kandi

ii. Major sources of irrigation: Canal/Khul/Tube well/Ponds/Springs/Water harvesting Tanks/Rainfed/Others (please specify) Khul

iii. Status of adequacy of irrigation facility in the Panchayat: Sufficient/Insufficient

iv. 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)

v. Is there any area which can be developed by way of water conservation measures for irrigation purposes: Yes/No

If yes, please specify: _____

vi. Whether the Panchayat has potential for drip/sprinkler irrigation: Yes/No

vii. No. of farmers who use drip/sprinkler irrigation in the Panchayat: Nil

viii. No. of farmers who intend to use drip/sprinkler irrigation: 40 (Nos.)

ix. Any suggestions to improve irrigation facilities in the Panchayat:

The village needs harvesting tanks, tube wells, bore wells & drilling & unblocking of khuls.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

i. Farmers using High Yielding Variety seeds (Approx 70 %age)

ii. Are adequate HYV seeds available to the farmers: Yes/No

iii. If no, reasons thereof: _____

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No. of farmers without Kisan Credit Card 145 (Nov 1) (Agriculture)
- No. of farmers who have availed loan facility through KCC during 2019
10 Yes 88 No
- No. of farmers who applied for KCC loan but not provided so far
08 Yes 10 No
- Problems being faced by farmers in availing KCC loan (tick whichever relevant):
 - Difficult processes and procedures X
 - Delay by concerned Deptt X
 - Delay by bank concerned X
 - Any other problem, please specify Bank officials asking for Guarantee (Govt. Employee)
- Suggestions for improving the process of availing loan under KCC
Bank authority may be asked not to give for Guarantee if not request under the existing rules

4. MARKETING INTERVENTIONS:

- How is agriculture/horticulture produce sold (tick whichever relevant):
 - Through organized market (mandi) ✓
 - Through un-organized market ✓
 - Any other, please specify _____
- If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing?
need of cold storage
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:
It can be improved by providing district level roads Mandi

5. DIVERSIFICATION TO HIGH VALUE CROPS/FRUIT:

- Is there any scope/potential for diversification towards high value crops/fruits in the Panchayat? Yes/No
✓ If yes, please specify _____

Sr. No	Non-remunerative crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)
1	mango apple	high density apple trees	
2	local walnut	high density apple trees good quality small fruit trees	
3	local peach, plum	high density apple trees 25 grafted plants	

6. INCREASING LIVESTOCK PRODUCTION:

- Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department: Poor/Satisfactory/Good/Excellent
Good/Excellent
- Status of households/farmers engaged with Animal/Sheep Husbandry Sector and those interested to set-up new units

S. No.	Sector	No. of households/farmers engaged	No. of households/farmers interested in setting up new units
1	Backyard Poultry	29	20
2	Dairy units	18	40
3	Sheep Units	Nil	Nil
4	Fish Ponds	Nil	Nil

Suggestions for encouraging more household/farmers to set up n.w. units.

7. The village needs Anganwadi camps
List 5 suggestions in order of priority which can help in increasing income of farm/rural households:

1. New hybrid (HF) cow
2. Proper market of Dairy Products
3. Proper dairies time & inclination
4. Proper Supplement & nutrition organic
5. Proper Care

8. 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: 100 Approx

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) PDS machine not working: Yes/No

h) any other: _____

ii. Number of FIRs registered in last 3 months: _____

a) Are people generally satisfied by response of Police to complaints: Yes/No

b) Is copy of FIR given to people: Yes/No

c) Are people satisfied about the overall security situation in Panchayat: Yes/No

d) Any suggestions: _____

iv. Public perception:

a. Are departmental staff available: Poor/Good/Very Good/Excellent

b. Are departmental staff responsive: Poor/Good/Very Good/Excellent

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	<u>✓</u> Within 1 month • More than 1 month • Never	
Social welfare	<u>✓</u> Within 1 month • More than 1 month • Never	
Police Station	<u>✓</u> Within 1 month • More than 1 month • Never	
PHE	<u>✓</u> Within 1 month • More than 1 month • Never	

POD	
Any other	• Within 1 month • More than 1 month • Never
	• Within 1 month • More than 1 month • Never

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

K) OTHERS:

- Whether land has been identified within Panchayat for collection and disposal of plastic waste: Yes/No Survey no. 359
- Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No
(Visiting officer to collect a copy of the Plan)
- Number of children in the age group of 4-14 years in the Panchayat: 200 Approx.
- Number of children in the age group of 4-14 years enrolled in the schools: 75
- Is there any High/Higher Secondary school with more than 40% girl students: Yes/No
- Whether RDD has provided Sanitary Napkin Vending Machines in any of the above Schools: Yes/No/Not applicable
 - ✓ If yes, details of schools: _____
 - ✓ If yes, whether the machine is functional: Yes/No
- Whether RDD has provided Sanitary Napkin Incinerator in the above Schools: Yes/No/Not applicable
 - ✓ If yes, whether the incinerator is functional: Yes/No

L) GENERAL ASSESSMENT OF THE VISITING OFFICER:

1	Urgent public requirements in order of priority (Max. 07):
1	1. <u>Watering & sanitation of main road from market to Handyan (2.50 km)</u>
2	2. <u>Conf. of line road from Razuan bridge to Teytan via Rakhla</u>
3	3. <u>Feasibility of construction road of Gish community at Pandhyan - Handyan</u>
4	4. <u>Remission of water on lining project of P.H.E</u>
5	5. <u>Replacement of Dispensary from existing place to some safe building</u>
6	6. <u>Canal of P-Band at Barmydas Handyan</u>
7	7. <u>Compound wall/Fencing of m/s Handyan</u>
II	Any major complaint brought to notice of the Visiting Officer:
1	1. <u>People in general complaint against R & B Dept. as none of the officer of the Dept. has not visited the road/roads from a long period of time. Specifically the main road is in dilapidated condition.</u>
2	2. <u>The P.H. Board is demanding the grant of a gas supply for providing any kind of clean facility in way of present work of the project of horticulture dept. has visited for a long period especially after the road through which the area as such no provision of law has been made</u>

II Overall perception of functioning of the government:

People are satisfied with the services provided by most of the Dept. except irrigation, social welfare, financial institutions which need lot of improvement at ground level. Horticulture followed by Agriculture are the fields where farmers receive better, however technical guidance or by Horticulture Dept. need Emphasis at ground level.

V Overall assessment of visit and suggestions:

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

There are no purchased representatives, however the main work pertaining to export being undertaken satisfactorily by Tareh Pothar & Arday daughters of Mr. E. P. Pothar. General are highly satisfied with the work R.D.O especially M. G. M. E. S. A. Dept. The under forest is fully satisfied with the cooperation provided by the R.D.O. Dept. & is very much impressed upon by the dedication provided them by the forest officials to the R.D.O. Dept. & they desire to be absorbed in the Dept. permanently.

Signature of the visiting officer
Name Pavaz Ahmad Bhatt