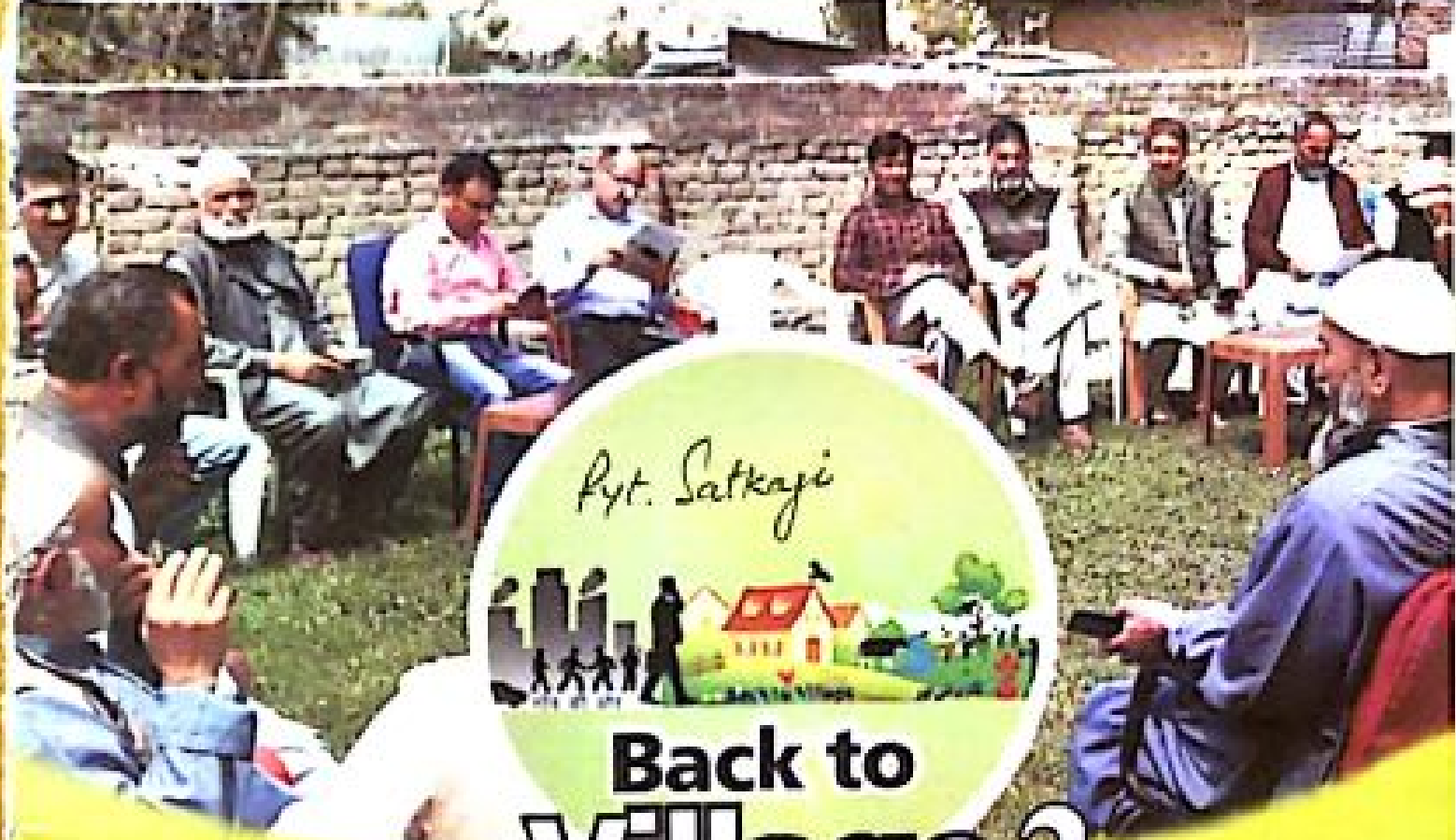


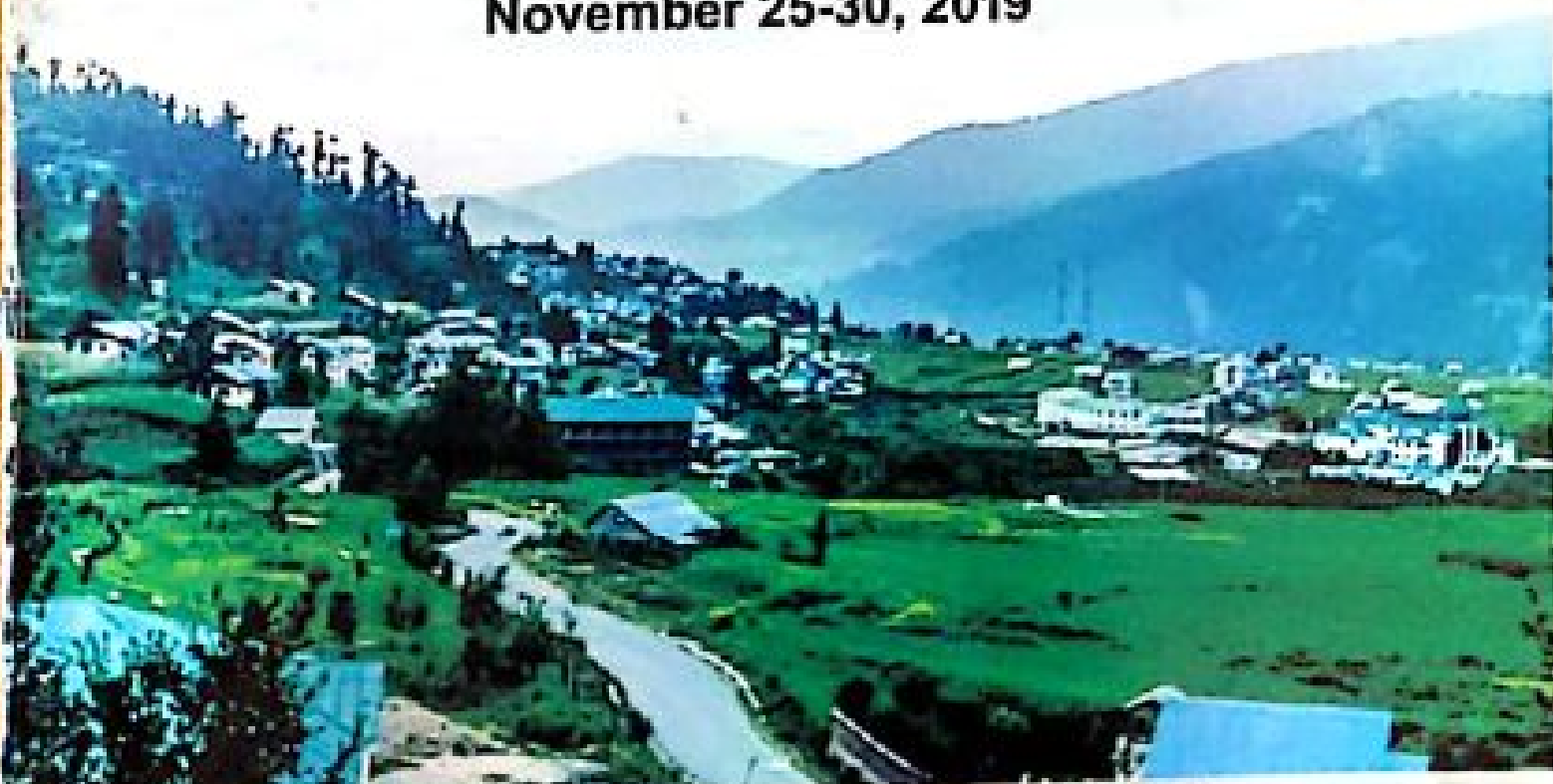


Back to Village 2

B2V2

Governance at the Doorstep

November 25-30, 2019



Government of Jammu & Kashmir

Back to Village 2 (B2V2) - Report

(Formal to be filled up by the Reporting Officer during the first two days visit to the Panchayat)

A) DETAILS OF REPORTING OFFICER:

- Name: Sheikh Feroz Gul
- Designation: Teacher's School education department
- Department place of posting: School education/BUS Handwala
- Mobile No: 9999950495
- Email id: feroz823@gmail.com
- Home District: Kapurthala
- Dates of visit: 25-26-27-28-29-30 November 2019

B) LOCATIONAL DETAILS OF PANCHAYAT:

- Name of the Panchayat: Satnaji
- Local Government Directory (LGD) code of the Panchayat: 239382
(To be sourced from Rural Development Department by DC)
- Name of CD Block: Raywal
- Name of Tehsil: Machhalwala
- Name of District: Kapurthala

C) PANCHAYAT PROFILE:

- No. of revenue villages in the Panchayat: 01
- No. of hamlets in the Panchayat: 05
- No. of households in the Panchayat: 186
- Population (approx.) of the Panchayat: 3000 approx

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B2V2P04AM020119

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

S. No.	Department	Designation of the officer/official
1	Education	Teacher's
2	Animal Husbandry	Senior Veterinary Assistant
3	RDD	GRS
4	Health	ASHA
5	Fisheries	Helper
6	Social welfare	Anganwadi worker
7	Food and Supply	State warehouse
8	PHE	Lineeman

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

- Whether Panchayat Office 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 Office: Yes/No
- Whether the BOC office has been established (in case the officer visits block Panchayat): Yes/No/not applicable

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

iv. Facilities available in the Parishayat Raj institutions:

Facilities available	Parishayat Office	BDC Office	Remarks
Furniture	Yes/No	Yes/No	
Computer	Yes/No	Yes/No	
Telephone facility	Yes/No	Yes/No	

v. In case Parishayat 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 his/her presence and confirm: _____

2. FUNCTIONALITY:

1. Whether Gram Parishayat meeting is being held regularly on monthly basis: Yes/No

Date of last meeting held: 25/10/2018

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

Date of last meeting held: 25/10/2018

iii. Whether the Gram register is being maintained by the Parishayat Secretary: Yes/No
(Officer to inspect the register)

iv. Whether the Sarpanch/Assistant Sarpanch/ Secretary have digital signature: Yes/No

v. Bank Account (opening and record of funds)

Name of the Scheme	Separate bank account opened	Original signature of Sarpanch	Amount received	Balance in the account as on date (Rs. in Lakhs)	Whether all bank pass transactions have been verified
14 th Finance Commission	Yes/No	Yes/No	Yes/No	16-9-2018	Yes/No
ICDS (Infant)	Yes/No	Yes/No	Yes/No	0-16-10-18	Yes/No
ICDS (Middletown)	Yes/No	Yes/No	Yes/No	Nil	Yes/No
Mid Day Meals (MDM)	Yes/No	Yes/No	Yes/No	Nil	Yes/No
Own resources of Parishayat	Yes/No	Yes/No	Yes/No	Nil	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 Parishayat and operated by Sarpanch.)

vi. Whether Parishayat 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 2018-20 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: 7 No. (Out of total)

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

If no, reason thereof _____

e. Whether the work has been started: Yes/No

No. of works started: 01 No. of 25% to 100%

If no, reason thereof _____

f. Who is issuing work order for work being executed under 14th FC (100%):

1) Sarpanch (✓)

2) GDO (✓)

3) Others (Specify): _____

vi. 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: Due to some technical problem, such as, no. of staff, also mention if it is being purchased by someone else: GDO

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

If no, reason thereof: Due to some technical problem, such as, no. of staff, also mention if it is being purchased by someone else: GDO

If no, reason thereof _____

d. Whether the record on account of purchase of nutrition and payment of transportation is being maintained by the Panchayat: Yes/No

(Working Officer to check the register and verify the signatures of the Sarpanch on the copy)

ix. Mid Day Meal (MDM) Scheme

a. Whether Panchayat/Sarpanch is purchasing items at Panchayat level for serving Mid Day meal in the school: Yes/No

If no, reason thereof: Due to some technical problem, such as, no. of staff, also mention if it is being purchased by someone else: GDO

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

If no, reason thereof: Due to some technical problem, such as, no. of staff, also mention if it is being purchased by someone else: GDO

c. Whether the record on account of purchase of MDM items and transportation to schools is being maintained at the Panchayat: Yes/No

(Working Officer to check the register and verify the signatures of the Sarpanch on the copy)

x. MCHETGA

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

b. If yes,

• Funds allocated to the Panchayat: Rs. 54,30,000

• No. of works approved: 39

• No. of works started: 11

• No. of works completed: 11

• No. of AWP Card holders in the Panchayat: 995

• No. of men seen generated: 1800 days

c. Whether the Action Plan for funds on account of MCHETGA (if the Panchayat is being prepared): Yes/No

If yes, whether approved by the Gram Sabha: Yes/No

If no, reason thereof _____

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

vii. Major challenges being faced by the Panchayat in functioning and execution of works:

a) Whether full support and cooperation being provided by:

Officer	Department	Response	Remarks
BDO	ICDO	<u>Yes/No</u>	<u>Yes! As per...</u>
VAN	ICDO	<u>Yes/No</u>	
JE	ICDO	<u>Yes/No</u>	
CDPO	Social Welfare	<u>Yes/No</u>	<u>Yes! As per...</u>
TSMD	Social Welfare	<u>Yes/No</u>	<u>Yes! As per...</u>
Anganwadi Supervisor	Social Welfare	<u>Yes/No</u>	<u>Yes! As per...</u>
Headmaster/Principal	School Education	<u>Yes/No</u>	<u>Yes! As per...</u>
IC ACIA	School Education	<u>Yes/No</u>	<u>Yes! As per...</u>
BMU	Health	<u>Yes/No</u>	<u>Yes! As per...</u>
Technical Nodal Officer	Planning	<u>Yes/No</u>	
Pradhan	Planning	<u>Yes/No</u>	
Agriculture Extension Officer	Agriculture	<u>Yes/No</u>	
Horticulture Extension Officer	Horticulture	<u>Yes/No</u>	
Village Functionary		<u>Yes/No</u>	
Any other			

- 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/budgetal sanctions by engineering staff. Yes/No

✓ Delay in sanctioned scheme approved by officials. Yes/No

If yes, how long? _____ (Specify number of days)

✓ Officers not sharing details of guidelines/bills of beneficiaries. Yes/No

✓ Any other difficulty, give details _____

F) FOLLOW UP OF BACK TO VILLAGE-1 (B2V1)

1. Whether the construction work of proposed reamplification during the visit of the officer in B2V1 has been completed. Yes/No / Not applicable

If not, likely date of completion _____ (Date)

2. Whether any other works started during Back to Village-1 have been completed. Yes/No / Not applicable

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 B2V1. Yes/No

If yes, amount released Rs. _____

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:

Section/Department	Name of work sanctioned/taken up	Whether completed (Yes/No)	Remarks
	RDD (14 th C) Sanctioned	Yes	—
	Construction of irrigation scheme in village of Panchayat	NO	—
	Construction of irrigation scheme in village of Panchayat	NO	—
	Construction of irrigation scheme in village of Panchayat	NO	—
	Construction of irrigation scheme in village of Panchayat	NO	—

v. Whether any improvement has/has not been made in the following Government functions has been noted after BZV-1:

- a) Doctors/Paramedical/Other Health staff (Yes/No) ✓
- b) Teachers/Ref Teachers (Yes/No) ✓
- c) Anganwadi Workers/Helpers (Yes/No) ✓
- d) RDO staff (Yes/No) ✓
- e) JEO/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 BZV-1: _____

Any department which has organized any event or camp or tour of senior officer in the Panchayat since BZV-1: _____

BZV2POLAND2018

vi. Areas of major complaints brought to notice:

Major areas of complaint made during BZV-1	Department	Resolution of Complaint	Remarks
insufficient working staff	Police	Yes/No ✓	
✓	✓	Yes/No	
✓	✓	Yes/No	

vii. Major problems confronting the people:

Major problems highlighted during BZV-1	Department	Resolution of problem	Remarks
insufficient availability of drinking water	PWE	Yes/No ✓	
insufficient availability of drinking water	Municipal	Yes/No ✓	
Death of working cattle in fields		Yes/No ✓	
insufficient availability of drinking water	RAS/RDS	Yes/No ✓	
insufficient availability of drinking water	RAS/RDS	Yes/No ✓	

BZV2POLAND2018

G) PLANNING, EXECUTION AND TRAININGS:

1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPPD):

- i. Whether the GPPD for the schemes implemented 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 GPPD for 2019-20 are under implementation. Yes/No

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

If no, reason thereof: _____

- iv. Whether Public Information Board displaying the schemes with allocation for the year 2020-21 has been installed in Panchayat Gram 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 GPPD Portal for preparation of GPPD 2020-21. Yes/No

If no, the visiting officer to ensure that the meeting schedule is framed in further presence and confirm: _____

- vi. Whether the previous minutes 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 board members (Board functionaries) in the last two meetings: _____

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

1 st Meeting Date ()		2 nd Meeting Date ()	
S. No.	Department	S. No.	Department
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	

If no, reason thereof: _____

- vii. Whether the Gram Sabha Proceedings are read out in front of Gram Sabha after the conclusion of the meeting. Yes/No

If no, reason thereof: _____

- viii. Whether the GPPD Plans are being approved by the Gram Sabha. Yes/No

If no, reason thereof: _____

- ix. Whether the approved Plans and Facilitator functionaries reports are being uploaded through Panch Portal. Yes/No

If no, reason thereof: _____

(VLM) to demonstrate the reports to the Visiting Officer)

4. Whether the critical gaps identified in the Panchayat during Mission Ambedkar Surveys, 2018 are being bridged with preparing GPPs plan for 2020-21. Yes/No
If no, reason thereof: Nil

2. SOCIAL AUDIT:

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

If no, reason thereof: _____

2. Is the Social Audit Committee formed in DSVI conducting social audit: Yes/No

3. Whether the issues raised during the audit are being addressed by the department concerned: Yes/No

If no, reason thereof: _____

3. CAPACITY BUILDING & TRAININGS:

1. 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	Themes of training	No of days
07	Pondichery (Govt Training Hall)	Leadership Skills	03

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

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

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

5. Whether any digital literacy training has been conducted for Sarpanches: Yes/No
If yes, quality of training: Poor/Average/Good/Excellent

6. Level of awareness among the elected representatives and general public about the schemes provided is: Satisfactory

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

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

Visiting officer to record the schemes from the pamphlet available:

III. INDIVIDUAL BENEFICIARY ORIENTED SCHEMES:

1. Visiting Officer to fill appropriate number of beneficiaries covered and appropriate 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	—	—	—	—
Scholarship for minority students	—	—	—	—
Pension - Old Age	147	108	unavailable	24
Pension - Widows	11	05	unavailable	—
Pension - Disability	10	04	unavailable	01
PW Karam Nidhi	0454	Nil	—	Nil
Ayushman Prarth	857	55	unavailable	—
PW Aamras Aon Bama Yojana	N/A	—	—	—
PW Surashra Bama Yojana	24	—	—	—
PW Aamras Yojana - Quota	34	362	—	Nil
State Manager Assistance Scheme	Nil	—	—	Nil

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to waiting officer (Nos.)
MRECA Job Card	996	02	Unavailability of labour	Nil
Land Bank				
Seasonal Credit Scheme - individual household loans	234	142	unavailability of loan	Nil
PM Ujjwala Yojana	43			
Ujda	15			
Janashiksha Account	4			
PM Kisan Pradhan Mantri Kisan Samman Nidhi	16	44		

* The waiting officer to enclose achievement list of individual beneficiaries who are interested to avail the benefit under the schemes. He/she is also collect any applications and transfer it to the respective officer.

* Waiting 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			200
Electricity connection			30

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BRVSP/DA/NO/2518

* Waiting officer to enclose the list of individuals/beneficiaries who need fresh connections. He/she is also collect any applications and transfer it to the respective officer.

II) DOWLING FARMERS INCOME:

1. IRRIGATION

i. Topography of the Panchayat: San-Highly/Flatland

ii. Major sources of irrigation: Canal/Tube Well/Pond/Spring/Well/Water harvesting/Tanks/Pond/Other (please specify)

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

iv. Are there any un-tapped irrigation sources in the Panchayat: Yes/No

* If yes, please specify (Canal/Canal Well/Spring/Tube Well/Spring/Well/Water harvesting/Tanks/Pond/Other (please specify)) Nil (as many as needed)

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

* If yes, please specify Construction of ponds and dams.

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

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

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

ix. Any suggestions to improve irrigation facilities in the Panchayat:

Construction of dams and canals.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

i. Farmers using High Yielding Variety seeds (Hyv): 0 (Nos.)

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

iii. If no, reasons thereof: insufficient availability of seeds at seed centres.

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3. LOANING FACILITY AVAILABLE TO THE FARMERS:

1. No. of farmers against KVIC Credit Card 10 ⁴ ₁₀ (100%)

2. No. of farmers who have applied loan facility through KVIC during 2019
10 ₁₀ (100%)

3. No. of farmers who applied for KVIC Loan but not provided so far
0 ₀ (0%)

4. Problems being faced by farmers in availing KVIC loan (tick whichever relevant):

- a) Difficult processes and procedures ☒
- b) Delay by concerned Dept ☐
- c) Delay by bank concerned ☐
- d) Any other problem, please specify ☐

5. Suggestions for improving the process of availing loan under KVIC

4. MARKETING INTERVENTIONS:

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

- a) Through organized market (mandi) ☒
- b) Through unorganized market ☐
- c) Any other, please specify ☒

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

Nil

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

Nil

5. DIVERSIFICATION TO HIGH VALUE CROP & RUIT:

1. Is there any scope/potential for diversification towards high value crops/ruits in the Panchayat/Block?

☒ If yes, please specify:

Sr. No.	High-value commercial crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)
1			
2			
3			
4			

6. INCREASING LIVESTOCK PRODUCTION:

1. Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department, Power/Sector/Good/Excellent

2. Status of households/farmers engaged with Animal/Sheep Husbandry Service 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	Dairy/Goat/Poultry	Nil	05
2	Other units	Nil	05
3	Sheep Units	12	30
4	Fish Ponds	01	Nil

4) Suggestions for encouraging more household members to set up new units
 Government should provide ~~incentive~~ facilities to the unit holders of land at short term and they can sell their plots with money and encourage more.
 List 5 suggestions in order of priority which can help in increasing income of ~~household~~ ^{household} households:

majority of the population is already associated with cattle breeding in the district and that will be helped by making dairy units and dairy sheds.
 milk collection unit should be established in each village. This will help collect the milk on daily basis and will transport it to dairy sheds for better processing.
 construction of dairy sheds from village to village (one of the best ways to distribute) this way having with dairy shed units will help the people make their income with dairy farming and as a result they will get more income and will be able to earn more with capital and other facilities.
 Some time ago has established beautiful landscape around with green fields, so construction of houses and dairy sheds will definitely attract tourists.

4) PUBLIC GRIEVANCES AND GOOD GOVERNANCE

1. Whether AAR card has been provided to all people in the Panchayat: Yes/No

Find the number of people in the Panchayat yet to get AAR card: 600

2. 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 shop: Yes/No ✓
- f) Non-availability of items: Yes/No ✓
- g) PDS money not working: Yes/No ✓

Report Date: 2019

h) any other: _____

ii. Number of FIRs registered in last 3 months: Nil

- a) Are people generally satisfied by response of Police to complaints: Yes/No ✓
- b) Is copy of FIR given to people: Yes/No ✓
- c) Are people satisfied about the overall security situation in Panchayat: Yes/No ✓
- d) Any suggestions: _____

iv. Public perception:

- a. Are departmental staff available: Poor/Good/Very Good/Excellent ✓
- 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 officials/employees:

Department	Average time taken	Remarks/Status, 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	

Report Date: 2019

PDD	• Within 1 month • More than 1 month ✓ • Never	
Any other	• Within 1 month • More than 1 month • Never	X

vi. Any specific observation or complaint regarding any particular department

ix. OTHERS:

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

ii. Whether Panchayat Plastic Collection and Disposal plan is ready. Yes/No
(Waiting officer to collect a copy of the plan)

iii. Number of children in the age group of 4-14 years in the Panchayat. 150

iv. Number of children in the age group of 4-14 years enrolled in the schools. 120

v. Is there any nightingale Secondary school with more than 40% girl students. Yes/No ✓

vi. Whether PDD 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 PDD 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 (Below 07)
1	Construction of Khadiyan Road as water for drinking water supply.
2	Construction and improvement of school buildings and availability of teaching staff.
3	Installation of electric Manifolds in main public and connecting wire.
4	Withdrawing of road from savings to water supply.
5	Bus Service between Hailuwa and Dattabadi.
6	Construction of dam and canals for irrigation.
7	Establishment of Group Extension Centre with library, ambulance Centre and Girl Centre at village.
8	Any major complaint brought to notice of the Visiting Officer.
	X

III	Overall perception of functioning of the government.
	The people in G.P. have become disenchanted with the commitments made by the previous politicians. But they are still hopeful and think that the government schemes are propitious and will definitely come to fruition if implemented according to government policies.
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 G.P. is educationally backward and majority of the population are working as labourers to earn their livelihood. They have very little knowledge about different government schemes and don't know how to avail them. Suggestion.

awareness campaign programmes about different schemes should be organised in G.P. at least on quarterly basis.

Signature of the visiting officer

Name Shirish Feroz Gul

29-30 / 4 / 2019