

Back to Village 2 (B2V2) - Report

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

A) DETAILS OF REPORTING OFFICER:

- Name: *Najma Naige*
- Designation: *CNPO*
- Department/Place of posting: *Social welfare (1205) Project Mangabadi*
- Mobile No: *9419172857*
- Email id: *CNPO12053@gmail.com*
- Home District: *Kojan*
- Dates of visit: *25/26/27/28/29/30, November 2019* *25/26*

B) LOCATIONAL DETAILS OF PANCHAYAT:

- Name of the Panchayat: *Kokara Lower*
- Local Government Directory (LGD) code of the Panchayat.
(To be sourced from Rural Development Department by DO)
- Name of CD Block: *Poppizen Lower*
- Name of Taluk: *Mangabadi*
- Name of District: *Kojan*

C) PANCHAYAT PROFILE:

- No. of revenue villages in the Panchayat: *Kokara Lower*
- No. of hamlets in the Panchayat: *20*
- No. of households in the Panchayat: *241*
- Population (approx.) of the Panchayat: *1694*

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

S. No.	Department	Designation of the officer/official
1	<i>ICDS, Social welfare</i>	<i>Supervisor/Asstt. Nilpas</i>
2	<i>Signature Dept</i>	<i>NEA</i>
3	<i>Social welfare</i>	<i>I.S.C</i>
4	<i>Gram Karmachari Dept</i>	<i>Headmaster</i>
5	<i>R.O.</i>	<i>V.I.N</i>
6	<i>Animal Husbandry</i>	<i>Inspector</i>
7	<i>Education</i>	<i>Headmaster</i>
8	<i>Sanitation Dept</i>	<i>Water Supervisor</i>

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

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 BDC office has been established (in case the officer visits Block Panchayat): *Yes/No/Not applicable*

ii. If not, whether the building for BDO office has been identified. Yes/No/NA application

iv. Facilities available in the Panchayat Raj Institutions

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

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)

If no, Visiting Officer to get the register prepared in further presence and confirm

2. FUNCTIONALITY

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

Date of last meeting held: 11/11/2019

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

Date of last meeting held: 11/11/2019

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

(Officer to inspect the register)

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

v. Bank Account opening and receipt of funds

Name of the Bank	Signature of Sarpanch	Official Signature of Sarpanch	Funds received	Balance in the account as on date (Rs. in Lakhs)	Whether all bank transactions have been made
1st Finance Commission	Yes/No		Yes/No		Yes/No
ICDS (Mandir)	Yes/No		Yes/No		Yes/No
ICDS (Mandir)	Yes/No		Yes/No		Yes/No
Mid Day Meals (MDM)	Yes/No		Yes/No		Yes/No
Gram Panchayat	Yes/No		Yes/No		Yes/No
Any other Scheme, if yes, indicate name					

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

vi. Whether Panchayat Panchayat Committee has been constituted. Yes/No

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

vii. 1st Finance Commission funds

a. Whether a year action plan 2019-20 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: 10 Nos (50 Rs. to 10 Lakhs)

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

If no, reason thereof _____

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

No. of works started: 5 No. (5 % to total)

If no, reason thereof _____

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

1) Sarpanch { }

2) BCO { }

3) Other (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 _____

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 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 _____

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. MGNREGS

a. Whether MGNREGS Plan 2019-20 has been approved: Yes/No

b. If yes,

✓ Funds allocated to the Panchayat: Rs 31 lakh

✓ No. of works approved: 21

✓ No. of works started: 9

✓ No. of works completed: 21

✓ No. of Job Card holders in the Panchayat: 250

✓ No. of man days generated: 200

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: Only 10% fund has been released for the year 2019-20

- ii. 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

- iii. 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	Average
VLW	RDO	Yes/No	✓ Good
JE	RDO	Yes/No	Average
CDPO	Social Welfare	Yes/No	✓ Good
TGWO	Social Welfare	Yes/No	Good
Anganwadi Supervisor	Social Welfare	Yes/No	✓ Good
Headmaster/Principal/VZEO	School Education	Yes/No	Good only Headmaster
I/c MDM	School Education	Yes/No	Good
BMO	Health	Yes/No	Poor
Tehsildar/Haib-Tehsildar	Revenue		Good
Patwari	Revenue	Yes/No	Poor
Agriculture Extension Official	Agriculture	Yes/No	✓ Good
Horticulture Extension Official	Horticulture	Yes/No	Average
Village Functionaries		Yes/No	Average
Any other	Police/SP	Yes	Good

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

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

If yes, when _____ (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 _____ (Specify number of days)

- ✓ Officers not sharing details of guidelines/lists of beneficiaries: Yes/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

If not, likely date of completion: Not Started (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

(1) _____

(2) _____

(3) _____

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

If yes, amount released: Rs _____ lakh.

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

Likely date of completion: _____ (date)

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

Sector/Department	Name of work sanctioned/taken up	Whether completed (yes/no)	Remarks:

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

- | | |
|---|----------|
| a) Doctors/Paramedics/other Health staff | (Yes/No) |
| b) Teachers/Ret Teachers | (Yes/No) |
| c) Anganwari Workers/Helpers | (Yes/No) |
| d) RDO staff | (Yes/No) |
| e) JE/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

PHE, PWD

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

Any department whose officers/officials has not visited the Panchayat even once since BZV1: _____

Any department which has organized any event or camp or tour of senior officer in the Panchayat since BZV1: _____

vi. Areas of major complaints brought to notice

Major area of complaint made during BZV1	Department	Resolution of Complaint	Remarks
LOWE KAKRA To THILL	PHE	Yes/No	Need lot of water
LOWE KAKRA To THILL	PWD	Yes/No	Not Satisfied For condition of Road.
KAKRA LOWE/THILL		Yes/No	Lack of Infrastructure

vii. Major problems confronting the people

Major problem highlighted during BZV1	Department	Resolution of problem	Remarks
WATER SCARCITY	PHE	Yes/No	Needs lots of water to do it
ROAD CONNECTIVITY To ALL WARD	PWD	Yes/No	Poor condition of Roads.
MS needs to have 7 to 8 Rows to be constructed	Education	Yes/No	Lack of Infrastructure
Middle school To improve (Lower Kakra)	Education	Yes/No	Lack of Infrastructure
Drigam Canal To be constructed	P.	Yes/No	Water problem.

Q) PLANNING, EXECUTION AND TRAINING

1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP)

- i. Whether the GPDP for the schemes transferred to the Gram Panchayats have been prepared for the year 2020-21? Yes/No
- If no, reason thereof _____
- ii. Whether the schemes and activities approved under GPDP for 2020-21 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 District 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 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 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 further provisions 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 (list functionaries) in the last two meetings

1 st Meeting Date (21.12.20)			2 nd Meeting Date (24.12.20)		
S. No.	Department	Designation	S. No.	Department	Designation
1	Animal Husbandry	Subordinate	1	Animal Husbandry	Subordinate
2	Animal Husbandry	Subordinate	2	Animal Husbandry	Subordinate

BJY2/PO&MO/2019

1 st Meeting Date (21.12.20)			2 nd Meeting Date (24.12.20)		
S. No.	Department	Designation	S. No.	Department	Designation
1	Animal Husbandry	Subordinate	1	Animal Husbandry	Subordinate
2	Animal Husbandry	Subordinate	2	Animal Husbandry	Subordinate
3	Animal Husbandry	Subordinate	3	Animal Husbandry	Subordinate
4	Animal Husbandry	Subordinate	4	Animal Husbandry	Subordinate
5	Animal Husbandry	Subordinate	5	Animal Husbandry	Subordinate
6	Animal Husbandry	Subordinate	6	Animal Husbandry	Subordinate
7	Animal Husbandry	Subordinate	7	Animal Husbandry	Subordinate
8	Animal Husbandry	Subordinate	8	Animal Husbandry	Subordinate
9	Animal Husbandry	Subordinate	9	Animal Husbandry	Subordinate

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 PDP Portal? Yes/No
- If no, reason thereof _____
- (VLW to demonstrate the reports to the Visiting Officer)

BJY2/PO&MO/2019

- i) Whether the school bags distributed to the Participants during Summer holidays during 2019 are being collected while preparing LPTA plan for 2020? ☒ Yes
If yes, reason stated

2. SOCIAL AWARE

- i) Whether the details with regard to the awareness being implemented by the Gram Panchayats are placed before the Gram Sabha for necessary funds for carrying out such works

If yes, reason stated

- ii) Is the Social Audit Commission formed in LPTA conducting social audit works

- iii) Whether the issues raised during the audit are being addressed by the department concerned? ☒ Yes

If yes, reason stated

3. CAPACITY BUILDING & TRAININGS

- i) Whether the capacity building and training has been imparted to the elected representatives? ☒ Yes

If yes, provide details

No of Elected Representatives trained	Place of training	Theme of training	No of days
1. Sarpanch	11.5.19	Self-formation & self-help group	1 day
2. Panch	11.5.19	Self-formation & self-help group	1 day

- ii) Quality of training: Poor/Satisfactory/Very Good/Excellent

- iii) Whether any exposure and other activities has been conducted? ☒ Yes

If yes, Training Officer to record the experiences of the elected representatives about the visit. Poor/Satisfactory/Very Good/Excellent

- iv) Whether any digital literacy training has been conducted for Sarpanches? ☒ Yes

If yes, quality of training: Poor/Satisfactory/Very Good/Excellent

- v) Level of awareness among the elected representatives and general public about the schemes provided to Panchayats

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

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

(Training Officer to read out the schemes from the pamphlet available)

Schemes/Services	Beneficiaries covered (Nos)	Percentage covered (Nos)	Remarks (if any)	Final applications submitted (if any) (Nos)
WPLA Job Card	112	0		0
Land Bank				
Support Small Business - economic incentives	100	10	not being completed	10
Microfinance Program	20	100	not completed due to distance	10
Other				
Another Program	1	0	document not available	
Primary Health Program	0	0	document not available	6

The auditing officer is enclosing herewith a list of scheduled beneficiaries who are not covered in any of the above under the schemes. Reason is that, there are no applications and therefore it is not being covered.

2. Auditing Officer is also enclosing a list of beneficiaries who are not covered.

Schemes/Services	No. of beneficiaries	Remarks for beneficiaries	Final applications submitted (Nos)
Food bank	20	100% covered	0
Food bank	20	100% covered	0

3. LOANING FACILITY AVAILABLE TO THE FARMERS

- No. of farmers without Kissan Credit Card 30 (Nos.)
- No. of farmers who have availed loan facility through KCC during 2019
7 Nos.
- No. of farmers who applied for KCC Loan but not provided so far
10 Nos.
- Problems being faced by farmers in availing KCC loan (tick whatever relevant):
 - Difficult processes and procedures _____
 - Delay by concerned Deptt _____
 - Delay by bank concerned _____
 - Any other problem, please specify _____

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

The process of loan should be simple, easy & transparent & understandable to the loan seekers. Delay must be till a well organized awareness program should be organized to aware the people.

4. MARKETING INTERVENTIONS

- How is agriculture/horticulture produce sold (tick whichever relevant):
 - Through organized market (mandi) 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.

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

5. DIVERSIFICATION TO HIGH VALUE CROP/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)
	Wheat	average	Decrease
	vegetable		
	rice		

6. INCREASING LIVESTOCK PRODUCTION:

- Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department: Poor/Satisfactory/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		3
2	Dairy units		2
3	Sheep Units		3
4	Fish Ponds		5

PLD	• Within 1 month • More than 1 month • Never	<i>Never</i>
Any other	• Within 1 month • More than 1 month • Never ✓	<i>per performance</i>

✓ Any specific observation or complaint regarding any particular department?
*PLD No lighting, inappropriate behaviour regarding bus
 works mostly on Building Roads, Village Road*

K) OTHERS

- Whether land has been identified within Panchayat for collection and disposal of plastic waste. Yes/No ✓
- 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 _____
- Number of children in the age group of 4-14 years enrolled in the schools _____
- Is there any High/Highest 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 ✓

1) GENERAL ASSESSMENT OF THE VISITING OFFICER:

1	Urgent public requirements in order of priority (Max. 07):
	1. Two Anguven cattle
	2. Two thousand
	3. Road water to children
	4. Tractor Road to forest
	5. Sheep cattle at pasture
	6. Fish ponds at pasture
	7. Tractor Road to pasture
II	Any major complaint brought to notice of the Visiting Officer: ✓
	① roads ② electricity ③ road security ④ playground ⑤ ponds ⑥ water

(11) General description of the community of the respondents

General description of the community of the respondents.
The respondents are all living in the same
area of the community. The area is
predominantly a rural area.

(12) General description of the respondents

The respondents are all living in the same area of the community. The respondents are all living in the same area of the community.

General description of the respondents. The respondents are all living in the same area of the community. The respondents are all living in the same area of the community.

Signature of the visiting officer
Name: Mr. N. N. N.
Designation: (DPO/DO) Inspector
Department: Police