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Chief Secretary
Jammu and Kashmir

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 4487 Panchayats focused on energising 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 26th 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 Halls 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 poverty 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 same 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.

- vii. The visiting officer should try and visit as many local institutions including schools, PHCs, Anganwadi Centres etc. as possible. He should also inspect at least some of the works carried out/being carried out under various schemes like 14th FC, MNREGA and other government programmes. In case, there is a languishing project in the village, the officer should certainly inspect the same and record its progress.
- viii. In addition to all other activities that the visiting officer will carry out, he/she should lay special emphasis on 100% enrolment of school children (age 4-14 years), 100% coverage of PM-Kisan, Ayushman Bharat and 100% coverage of all beneficiary oriented schemes including pensions and scholarships. He/she should also try to understand how various government programmes can be better used for doubling rural incomes and energising rural/micro enterprises and village industries.
- ix. The visiting officer shall restrain himself/herself from giving or offering any commitment on behalf of the government.
- x. 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.
- xi. 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.
- xii. 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 booklet and any other lists/applications/grievances that may have been handed over to him/her during the visit.

Suggested Activity Schedule for the Visiting Officer

Pre and Post Visit Activities

- Meeting with the Deputy Commissioner for collection of documents and briefing regarding the visit before going to the Panchayat.
- Debriefing meeting with the Deputy Commissioner and submission of one copy of the filled-in booklet and other papers before leaving the district.

Day 1

- Arrival in the Panchayat by 10 A.M. (capture picture)
- Attend the Gram Sabha
 - Read out the charter of Fundamental Duties
 - Discuss B2V1 report card, critical gap analysis report and obtain feedback on follow up of B2V1 activities
 - Unveil the GDP booklet in the Gram Sabha
 - Get the resolution for approval of GDP and MGNREGA passed in the Gram Sabha
 - Unveil the 14th FC plan booklet in the Gram Sabha
 - Inspect the four pass books- 14th FC, MDM, ICDS, Own Resources
 - Check the purchase record register for MDM and ICDS
 - Distribute the information flyers on Individual Beneficiary Based Schemes
 - Fill up those columns of the B2V2 booklet which require Gram Sabha responses
 - Distribute guidelines of government schemes which can help increase rural incomes e.g. Backyard Poultry, Dairy Entrepreneurship Scheme etc.
 - Get the Panchayat Expenditure Committees constituted if not already constituted through a Panchayat (not Gram Sabha) resolution. The format for the resolution will be made available by the district administration
 - Check Panchayat Asset register and Infrastructure register. If the same is not available, the officer will get it prepared

- Captured only 2 Panchayat Office Collection and Overhead paper
- Did not see any list of individuals who are involved in submitting individual beneficiary-oriented schemes but have the system in place
- Gathered any information on the fact people may have already been asked to consider the benefits under individual beneficiary-oriented schemes
- Got list of households without proper water/sanitation connection

Day 1 Afternoon:

- Visit local schools, health institutions, AYDOs, government health centre, water bodies, barwell, school station, representative individuals
- Visit other villages in the Panchayat
- Having informal discussion with PRS representatives, Panchayat government representatives and prominent citizens to discuss and highlight some of the problems/issues being faced by the people of the Gram Panchayat and ways to increase total income and improve village economy
- Capture evening information online by 5:00 P.M

Day 2:

- Capture morning picture at 7 A.M
- Formulating 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
 - Impact the Kaveri 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 official reports filed by the Panchayat in carrying out its functions and development work
- Formal interaction with:
 - Panchayat government functionaries (Doctor/Teacher/Patient/Argument/Youth/ASHA/ANM/VLW/POs, MGNREGS/food security of P.E. P.O., P.M.A. Agriculture, Animal Husbandry, Horticulture etc.)
 - Social organization
 - Panchayat government teachers/Govt. employees/extension etc.

Day 2 Afternoon:

- Visit the Panchayat Ghar/BDC office and check for furniture/computer.
- Install board at land identified for Panchayat Ghar.
- Lead Grah Pravesh Ceremony for completed PMAY houses.
- Inaugurate the previous B2V work and lay foundation stone for a new one.
- Inspect B2V/14" FC works/Langushing works/other developmental projects taken up.
- Inaugurate the playground: lay the foundation stone for CSC, start one sports event.
- Inaugurate/lay foundation stone of any other works which are available.

Form to Village Livestock Health

(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: **AMIT SHARMA**
- ii. Designation: **LECTURER**
- iii. Department/Place of posting: **G.H.S PANTHAL (REASI)**
- iv. Mobile No: **9419107223**
- v. Email id: **amit.sar2452@rediffmail.com**
- vi. Home District: **JAMMU**
- vii. Dates of visit: **28/29/30/01/2019**

B) LOCATIONAL DETAILS OF PANCHAYAT:

- i. Name of the Panchayat: **BHAGTA**
- ii. Local Government Directory (LGD) code of the Panchayat: **239936**
(To be sourced from Rural Development Department by DC)
- iii. Name of CD Block: **PANTHAL**
- iv. Name of Tehsil: **KATRA**
- v. Name of District: **REASI**

C) PANCHAYAT PROFILE:

- i. No. of revenue villages in the Panchayat: **03**
- ii. No. of hamlets in the Panchayat: **05**
- iii. No. of households in the Panchayat: **476**
- iv. Population (approx.) of the Panchayat: **2435**

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

S. No.	Department	Designation of the officer/official
1	Agriculture	AEA
2	A.N.E	J.E
3	I.C.D.S	A.W.W
4	Education	TEACHER
5	REVENUE	GIRDANAR
6	HEALTH	ASHA WORKER
7	FOREST	FORESTOR
8	P.D.D	METER READER

9. SOCIAL FORESTRY
E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

BLOCK OFFICER

1. INFRASTRUCTURE:

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

iii. If not, whether the building for BDC office has been identified. Yes/No/Not applicable

iv. Facilities available in the Panchayat Raj Institutions

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

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

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

(Visiting Officer to physically check the register)

If no, Visiting Officer to get the register prepared in his/her presence and confirm.

Assets Register is prepared but Infrastructure Register has not prepared

2. FUNCTIONALITY:

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

Date of last meeting held: 23-11-2019

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

Date of last meeting held: 23-11-2019

iii. Whether the Kharwal register is being maintained by the Panchayat Secretary. Yes/No

(Officer to inspect the register)

iv. Whether the ~~Secretary~~ Administrator/Panchayat Secretary have digital signature. Yes/No ✓

v. Bank Account (opening and receipt of funds)

Name of the Scheme	Separate bank account opened	Official signature other than Sarpanch	Funds received	Balance in the account as on date (Rs. in Rupee)	Whether at least one transaction has been made
14 th Finance Commission	Yes/No	Panchayat Secretary	Yes/No	301301.81	Yes/No
ICDS (Nutrition)	Yes/No	Supervisor	Yes/No	76485	Yes/No
ICDS (Monorantum)	Yes/No	Supervisor	Yes/No	12150	Yes/No
Mid Day Meals (MDM)	Yes/No	Headmaster	Yes/No	5240	Yes/No
Own resources of Panchayat	Yes/No	Panchayat Secretary	Yes/No	374969.40	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. (30 % to total)

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

If no, reason thereof: _____

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

No. of works started: 02 No. (30% 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): _____

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: _____

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

If no, reason thereof: _____

Yet to be Purchased

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

If no, reason thereof: _____

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)

b. 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 23 lakh
(Twenty three)

✓ No. of works approved: 07 (Priority) + 111 = 116

✓ No. of works started: 02

✓ No of works completed: —

✓ No of Job Card holders in the Panchayat: 361

✓ No. of man days generated: 900

- 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: _____

- 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 work.
- viii. Whether full support and cooperation being provided by:

Officer	Department	Response	Remarks
BDO	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/ZEO	School Education	☒ Yes/No	
Vc MDM	School Education	☒ Yes/No	
BMO	Health	☒ Yes/No	
Tehsildar/Naib-Tehsildar	Revenue	<i>Support & Co-operation</i>	
Patwar	Revenue	☒ Yes/No	
Agriculture Extension Official	Agriculture	☒ Yes/No	
Horticulture Extension Official	Horticulture	☒ Yes/No	
Village Functionaries		☒ Yes/No	
Any other	P.D.O	☒ Yes	
	P.W.O	☒ Yes	
	Ph.E	☒ Yes	

b). Is the Panchayat facing any difficulty in execution of works, identification of beneficiaries/any other schemes

✓ Non co-operation by officials: Yes/No ☒ No

If yes, who: _____ (specify)

✓ Non disclosure of funds available/schemes by officials: Yes/No ☒ No

✓ Delay in preparation of estimates/technical sanctions by engineering staff: Yes/No ☒ No

✓ Delay in administrative approval by officers: Yes/No ☒ No

If yes, how long: _____ (specify number of days)

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

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

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

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

(1) Construction of khal from Himmat Singh
source to Vinod House

(2) _____ (date) _____

(3) _____ Inaugurated but not yet
Started.

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

If yes, amount released: Rs 3 lakh + 03 lakh Const. of T. Road
(B2V1) (NREGA) from main road

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

Likely date of completion: 10-01-2020 (date)

Chhat
(Chamba)
kilo 06

iv. Whether any new work(s) has/have been sanctioned/taken up/completed in the Panchayat after B2V-1, details thereof

Sector/Department	Name of work sanctioned/taken up	Whether completed (yes/no)	Remarks
R.D.D	Construction of T road from main road to Shop. 200 m 100 m	In Progress	
P.W.D	Const. of R.C. culvert	Complete	
P.W.D	Const. of H.P. Culvert (1-mtr)	Complete	
P.H.E	Installation of tapline from house of Chuni Lal (Chaudhary)	Complete	

Animal Husbandry 850 mtr 02 Beneficiary
 Whether any improvement in attendance of following Government functionaries has been noticed after B2V1:

- a) Doctors/Paramedics/other Health staff
- b) Teachers/Ret Teachers
- c) Anganwari Workers/Helpers
- d) RDD staff
- e) JEs/other engineering staff
- f) Agriculture/Horticulture staff
- g) Animal Husbandry/Sheep Husbandry staff

(Yes/No) ✓
 (Yes/No) ✓
 (Yes/No) ✓
 (Yes/No) ✓
 (Yes/No) ✓
 (Yes/No) ✓
 (Yes/No) ✓

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

Any department whose staff is absent most of the time: Social welfare

Any department whose officers/officials has not visited the Panchayat even once since B2V1: Sericulture, & Sheep Husbandry.

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

vi. Areas of major complaints brought to notice

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Irregular Power supply	P.D.D	Yes/No ✓	
Banking facility		Yes/No ✓	
Supply of water supply	P.H.E	Yes/No ✓	

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Irrigation or Upgradation of kharif	Irrigation	Yes/No ✓	
Road Connecting	P.W.D	Yes/No ✓	
Power Supply	P.D.D	Yes/No ✓	Electric poles are insufficient on the panchayat
Upgradation of Panchayat Gm	R.D.D	Yes/No ✓	
Drinking water facility	P.H.E	Yes/No ✓	

6) 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: _____

- ii. Whether the schemes and activities approved under GPDP for 2019-20 are under implementation: Yes/No

- iii. Whether Panchayat-wise disaggregation of the resources earmarked for the schemes for 2020-21 has been done by the Sectoral Officers: Yes/No

If no, reason thereof: _____

- iv. Whether Public Information Board indicating the schemes with allocation for the year 2020-21 has been installed in Panchayat Ghar or at some prominent place: Yes/No

If no, the officer should get it installed and confirm: _____

- v. Whether the meeting schedule of Gram Sabha has been prepared and uploaded on GPDP Portal for preparation of GPDP 2020-21: Yes/No

If no, the visiting officer is 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 (23/09/19)			2 nd Meeting Date (23/11/19)		
S. No.	Department	Designation	S. No.	Department	Designation
1	Agriculture	A.E.	1	Agriculture	A.E.
2	Education	Teacher	2	Education	Teacher

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	P.H.E	J.E	3	P.H.E	J.E
4	P.D.D	Lineman	4	P.D.D	Lineman
5	Bank	Clerical Staff	5	Bank	Clerical Staff
6	I.C.D.S	A/writer	6	I.C.D.S	A/writer
7			7		
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 upload through Plan Portal: Yes/No

If no, reason thereof: Pending

(VLW to demonstrate the reports to the Visiting Officer)

8. Whether the critical gaps identified in the Panchayat during Mission Antyodaya Survey, 2019 are being bridged while preparing GPDP plan for 2020-21: Yes/No ☒
 If no, reason thereof: Lesser Awareness

2. SOCIAL AUDIT:

- i. Whether the details with regard to the schemes being implemented by the Gram Panchayats are placed before the Gram Sabha on quarterly basis for carrying out audit: Yes/No ☒
 If no, reason thereof: _____
- ii. Is the Social Audit Committee framed in B2V1 conducting social audit: Yes/No ☒
- iii. Whether the issues raised during the audit are being redressed by the department concerned: Yes/No ☒
 If no, reason thereof: _____

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
12 11 Panch + 01 Sarpanch	Conference Hall Mini Secretariat, Panch	Basic information	03 Days

- ii. Quality of training: Poor/Satisfactory/Very Good/Excellent ☒
- iii. Whether any exposure visit within J&K/outside has been conducted: Yes/No ☒
 If yes, Visiting Officer to record the experiences/views of the elected representatives about the visit: Poor/Satisfactory/Very Good/Excellent ☒
- iv. Whether any digital literacy training has been conducted for Sarpanches: Yes/No ☒
 If yes, quality of training: Poor/Average/Good/Excellent ☒
- v. Level of awareness among the elected representatives and general public about the schemes devolved to Panchayats:
- a. Elected representatives: Poor/Satisfactory/Good/Excellent ☒
- b. General Public: Poor/Satisfactory/Good/Excellent ☒
 (Visiting officer to read out the schemes from the pamphlet available)

14) INDIVIDUAL BENEFICIARY ORIENTED SCHEMES

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

Schemes/Services	Beneficiaries covered (Nos.)	Permanency (Approved But not sanctioned) (Nos.)	Reasons for permanency	Fresh applications submitted to visiting officer (Nos.)
Scholarship for SC/ST/OBC students	235	09	Bank Account no's of the students missing	-
Scholarship for Minority students	-	-	-	-
Pension - Old Age	37	13	Shortage of 15 days	-
Pension - Widow	12	01	Cleared within two months	-
Pension - Disability	02	01	-	-
PM Kisan Nidhi	190	-	not	-
Ayushman Bharat	412	24	families shifted	-
PM Jeevan Jyoti Bima Yojana	122	26	-	-
PM Suraksha Bima Yojana	-	-	-	-
PM Fasal Bima - Gramin	12	80	left out beneficiaries (no name in Base line survey)	-
State Marriage Assistance Scheme	-	04	Sanction still awaited - survey not approved	-

02V2:PO&MD/2011

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	361	—	—	—
Ladi-Beli	—	—	—	—
Swachh Bharat Mission- Individual Household Toilets	100% as per 2011 census	15%	No name in 2011 census (to be covered)	—
PM Ujjwala Yojana	35	75	Not sanctioned	—
Ujda	—	—	—	—
Jandhan Account	—	—	—	—
PM Matru Vandana Yojana	90	16	Site/Portal is closed from August 2019	—

* 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 —	—	—
Electricity connection	— nil —	—	—

* Working officer to monitor the use of agricultural machinery who must keep continuous records to show where the equipment was parked or stored.

II. DOUBLING FARMERS' INCOME

1. IRRIGATION

- a. Frequency of the Panchayat's Water Harvesting ☒
- b. Most sources of irrigation: Canal / Pond / Well / Hand-dug / Spring / Well
Serving Tanks / Hand-dug Wells (specify): _____
- c. Status of extension of irrigation facility in the Panchayat: Sufficient ☒
- d. Are there any of recent irrigation schemes in the Panchayat? Yes ☒
If yes, please specify: Natural Resource at Hand ☒
(other water body: _____ or more as needed)
- e. Is there any area which can be developed by way of water conservation
measures (if no other response: Yes) ☒
If yes, please specify: Water Harvesting Tank ☒
- f. Whether the Panchayat has provided for regular water inspection? Yes ☒
- g. No. of farmers who use drip/other irrigation in the Panchayat: Nil
- h. No. of farmers who intend to use drip/other irrigation: 10 (No.)
- i. Any suggestion to improve irrigation facilities in the Panchayat:
Repairs of canals / canals to
channelise water & construction of
new canals

2. HIGH YIELDING VARIETY (HYV) SEEDS:

1. Farmers using High Yielding Variety seeds (Approx. 30 %): ☒
2. Are sufficient HYV seeds available to the farmers? Yes ☒
3. Are there any issues? _____

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- i. No. of farmers without Kisan Credit Card 40 (Hrs.)
- ii. No. of farmers who have availed loan facility through KCC during 2019
110 Nos.
- iii. 03 Nos. (Annual Handily)
No. of farmers who applied for KCC Loan but not provided so far
120 Nos.
- iv. Problems being faced by farmers in availing KCC loan (tick whichever relevant)
 - a) Difficult processes and procedures _____
 - b) Delay by concerned Deptt. _____
 - c) Delay by bank concerned _____
 - d) Any other problem, please specify: Farmers intend to have more loan amount than to be sanctioned under Scheme
- v. Suggestions for improving the process of availing loan under KCC
Guidelines needs to be change as per requirement of the farmer

4. MARKETING INTERVENTIONS:

- i. How is agriculture/horticulture produce sold (tick whichever relevant)
 - a) Through organized market (mandi) un-organized
 - b) ☒ Through un-organized market _____
 - c) Any other, please specify _____
- ii. If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing:
Abolition of Organised Market (Mandi) at block level.
- iii. Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:
Farm mechanism/harvesting machines must be introduced, merry gold plantation as only litigious place are nearby

5. DIVERSIFICATION TO HIGH VALUE CROPT/FRUIT:

- i. Is there any scope/potential for diversification towards high value crops/fruits in the Panchayat/Village?
- ✓ If yes, please specify:

Sr. No.	Non-complementary crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)
01	Wheat	Vegetables	
02	Maize	Mushrooms Litchi	
03	Podder	Sugarcane	

6. INCREASING LIVESTOCK PRODUCTION:

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

S. No.	Sector	No. of household/farmers engaged	No. of households/farmers interested in setting up new units
1	Backyard Poultry	—	—
2	Dairy units	01	06
3	Sheep Units	—	10
4	Fish Ponds	—	—

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

Awareness Camps to be conducted for Dairy Units, Mushroom Cultivation, Apiculture

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

1. Mushroom cultivation/Apiculture
2. Dairy units
3. Integrated farming system
4. Garlic, Turmeric cultivation
5. Cash crops, vegetables, fruits etc.

J) PUBLIC GRIEVANCES AND GOOD GOVERNANCE:

1. Whether Aadhar card has been provided to all people in the Panchayat? ☒ Yes

If no, the number of people in the Panchayat yet to get Aadhar card: _____

2. Overall satisfaction level of the people about the ration shop
 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) Trade 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 ☒

- n) any other: _____
- ii. Number of FIRs registered in last 3 months: 06
- 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 Very Good
- b. Are departmental staff responsive: Poor/Good/Very Good/Excellent Very Good
- 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	
Police Station	☒ Within 1 month ☐ More than 1 month ☐ Never	
PHE	☒ Within 1 month ☐ More than 1 month ☐ Never	

RDD	☒ Within 1 month ☐ More than 1 month ☐ Never	
Any other	☒ Within 1 month ☐ More than 1 month ☐ Never	

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

Kalen Development Authority (KDA) have
not been responsible for development of
Panchayat Bhagla

K) OTHERS:

i. Whether land has been ☒ allotted 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: 550

iv. Number of children in the age group of 4-14 years enrolled in the schools:
300

v. Is there any ~~High~~/Higher 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

1) GENERAL ASSESSMENT OF THE VISITING OFFICER

1. Urgent major requirements in order of priority (low to high):
 1. L/O from Panch Baba to Rast Dargah road is
 - Repair, Renovation of Panchayat Chhat Bhagta
 - Construction of compound wall at Panch Bhagta
 2. Construction of L/Drain Panchayat Chhat to P/S Bhagta with compound wall.
 3. Construction of L/Drain main road to Kuttup House N.W. 10
 4. Construction of L/Drain main road to P/S relay N.W. 09
 5. Construction of L/Drain Chhritat House to Kabil Temple Bhagta with 10th St. No. 11 P/culvert. N.W. 02
 6. Construction of L/Drain from Shani mandir to Panch Baba N.W. 03
 7. L/Drain from Shani mandir to Bimro House N.W. 10
 8. Construction of L/Drain Ramchand House to Bhabai Lal House N.W. 02 / 09. Construction
 2. Any major complaint brought to notice of the Visiting Officer:
 1. Construction / Repair of Building at N/S Jhola Lal House N.W. 05
- Discrepancies in Ration Cards, APL/BPL categories
- Chowkidar in Panch Bhagta had no income all PRT's members are concerned for this.
- Problem in sanctioning & Disbursement of Pension to widows, Oldage & Orphanities
- opening of A.T.M's in The Panchayat
- Monkey menace.
- BY VISITING OFFICER/2019
- Arjunman Bhagat/Goldencard
- Electricity Poles are insufficient in the Panchayat Bhagta / Unsafe building of Chhat. (45/astil)

III Overall perception of functioning of the government

→ Availability of funds is an issue to the PSC members which they are concerned.

→ People of the Panchayat are unaware about the schemes of different departments

→ Less Participation of field functionaries of departments in gram sabha meetings

IV Overall assessment of visit and suggestions

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

People of the Panchayats are co-operative and BZVZ becomes a successful initiative.

→ People must be aware of all the beneficiary schemes and frontline staff of the Govt. has a role to play in.

→ Work of BZVZ has not initiated/taken up because of this people of Panchayat are concerned.

→ Many of the departments have very less strength of employees which must be taken care off by increasing the strength of employees.

Signature of the visiting officer

Name AMIT SHARMA