

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

S. No.	Department	Designation of the officer/official
1	Food supply	sales man
2	Education	I/c Mid day meal
3	Sheep Husbandry	Stock attendant
4	Animal Husbandry	attendant
5	Forest	guard
6	P D D	line men
7	Irrigation & Flood control	Civil helper
8	Horticulture	Technical assistant

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 BCC office has been identified: Yes/No/Not applicable

- iii. Facilities available in the Panchayat Raj Institutions:

Facilities available	Panchayat Office	BCC 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)

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: 28/11/19

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

Date of last meeting held: 10/11/19

- 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 (Rs. in lakh)	Whether at least one transaction has been made
14 th Finance Commission	Yes/No	Secretary V.N.W.	Yes/No	1822957	Yes/No
ICDS (Nutrition)	Yes/No	Sarpanch	Yes/No		Yes/No
ICDS (Honorarium)	Yes/No		Yes/No		Yes/No
Mid Day Meals (MDM)	Yes/No	Sarpanch	Yes/No		Yes/No
Own resources 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.)

- 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: Committee was finally constituted in my presence

- 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: 18 No. (____ % to total)

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

If no, reason thereof: estimated cost is more than expected

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

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

If no, reason thereof: not approved

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: Non availability of funds

Also mention if it is being purchased by someone else: Social welfare Deptt

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

If no, reason thereof: _____

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

If no, reason thereof: as the funds have been released recently

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: According to Sarpanch, the work has been started recently

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

If no, reason thereof: Non availability of funds

Also mention if it is being provided by someone else: education department

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 43 lakh

✓ No. of works approved: 38

✓ No. of works started: Nil

✓ No of works completed: Nil

✓ No of Job Card holders in the Panchayat: 287

✓ No. of man days generated: 3174

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: _____



- xii. 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

- xiii. 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	RDD	Yes/No	
VLW	RDD	Yes/No	
JE	RDD	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	
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			

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- 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, who: _____ (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: 4 months (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: _____ (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) Bridge at Saji Bagla - 30/11/2020

(2) Road from old thana to Govt High School Mangola A 31/12/2020

(3) Link road from main road Mangola A to Govt High School

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

If yes, amount released: Rs 40,000 lakh.

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

Likely date of completion: _____ (date)

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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:
PHE	water supply scheme Baran	No	Not yet started Just sanctioned

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. —

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

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vi. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
women have to walk about 16 km for ration	food supply	✓ Yes/No	store would be opened within panchayat
Roads (both main & internal)	PWD	✓ Yes/No	irregularity of funds
water supply scheme Baran	PHE	✓ Yes/No	The project has been sanctioned

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Saji Bagla Bridge	RDD	✓ Yes/No	but funds are still not approved but administrative approvals are pending
Primary health centre	Health	✓ Yes/No	
upgradation of high school to higher secondary school	Education	✓ Yes/No	
BPL survey needs to be conducted again		Yes/No	
		Yes/No	

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G) PLANNING, EXECUTION AND TRAININGS

1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP):

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

If no, reason thereof: _____

- 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 2019-21 has been done by the Sectoral Officers? Yes/No

If no, reason thereof: no internet connectivity

- iv. Whether Public Information Board indicating the schemes with allocation for the year 2019-21 has been installed in Panchayat Ghar or at some prominent place? Yes/No

If no, the officer should get it installed and confirm: is under process till now information banner has been placed

- v. Whether the meeting schedule of Gram Sabha has been prepared and uploaded on GPDP Portal for preparation of GPDP 2019-21? Yes/No

If no, the visiting officer to 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 ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
1	Irriigation	helper	1		
2	forestry	guard	2		

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	Sheep husbandry	SA Stock Assistant	3		
4	PBO	Inspector	4		
5	Agriculture	AEO	5		
6	social welfare	Junior Assistant	6		
7	Animal husbandry	Attendant	7		
8	RDP	Asst S.O.	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 Farmers feedback reports are being uploaded through Plan Portal? Yes/No

If no, reason thereof: No internet connectivity

(VLW to demonstrate the reports to the Visiting Officer)

- x. 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: _____

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
1- Sarpanch 7- Panch 1+7	1- BEO college Thandi 7- Thandi	PAI	4

- 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

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
Scholarship for SC/ST/OBC students	450	Nil	-	-
Scholarship for Minority students	Nil	-	-	-
Pension - Old Age	168	132	Non availability of funds	-
Pension - Widow	31	18	Non availability of funds	-
Pension - Disability	59	11	Non availability of funds	-
PM Kissan Nidhi	168	5	displaced	-
Ayushman Bharat	150			
PM Jeevan Jyoti Bima Yojana	Nil			
PM Suraksha Bima Yojana	Nil			
PM Awas Yojana - Grameen	137	99	Non availability of funds	-
State Marriage Assistance Scheme	186	176	Non availability of funds	-



Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	287	129	Not applied for work	-
Ladli Beti	-	-	-	-
Swachh Bharat Mission- Individual Household Toilets	212	95	unavailability of funds	-
PM Ujjwala Yojana	150	194	Not applied	-
Ujala	170	174	Not applied	-
Jandhan Account				-
PM Matru Vandana Yojana	30	10	Forms can't be replicated due to lack of internet connectivity	-

* 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	100	Pipes not available	-
Electricity connection	35	poles not available	-

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

1) DOUBLING FARMERS INCOME:

1. IRRIGATION

- Topography of the Panchayat: Semi-Hilly/Hilly/Plain/Kandi ✓
- Major sources of irrigation: Canal/Khuls/Tube well/Ponds/Springs/Water harvesting Tanks/Rainfed/Others (please specify) _____
- Status of adequacy of irrigation facility in the Panchayat: Sufficient/Insufficient ✓
- Are there any un-tapped irrigation sources in the Panchayat: Yes/No ✓
If yes, please specify (Canal/Ground Water/Streams/Lake/Spring/Ponds/Any other water body) Khuls (tick as many as needed)
- Is there any area which can be developed by way of water conservation measures for irrigation purposes: Yes/no ✓
If yes, please specify: _____
- Whether the Panchayat has potential for drip/sprinkler irrigation: Yes/No ✓
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: -
- No. of farmers who intend to use drip/sprinkler irrigation: - (Nos.)
- Any suggestions to improve irrigation facilities in the Panchayat:

special grants should be sanctioned for construction and maintenance of khuls.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx 90 %age)
- Are adequate HYV seeds available to the farmers: Yes/No ✓
- If no, reasons thereof: _____

3. LOANING FACILITY AVAILABLE TO THE FARMERS

- No. of farmers without Kisan Credit Card 300 (Not) 20%
- No. of farmers who have availed loan facility through KCC during 2019 5% Not
- No. of farmers who applied for KCC loan but not provided so far 20% Not
- Problems being faced by farmers in availing KCC loan (tick whatever relevant):
 - Difficult processes and procedures
 - Delay by concerned Dept.
 - Delay by bank concerned ☒
 - Any other problem, please specify bank asks for guarantee
- Suggestions for improving the process of availing loan under KCC banks need to cooperate

4. MARKETING INTERVENTIONS

- How is agriculture/horticulture produce sold (tick whichever relevant):
 - Through organized market (mandi)
 - Through un-organized market
 - Any other, please specify
- If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing
- 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? Yes/No
 - If yes, please specify:

Sr. No.	Non-remunerative crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)
		<u>Agave, watermelon</u>	<u>People need more time long period to start and invest</u>

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	<u>Nil</u>	-
2	Dairy units	<u>Nil</u>	-
3	Sheep Units	<u>1</u>	
4	Fish Ponds	<u>Nil</u>	

- ii. Suggestions for encouraging more households/farmers to set up new units

Regular awareness camps to organised to make people aware about the ongoing schemes

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

1. *Provide high yielding seeds on subsidised rates*
2. *Modern agricultural equipments, education to be provided to farmers.*
3. *People need to be encouraged for horticulture crops as this area has huge scope.*
4. *Animals of d. farm plasm (sheep, goats) and high yielding milch animals needs to be introduced in this area.*
5. *People should be educated about organic farming*

J) 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: 30-40%

- 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: 3

- 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: Theft cases addressed by people who are seasonal migrants.

- 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	

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

- g. Any specific observation or complaint regarding any particular department?
100 staff on temporary basis should be shifted on family basis

12) OTHERS:

- i. Whether land has been identified within Panchayat for collection and disposal of plastic waste: Yes/No
- j. Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No
 (Visiting officer to collect a copy of the Plan)
- k. Number of children in the age group of 4-14 years in the Panchayat: 355
- l. Number of children in the age group of 4-14 years enrolled in the schools: 325 (12 - drop out)
- m. Is there any High/Higer Secondary school with more than 40% girl students: Yes/No ✓
- n. Whether RCC has provided Sanitary Napkin Vending Machines in any of the above Schools: Yes/No/Not applicable
- If yes, details of schools: Govt High School, Mangola 4
- If yes, whether the machine is functional: Yes/No because machine had some technical fault and it sent back to replace it
- o. Whether RCC has provided Sanitary Napkin Incinerator in the above Schools: Yes/No/Not applicable
- If yes, whether the incinerator is functional: Yes/No because machine had technical faults so sent back for replacing it

1) GENERAL ASSESSMENT OF THE VISITING OFFICER:

MANGOLA 4

- i. Urgent public requirements in order of priority (Max. 07)
1. Primary Health Centre
 2. Khudoni Centre
 3. Upgradation Govt. High School to Govt. Higher Secondary school
 4. Road from Sikan to Saji Bagra
 5. ~~Primary school~~ 100 lanes for separately required for Mangola 4.
 6. Road from High School to Panchayat ghar
 7. Maintenance of Govt. High School as some of the rooms are in dilapidated condition which could be dangerous
- ii. Any major complaint brought to notice of the Visiting Officer
- Electricity bills to be produced, paid on monthly basis.
 - 500 pipes which are present in panchayat for some project are being misused. These should either be given brought into proper use
 - Schools are addressing huge absences during harsh winter days so heating sources must be given like gas stoves, etc.

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- Ration cards of the left out BPL individuals needs to be



III	Overall perception of functioning of the government:
	The steps taken by government in strengthening Panchayats is truly of great importance. It will lead to a direct connection between government and people. People especially farmers will now get benefits from the schemes which were unknown to them.
IV	Overall assessment of visit and suggestions: (the visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions.)
	- The projects that were sanctioned have not been started on ground due to lack of funds; so funds should be provided on time. - Awareness camps must be organised by different departments which have direct connection with farmers

Udhapara

Signature of the visiting officer

Name Dr. Udhapara Sharief Dohdoh