

**REPORT TO VISHVA VEDYANI, GURUJI**

Prepared by the signee of the Requesting Office during the visit to the Panchayat

**A) DETAILS OF THE REPORTING OFFICER**

- 1. Name: Ravi Chand Sharma
- 2. Designation: Asst. Engineer
- 3. Designation/Name of parent Organization: Department of Irrigation, Agriculture
- 4. Address: Amritsar, Punjab
- 5. Contact: 98150-12345
- 6. Status of visit: Official/Personal

**B) LOCAL/REGIONAL DETAILS OF PANCHAYAT**

- 1. Name of the Panchayat: Amrit
- 2. Local Government/Authority: Local Body of the Panchayat  
(The list provided here may vary according to Department/Year) 39
- 3. Name of CEO/Name: Shri. Singh
- 4. Name of Village: Amrit
- 5. Name of District: Amritsar

**C) PANCHAYAT PROFILE**

- 1. No. of Grams/Chapters in the Panchayat: 2
- 2. No. of Grams: 28
- 3. No. of Households in the Panchayat: 4500
- 4. Population (approx.) of the Panchayat: 21000

BY: RAVI CHAND SHARMA

**D) FUNCTIONAL CATEGORIES/ACTS & SERVICES PROVIDED/EXTENDING THE VISIT**

S. No.	Department	Description of the activity/Service
1	Education	Teacher
2	PHD/Health	Supervisor
3	Sanitation	IT
4	Group Handicraft	Art
5	Energy	TE
6	Road / Local infrastructure	Construction
7	Health	Lab
8	Agri & Agriculture	MSU/MSU

**E) FUNCTIONALITY OF THE GRAM PANCHAYAT**

**1. INFRASTRUCTURE**

- 1. Whether Panchayat Govt. is available in the Panchayat? Yes/No  
 If yes, what are the facilities in the Panchayat? Water supply, electricity, health, etc.
- 2. How are the services provided to the Grams? Through the Panchayat Govt. or through the Gram Panchayat?

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11. If not, whether the looking for BHC office has been started? Yes/No applicable

12. Functions available in the Panchayat Head Office

Facilities available	Panchayat Office	BHC Office	Remarks
Furniture	Yes/No ✓	Yes/No	Furniture is not available
Computer/printer	Yes/No ✓	Yes/No	
Telephone facility	Yes/No ✓	Yes/No	

13. In case Panchayat has not been constituted whether Administrator has been appointed? Yes/No

14. Whether the structure and Asset Register has been prepared? Yes/No  
(Visiting Officer to personally check the register)  
If no, Visiting Officer to get the register prepared in better presence and confirm.

**2. FUNCTIONALITY:**

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

Date of last meeting held: 3.11.2019

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

Date of last meeting held: 5.11.2019

3. Whether the karnal register is being maintained by the Panchayat Secretary? Yes/No

(Officer to sign the register)

4. Whether the Panchayat/Administrator/Panchayat Secretary have digital signature? Yes/No

15. Bank Account opening and receipt of funds

Name of the Bank	Expenses bank account opened	Official signature of the Panchayat	Period covered	Balance as per bank statement (Rs. in lakhs)	Percentage of fund used for the purpose
14 <sup>th</sup> Finance Commission	Yes/No ✓		Yes/No	55000000/-	Yes/No ✓
ICDS (Haryana)	Yes/No ✓		Yes/No		Yes/No
ICDS (Haryana)	Yes/No ✓		Yes/No	1700000/-	Yes/No ✓
Mad Day Mandi (MDDM)	Yes/No ✓		Yes/No		Yes/No
Open transaction of Panchayat	Yes/No ✓		Yes/No		Yes/No
Any other scheme, if yes, indicate name					

(Visiting Officer to personally check the Passbook and enter the above details. He/she will also check that the bank account is in the name of the Panchayat and operated by Sarpanch.)

16. Whether Panchayat Leadership Commission has been constituted? Yes/No

If no, the visiting officer to ensure that the Committee is constituted in better presence and confirm.

17. 14<sup>th</sup> 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 24 No. 100 % to (lakhs)

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20. Whether subjects have been assigned to the Department to the Project?  Yes/No
- If no, whether subjects have been assigned in presence of the existing officer?  Yes/No
21. Main challenges being faced by the Department in functioning and execution of work
- a. Whether full support and cooperation being provided by

Officer	Department	Response	Remarks
MP	HR	Yes/No <input checked="" type="checkbox"/>	
WV	HR	Yes/No <input checked="" type="checkbox"/>	
J	HR	Yes/No <input checked="" type="checkbox"/>	
UDM	Social Welfare	Yes/No <input checked="" type="checkbox"/>	
TDW	Social Welfare	Yes/No <input checked="" type="checkbox"/>	
Asst. Engineer	Social Welfare	Yes/No <input checked="" type="checkbox"/>	
Headmaster/Teacher/DO	School Education	Yes/No <input checked="" type="checkbox"/>	
ICMOM	School Education	Yes/No <input checked="" type="checkbox"/>	
DM	Health	Yes/No <input checked="" type="checkbox"/>	
Tehsildar/DO Tehsildar	Revenue	Yes/No <input checked="" type="checkbox"/>	
Patwar	Revenue	Yes/No <input checked="" type="checkbox"/>	
Agriculture Extension Officer	Agriculture	Yes/No <input checked="" type="checkbox"/>	
Horticulture Extension Officer	Horticulture	Yes/No <input checked="" type="checkbox"/>	
Village functionaries		Yes/No <input checked="" type="checkbox"/>	
Any other			

22. In the Department being any difficulty in allocation of work, identification of beneficiaries etc. other than

- For completion of details
- If yes, then \_\_\_\_\_ (Specify)
- For completion of work and identification of beneficiaries
- For a preparation of inter-departmental memoranda to engineering staff
- Delay in implementation reported to officers
- If yes, how long \_\_\_\_\_ (specify number of days)
- Officers not having series of government of beneficiaries
- Any other difficulty you mention \_\_\_\_\_

F) FOLLOW UP OF BACK TO VILLAGES (BZV)

1. Whether the construction work of playground inaugurated/started during the work of the officer in BZV? Has been completed?  Yes/No

If not, likely date of completion \_\_\_\_\_ (Date)

2. Whether any other works started during Back to Villages? have been completed?  Yes/No

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

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

3. Whether any funds have been released for works identified in BZV?  Yes/No

If yes, amount released Rs \_\_\_\_\_ lakh

Whether works identified in BZV have been started?  Yes/No

Likely date of completion \_\_\_\_\_ (Date)

iv) Whether any new works/ facilities have been sanctioned/started/ completed in the Panchayat after E2V1. Give brief.

Sector/Department	Name of work sanctioned/started/ completed	Whether completed (Yes/No)	Remarks
155 PC	24	No	100% completed

v) Whether any improvement in attendance of following Government functionaries has been noticed after E2V1.

- a. District Paramedical/Health staff (Yes/No) ✓
- b. Taxation/Police/Teachers (Yes/No) ✓
- c. Anganwadi/Health workers (Yes/No) ✓
- d. PDS staff (Yes/No) ✓
- e. District engineering staff (Yes/No) ✓
- f. Agricultural/Extension staff (Yes/No) ✓
- g. Animal Husbandry/Forest/Horticulture staff (Yes/No) ✓

vi) Name any particular department has shown improvement, please specify  
PDS

Any department where staff is absent most of the time no

Any department where officials has not visited the Panchayat even once since E2V1 will

Any department which has organized any event or camp or tour of senior officer in the Panchayat since E2V1 will

vii) Areas of most complaints brought to notice

Major area of complaint made during E2V1	Department	Resolution of Complaint	Remarks
Ground water	AWC	Yes/No ✓	
	PNO	Yes/No ✓	
	PDD	Yes/No ✓	

viii) Major problems confronting the people

Major problem highlighted during E2V1	Department	Resolution of problem	Remarks
Drinking water	PWC	Yes/No ✓	
Sanitation	Sanjals	Yes/No ✓	
Electricity	PDD	Yes/No ✓	
Road connectivity	PWD	Yes/No ✓	
		Yes/No	

1. Introduction

1.1. Background

1.2. Objectives

1.3. Methodology

1.4. Results

1.5. Conclusion

1.6. References

1.7. Appendix

1.8. Index

1.9. Abstract

1.10. Summary

1.11. Conclusion

1.12. References

1.13. Appendix

1.14. Index

1.15. Abstract

1.16. Summary

1.17. Conclusion

1.18. References

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1.15. Abstract

1.16. Summary

1.17. Conclusion

1.18. References

1.19. Appendix

4. Whether the elected representatives of the Panchayat during the last financial year (2017-18) are being engaged with various CPSE jobs for the benefit of the people of the Panchayat.

If no report found

### 4. SOCIAL JUSTICE

1. Whether the Social Justice reports in the schemes being implemented in the Panchayat are being carried out with due care and attention to the benefit of the people of the Panchayat.

If no report found

2. Whether the Social Justice Committee formed in 2017 is functioning with due care and attention to the benefit of the people of the Panchayat.

3. Whether the social justice during the year are being regulated by the Government concerned Panchayat.

If no report found

### 5. CAPACITY BUILDING & TRAINING

1. Whether an in-service training and training has been conducted to the elected representatives of the Panchayat.

If yes, in what details

No. of Elected Representatives trained	Place of training	Theme of training	No. of days
111	Atal Bihari Vajpayee		7 days

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

3. Whether any awareness visit under JAKSABHA has been conducted. Yes/No

If yes, visiting officer to record the experience/views of the elected representatives about the visit: Poor/Satisfactory/Very Good/Excellent

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

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

5. Level of awareness among the elected representatives and general public about the schemes decided to be implemented:

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)

### 6. PERSONAL REPRESENTATIVE ORIENTED SCHEMES

Visiting Officer to record the experience/views of the elected representatives about the schemes decided to be implemented:

Scheme/Programme	Number of beneficiaries (Nos.)	Number of beneficiaries (Nos.)	Number of beneficiaries (Nos.)	Number of beneficiaries (Nos.)
Subsidy for SC/ST/BC students		115		
Subsidy for Minority students (girls)		19		
Person: Old Age	64	41		
Person: Widow	6	7		
Person: Disability	14	27		
PM Kisan Yojna	156	40		Under process
Ayushman Bharat	125	30		
PM Jeevan Jyoti Bina Yojna	293	-		
PM Suraksha Bina Yojna	311	-		
PM Awas Yojna Gramin				
State Marriage Assistance Scheme	1	2		

Expenditure	Amount	Particulars	Balance	Final
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Office rent	240			
Light bill	100			
Stationery and printing	100			
Telephone bill	100			
Travel	100			
Medical	100			
Others	100			

The entries above are made in the ledger and the balance sheet is prepared in accordance with the entries. The entries are as follows:

1. Office rent 240

Expenditure	Amount	Particulars	Balance
Office rent	240	Capital and reserves	-
Stationery	100	Reserves	-

Total 440

The entries above are made in the ledger and the balance sheet is prepared in accordance with the entries. The entries are as follows:

1. OFFICE RENT

2. STATIONERY

- 1. Office rent 240
- 2. Stationery 100
- 3. Printing 100
- 4. Telephone bill 100
- 5. Travel 100
- 6. Medical 100
- 7. Others 100

Particulars and amounts

- 1. Office rent 240
- 2. Stationery 100
- 3. Printing 100
- 4. Telephone bill 100
- 5. Travel 100
- 6. Medical 100
- 7. Others 100

Total 740



### 3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No. of farmers without Kisan Credit Card 258 (None)
- No. of farmers who have availed loan facility through KCC during 2019  
15 None
- No. of farmers who applied for KCC Loan but not provided so far  
15 None
- Problems being faced by farmers in availing KCC loan (tick whichever relevant):
  - Difficult processes and procedures \_\_\_\_\_
  - Delay by concerned Dept \_\_\_\_\_
  - Delay by bank concerned  \_\_\_\_\_
  - Any other problem, please specify \_\_\_\_\_
- Suggestions for improving the process of availing loan under KCC  
\_\_\_\_\_

### 4. MARKETING INTERVENTIONS.

- How is agriculture/horticulture produce sold (tick whichever relevant):
  - Through organized market (mandi) \_\_\_\_\_
  - Through un-organized market \_\_\_\_\_
  - Any other, please specify no surplus produce
- If the surplus produce is not being sold in any market, what measures can be taken to achieve its better marketing.  
\_\_\_\_\_  
\_\_\_\_\_
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce  
\_\_\_\_\_  
\_\_\_\_\_

### 5. DIVERSIFICATION TO HIGH VALUE CROPP/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)

### 6. INCREASING LIVESTOCK PRODUCTION

- Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department.  Provisional/No/Not/Excellent
- Status of household/farmers engaged with Animal/Sheep Husbandry Sector and those interested to set-up new units.

Sr No	Sector	No. of household/farmers engaged	No. of household/farmers interested in setting up new units
1	Backyard Poultry	94	15
2	Dairy units	102	-
3	Sheep Units	130	25
4	Fish Ponds	-	5

### 3. LOANING FACILITY AVAILABLE TO THE FARMERS

- No. of farmers without Kisan Credit Card 38 (Nil)
- No. of farmers who have availed loan facility through KCC during 2018  
RS Nil
- No. of farmers who applied for KCC Loan but not provided so far  
15 Nil
- Problems being faced by farmers in availing KCC loan (tick whichever relevant)
  - Difficult processes and procedures \_\_\_\_\_
  - Delay by concerned Dept. \_\_\_\_\_
  - Delay by bank concerned ✓ \_\_\_\_\_
  - Any other problem, please specify \_\_\_\_\_
- Suggestions for improving the process of availing loan under KCC  
\_\_\_\_\_

### 4. MARKETING INTERVENTIONS

- How is agriculture/horticulture produce sold (tick whichever relevant)
  - Through organized market (mandi) \_\_\_\_\_
  - Through unorganized market \_\_\_\_\_
  - Any other please specify as surplus produce
- If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing.  
\_\_\_\_\_  
\_\_\_\_\_
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce  
\_\_\_\_\_  
\_\_\_\_\_

### 5. DIVERSIFICATION TO HIGH VALUE CROPFruit

- Is there any scope/potential for diversification towards high value crop/fruits in the Panchayat/ Yashal? ✓  
If yes, please specify \_\_\_\_\_

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

### 6. INCREASING LIVESTOCK PRODUCTION

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

Sr No	Sector	No of household/farmers engaged	No. of household farmers interested in setting up new units
1	Backyard Poultry	94	15
2	Dairy units	102	—
3	Sheep Units	120	25
4	Fish Ponds	—	5

4. Suggestion for encouraging more investment in wind power  
Setting up of Reserve Bank on priority basis

5. List 5 suggestions in order of priority which can help in increasing amount of Government investment

1. Reserve Bank

2. Shops Act

3. Foreign Exchange

4. Industrial Revolution

5. Greening technologies etc

**4. PUBLIC PERFORMANCE AND COST PERFORMANCE**

1. Public performance is the sum of cost & price in the firm ✓

2. Public performance is the sum of cost & price in the firm ✓

3. Public performance is the sum of cost & price in the firm ✓

4. Public performance is the sum of cost & price in the firm ✓

5. Public performance is the sum of cost & price in the firm ✓

6. Public performance is the sum of cost & price in the firm ✓

7. Public performance is the sum of cost & price in the firm ✓

8. Public performance is the sum of cost & price in the firm ✓

9. Public performance is the sum of cost & price in the firm ✓

10. Public performance is the sum of cost & price in the firm ✓

11. Public performance is the sum of cost & price in the firm ✓

12. Public performance is the sum of cost & price in the firm ✓

13. Public performance is the sum of cost & price in the firm ✓

14. Public performance is the sum of cost & price in the firm ✓

15. Public performance is the sum of cost & price in the firm ✓

16. Public performance is the sum of cost & price in the firm ✓

17. Public performance is the sum of cost & price in the firm ✓

18. Public performance is the sum of cost & price in the firm ✓

19. Public performance is the sum of cost & price in the firm ✓

20. Public performance is the sum of cost & price in the firm ✓

21. Public performance is the sum of cost & price in the firm ✓

Department	Average Price	Revenue
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Revenue - 1000 ✓

- 1000 ✓

- 1000 ✓

Cost - 1000 ✓

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- 1000 ✓

Price - 1000 ✓

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- 1000 ✓

Price - 1000 ✓

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III Overall perception of functioning of the government	Satisfactory.
IV Overall assessment of visit and suggestions (The visiting officer to ensure that the overall assessment is received in detail along with concrete suggestions.)	Arrangement of adequate supply of funds to the Panchayat so that the work of the society may be completed within time.

*Devi*

Signature of the visiting officer

Name Prem Chand Sharma