Chief Secretary
Jammu and Kashmir

Dr. 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 keep alive the momentum for getting their valuable feedback for making the functioning of the democratic institutions as vibrant and meaningful instruments of governance.

With a view to reaching out to every nook and corner of Jammu & Kashmir, the Government launched 'Back to Village (B2V) programme', the first of its kind in Jammu & Kashmir. The programme which was organized from June 20-27, 2018 across all 4063 Panchayats focussed on engaging Panchayats, collecting feedback on delivery of government schemes/programmes, capturing specific economic potential and undertaking assessment of needs of the villages, people were put in charge to examine the outreach of these initiatives, the initiative of the government. The initiative was widely appreciated with Prime Minister Mr. Narendra Modi mentioning it in 'Mann ki Baat' on 29th July, 2018. The interface was visible and response accelerated, training and preparations that some officials stayed in their Panchayats beyond the schedule.

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

As B2V envisages accurate development of Panchayats with a sound financial base, it is expected that the exercise is carried forward to assess the level of empowerment and institutionalization of the Panchayats (Gram Sabha/Gram Panchayat) at the grassroot level along 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 mark a leap in institutionalization, promote governance programme which will help in delivery of very most basic services and development.

I therefore appeal to Panchayat representatives as well as people to come forward to project their views before the visiting officers for streamlining 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 wholeheartedly to make the initiative a great success.

(Dr. 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 the 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.

viii. The visiting officer should try and visit the nearby local institutions including schools, PHCs, Anganwadi Centres etc. are possible. He should also ensure that 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 single/ongoing project in the village, the officer should clearly observe the same and record its progress.

ix. 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 strengthening micro/small enterprises and village industries.

x. The visiting officer shall restrain himself/herself from giving or offering any commitment on behalf of the government.

xi. 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.

xii. 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.

xiii. 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 fill in the B2V2 booklets and any other issues/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 pictures)
- Attend the Gram Sabha
  - Read out the charter of Fundamental Duties
  - Discuss B2V1 report card, critical gap analysis report and obtain feedback on follow up of B2V1 activities
  - Unveil the GPDP booklet in the Gram Sabha
  - Get the resolution for approval of GPDP and MGNREGA passed in the Gram Sabha
  - Unveil the 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 Biodiversity 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

1. Collect copy of Panchayat Profile (collected and Displayed [illegible]
2. Get achievements list of individuals who are displeased or dissatisfied beneficiary or whose schemes that have not reached to [illegible]
3. Collect any complaints/grievance that people may have, especially with regard to non-sanctioning of benefits, under individual beneficiary schemes [illegible]
4. Get list of households without piped water connectivity [illegible]

Day 1 Afternoon:

- Visit local schools, health institutions, AWCs, government [illegible] banks, post offices, [illegible], electric substation, important private enterprises.
- Visit other villages in the Panchayat
- Evening informal interaction with PRI representatives, Sarpanch, [illegible] functionaries and prominent citizens to discuss and deliberate upon the [illegible] problems/issues being faced by the locals of the Gram Panchayat and, [illegible] school/local markets and emerging village/micro industries.
- Capture evening interaction picture by 8:00 P.M.

Day 2:

- Capture morning picture at 7 A.M.
- Formal meeting with the Panchayat members
  1. Get various subjects/portfolios assigned to the members by the Sarpanch if not already assigned and get a Panchayat resolution passed for the same.
  2. Inspect the Annual register and make the Panchayat members aware about the requirement of monthly meetings as per the Act.
  3. Check the digital signature of Sarpanch/Panchayat Secretary/Administrator.
  4. Assess the functionality of Panchayats and discuss the difficulties being faced by the Panchayat in carrying out its functions and development work.
- Formal meeting with:
  1. Frontline government functionaries (Doctor/Teacher/Female Engineer/Worker/ASHA/ANM/AWW/HEO) [illegible] d/ PHE, FDC, PMU, Agriculture, Animal Husbandry, Horticulture etc.]
  2. Social activists/NGOs
  3. Prominent academicians/Teachers/Govt. employees/people [illegible]

Day 2 Afternoon:

- Visit the Panchayat Civil Education and check for functionality
- Install Board at land identified for Panchayat Chair
- Lead Gram Panchayat Committee for constructed PMAY houses
- Inaugurate the previous A2Y work and lay foundation stone for a new one
- Inspect B2V1/14th FC works/Langmuidong work/other development projects taken up
- Inaugurate the playground, lay the foundation stone for CSC, plant one sapling event.
- Inaugurate/lay foundation stone of any other works which are available

(Proforma to be filled up by the Reporting Officer during his/her tour duty visit to the Panchayat)

A) DETAILS OF REPORTING OFFICER

i. Name: Ankita Kour Bari
ii. Designation: COLLECTOR
iii. Department/Name of posting: Jammu & Kashmir Housing Board
iv. Mobile No: 9419128000
v. Email id: ankitabali@gmail.com
vi. Home District: Jammu
vii. Date of visit: 26/27/28/29/30 November 2018 27-28 November

B) LOCATIONAL DETAILS OF PANCHAYAT:

i. Name of the Panchayat: DHEET
ii. Local Government Directory (LGD) code of the Panchayat: 239990
(To be supplied 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: 2
ii. No. of hamlets in the Panchayat:
iii. No. of households in the Panchayat: 411
iv. Population (census) of the Panchayat: 2364

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

S. No.	Department	Designation of the officer/official
1	P.H.E	J.E.E
2	Agriculture	A.E.A
3	Health	FMPHW
4	Banks	Branch head J&K bank
5	I.C.D.S	Supervisor
6	Revenue	Patwari
7	R.D.D	
8.	Education & other officer/field functionaries	

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

ii. If not, whether the building for BDC office has basic facilities: Yes/No/Not applicable

iii. Facilities available in the Panchayati 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	

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) Assets register has been maintained

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

2. FUNCTIONALITY:

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

Date of last meeting held: 18.11.19

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

Date of last meeting held: 18.11.19

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

(Officer to inspect the register)

iv. Whether the Sarpanch/Administrator/Panchayat Secretary have digital signatures: Yes/No

v. Bank Account (opening and receipt of funds)

Name of the Scheme	Separate bank account opened	Official signatory (Other than Sarpanch)	Funds received	Balance in the account as on date (No. in lakh)	Whether all heads and subheadings have been made
14th Finance Commission	Yes/No		Yes/No	2,96,[illegible]	Yes/No
ICDS (Nutrition)	Yes/No		Yes/No	[illegible]	Yes/No
ICDS (Honorarium)	Yes/No		Yes/No	0	Yes/No
Mid Day Meals (MDM)	Yes/No		Yes/No	2,[illegible] M.S. [illegible] 2,73,[illegible] M.S. [illegible]	Yes/No
Own resources of Panchayat	Yes/No	B.D.O	Yes/No	[illegible]	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: 11 No. (____ % to total)

v. Whether Action Plan has been approved by the ZDC: Yes/No

If no, reason thereof: _____

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

No. of works started: _____ No. of _____ % in kind

If no, reason thereof: _____

vii. Who is issuing work order for works being executed under IAY / IC the cost:

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: nutrition items are purchased & provided to the executive functions till date

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

If no, reason thereof: nutrition stocks have not been received

c. Is the Panchayat/Sarpanch paying honorarium to AWW's/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 this register and verify the signature of the Sarpanch on the same) Sarpanch has been made aware to maintain the same

c. Mid Day Meal (MDM) Scheme

a. Whether Panchayat/Samiti is maintaining stock of Panchayat level for serving MDM day meals in the schools: Yes/No

If No, reason thereof: _____

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

If no, reason thereof: _____

Also mention if it is being provided by employing agencies: _____

c. Whether the school on account of purchase of MDM items and honorarium to cooks is being reimbursed in the Panchayat: Yes/No

(Visiting Officer to check the monies and verify the signature of the Sarpanch on the same)

d. NGNREGA

a. Whether NGNREGA Plan and Budget been approved: Yes/No

b. If yes:

- Funds allocated to the Panchayat: Rs 37 lakh
- No. of works approved: 11
- No. of works started: 4
- No. of works completed: 02
- No. of Job Card holders in the Panchayat: 364
- No. of man days generated: 3115

e. Whether the Admin 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: _____

xi. Whether subjects have been assigned by the Sarpanch to the Panchs. Yes/No
If no, whether subjects have been assigned in presence of the visiting officer. Yes/No

xii. Major challenges being faced by the Panchayat in functioning and executing of works

a) Whether full support and cooperation being provided by

Officer	Department	Response	Remarks
BDO	RDD	Yes/No	
VLW	RDD	Yes/No	
JE	RDD	Yes/No	
CDPO	Social Welfare	Yes/No	
TSWO	Social Welfare	Yes/No	
Angarwadi Supervisor	Social Welfare	Yes/No	
Headmaster/Principal/ZEO	School Education	Yes/No	
I/c MDM	School Education	Yes/No	
BMO	Health	Yes/No	
Tehsildar/Naib-Tehsildar	Revenue		
Patwari	Revenue	Yes/No	
Agriculture Extension Official	Agriculture	Yes/No	
Horticulture Extension Official	Horticulture	Yes/No	
Village functionaries		Yes/No	
Any other			

f) Is the Panchayat facing any difficulty in execution of works, identification of beneficiaries, other activities:

- Non-cooperation by officials: Yes/No

  If yes, who: _____ (specify)

- Non-availability of funds available/released by officials: Yes/No

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

- Delay in administrative approval by officials: Yes/No

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

- Officers not arriving across of possible evidence of bandicoms: Yes/No

- Any other difficulty, give details: _____

F) FOLLOW UP OF BACK TO VILLAGE-I (B2V1)

i. Whether the construction work of programme beneficiaries/identified during the visit of the officer in B2V1 has been completed: Yes/No

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

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

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

   (i) Construction of bandi at Karai nallah

   (ii) Construction of Tax bandi in Ward No 1 (completed works)

   (iii) _____

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

   If yes, amount released: Rs. 3 lakh

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

   Likely date of completion: 3 month (date)

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 Drinking water Neopire		
R.D.D	Repair of Bank Protection		
R.D.D	Construction of Cremation ground Beauore		
R.D.D	Repair of Pond Ward No 6 Noorsu		
R.D.D	Water shed & water tank Ward 3.		

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

a) Doctors/Paramedics/other Health staff (Yes/No)

b) Teachers/ReT Teachers (Yes/No)

c) Anganwari Workers/Helpers (Yes/No)

d) RDD staff (Yes/No)

e) JEs/other engineering staff (Yes/No)

f) Agriculture/Horticulture staff (Yes/No)

g) Animal Husbandry/Sheep Husbandry staff (Yes/No)

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

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

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

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

vi. Areas of major complaints brought to notice

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Shortage of water supply	P.H.E	Yes/No ✓	
Upgradation of internal road	R.D.D	Yes/No ✓	Certain road projects sanctioned under MGNREGS
Upgradation of schools		Yes/No ✓	

vii. Major problems confronting the people

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Lack of irrigation facilities	PHE / Irrigation	Yes/No ✓	The area requires a major comprehensive project
Monkey menace due to which agriculture is affected	Agriculture / Forest & allied	Yes/No ✓	Joint action at district level required
Development of internal roads	R.D.D	Yes/No ✓ To some extent	Certain projects have started or sanctioned
Lack of drinking water facilities in Ward NOS, 6&7	PHE	Yes/No	
Delay in old age / widow pension	Social welfare dept	Yes/No ✓	New cases have been sanctioned

G. PLANNING, EXECUTION AND FINANCES

I. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP)

i. Whether the GPDP has the activities corresponding to the Gram Panchayat Development Plan prepared for the year 2019-20, Yes/No

If no, reason thereof: _____

ii. Whether the activities with activities identified under GPDP for 2020-21 are implemented, Yes/No

iii. Whether Participatory Micro-Planning of the resources for completed for the activities 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 expenditure for the year 2020-21 has been installed in Panchayat Office 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 adhered as GPDP Public presentation of GPDP 2020-21, Yes/No

If no, the village officer to ensure that the meeting schedule is framed in future months and confirm: _____

vi. Whether the frontline workers of the authority transferred using Digital Platform are participating in the scheduled Gram Sabha meetings, Yes/No

If yes, provide details of participation of frontline Workers (Give Sub-Centre) in the last two meetings

1st Meeting Date ( )			2nd Meeting Date ( )		
S. No.	Department	Designation	S. No.	Department	Designation
1			1		
2			2		

1st Meeting Date :

Sl. No.	Dhanamitra	Designation	2nd Meeting Date :		
			Sl. No.	Dhanamitra	Designation
1			1		
2			2		
3			3		
4			4		
5			5		

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 PFMS Portal: Yes/No

If no, reason thereof: _____

(VLW to demonstrate the reports to the Visiting Officer)

- Whether the critical gaps identified in the Panchayat Ranking Mission Inclusion Survey, 2019 are being bridged while preparing AWP&B plan for 2020-21 Yes/No

  If no, reason thereof: _____

2. SOCIAL AUDIT:

i. Whether the details with regard to the schemes being implemented by the Gram Panchayats are placed before the Gram Sabha on quarterly basis for carrying out audit: Yes/No

   If no, reason thereof: _____

ii. Is the Social Audit Committee formed in BZV1 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: Social audit committee is yet to conduct audit members have been approached remains to be conducted

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
8	District headquarters	functioning of Panchayats	2

ii. Quality of training: Poor/Satisfactory/Very Good/Excellent

iii. Whether any exposure visit within J&K/outside has been conducted: Yes/No

   If yes, Visiting Officer to record the experiences/views of the elected representatives about the visit: Poor/Satisfactory/Very Good/Excellent

iv. Whether any digital literacy training has been conducted for Sarpanches: Yes/No

   If yes, quality of training: Poor/Average/Good/Excellent.

v. Level of awareness among the elected representatives and general public about the schemes devolved to Panchayats

   a. Elected representatives : Poor/Satisfactory/Good/Excellent

   b. General Public : Poor/Satisfactory/Good/Excellent

   (Visiting officer to read out the schemes from the pamphlet available)

H) INDIVIDUAL BENEFICIARY ORIENTED SCHEMES:

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

Scheme/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	112	149 = 9	No [illegible] [illegible]	-
Scholarship for Minority students	-	-	-	
Pension - Old Age	2071	871	-	
Pension - Widow	907	167	-	
Pension - Disability	207	841	-	
PM Kisan Nidhi	57	957	-	
Ayushman Bharat	57	957	-	
PM Jeevan Jyoti Bima Yojana	27	987	Not [illegible]	
PM Suraksha Bima Yojana	27	987	Not [illegible]	
PM Awas Yojana - Gramen	6	60	[illegible] not [illegible]	
State Marriage Assistance Scheme	0	-	Not [illegible]	

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	364	–		
Land Aid	–	–		
Swachh Bharat Mission: Individual Household Toilets	281	3[illegible]		
PM Ujjwala Yojana	95[illegible]	2[illegible]		
Ujala	2[illegible]	98[illegible]		
Jandhan Account	0	100 [illegible]		
PM Matru Vandana Yojana	90			

* 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	Handing 05 627 are yet to be ensured coverage. 1.8% population to be covered		
Electricity connection			

- Visiting officer to enclose the list of [illegible] also [illegible] convening [illegible] at their [illegible] headquarter

II DOUBLING FARMERS INCOME

1. IRRIGATION

i. Topography of the Panchayat: Semi Hilly/Hilly/Plain/Land

ii. Major sources of irrigation: Canal/Lift Irrigation/Borewells/Tubewells/Ponds/Rivers/Water harvesting Tanks/Rainfed/Others (please specify) _____

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

iv. Are there any ill-fated irrigation sources in the Panchayat: Yes/No

- If yes, please specify (Canal/Drain/Lift/Well/Battery/Lake/Springs/Ponds/Any other water body) _____ (not as many as needed)

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

If yes, please specify _____

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

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

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

ix. Any suggestions to improve irrigation facilities in the Panchayat

Rain water harvesting should be taken up on priority & focus should be laid on facilitating & regenerating awareness among farmers

2. HIGH YIELDING VARIETY (HYV) SEEDS

i. Farmers using High Yielding Variety seeds (Approx 15-20 % age)

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

iii. If no, reasons thereof: Farmers are quoting high rates of the seeds for not availing High Variety seeds

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

i. No. of farmers without Kisan Credit Card: 70 (Nos.)

ii. No. of farmers who have availed loan facility through KCC (during 2011): 200 Nos.

iii. No. of farmers who applied for KCC Loan but not provided so far: 5-10 Nos.

iv. Problems being faced by farmers in availing KCC loan (tick whatever relevant):

a) Difficult processes and procedures _____

b) Delay by concerned Deptt. _____

c) Delay by bank concerned _____

d) Any other problem, please specify: Awareness initiative need to be reinforced by all stakeholders

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

The concerned line departments need to reach out to the farmers in more effective way

4. MARKETING INTERVENTIONS:

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

a) Through organized market (mandi) _____

b) Through un-organized market ✓

c) Any other, please specify: _____

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

—

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

—

3. DIVERSIFICATION TO HIGH VALUE CROP/FRUIT

1. Is there any scope/potential for diversification towards high value crops/fruits in Department Tasks

- If yes, please specify

Sr. No.	Name (Horticultural crop/fruit)	Potential for diversification towards the crop/fruit	Remarks (if any)
			Agriculture and allied departments can explore the possibility of awareness and encourage farmers to take up these alternative fruits production

4. INCREASING LIVESTOCK PRODUCTION

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

2. 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	not organized	Concerned functionaries asked to prepare data.
2	Dairy units	186	35-50
3	Sheep Units	Not ex	
4	Fish Ponds	—	

- Suggestions by encouraging more housewives/farmers to join DD new units

Frequent awareness camps need to be organised for farmers with specific focus on subsidy scheme.

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

1	Collaborative efforts by concerned departments to generate awareness
2	Farmers be provided apt training & latest know how in the field of agriculture / dairy farming
3	Proper marketing facilities need to be provided to the farmers
4	Incentives & proper guidance for poultry farming & fish ponds
5	Skill development of women folk for setting up units for processed foods

4) 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: 5%

ii) Overall satisfaction level of the people about the ration shops: Poor/Satisfactory/Good/Excellent

Major problems/complaints with regard to ration shops:

a) Irregular opening: Yes/No

b) Inadequate stock: Yes/No

c) Overcharging: Yes/No

d) Rude behaviour of store owner: Yes/No

e) Long distance to be covered to reach the store: Yes/No

f) Non-display of rates: Yes/No

g) POS machine not working: Yes/No

h) any other: _____

iii. Number of FIRs registered in last 3 months: 2

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 informed about the overall security situation in Peshawar: 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	• 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	

RDO	✓ 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: Need to replacement of electric pole in some wards to improve power supply

k) OTHERS:

i. Whether land has been identified within Panchayat for collection and disposal of plastic waste: Yes/No

ii. Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No

(Visiting officer to collect a copy of the Plan)

iii. Number of children in the age group of 4-14 years in the Panchayat: Appr. 70-85

iv. Number of children in the age group of 4-14 years enrolled in the schools: Appr. 70

v. Is there any High/Higher Secondary school with more than 40% girl students: Yes/No N.A

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

(J) GENERAL ASSESSMENT OF THE VISITING OFFICER:

I	Urgent public requirements in order of priority (Max. 07):
	1. Improving / augmenting the infrastructure ensure adequate water supply 2. Improving internal road network to ensure better accessibility 3. Opening of Kendriya Vidyala school is a major demand of the people 4. Redressal of building permission issue with Katra Development Authority 5. Redressal of issue pertaining to oldage / widow pension by social welfare Deptt. 6. Development of tourist infra to tap tourism potential of the area. 7. Upgradation of existing schools / health infrastructure
II	Any major complaint brought to notice of the Visiting Officer:
	There is shortage of water supply both irrigation & potable in certain wards and internal roads need immediate development.

- Overall appreciation of functioning of the government

Sensitization is reaching out to the people and is well advised with its leaders confronting them. There are complaints and the accessibility of funds for certain works

- Overall assessment of use and suggestions

(the visiting officer is required to give the overall assessment in terms of what works well, and provide suggestions)

The ward has a potential to be developed as a tourist spot which needs to be looked. The learners can be motivated & modalities about taking up vocational courses so they are facing problems due to monetary matters. Skill development of people can be taken up concerned departments to enhance employment.

Signature of the visiting officer

Name AKEEM TOOK BALI

COLLECTOR, IFAKIJU LGA

HOUSING DEPT