

D) FROTHELINE OFFICERS/STAFFALSO WHO ARE PRESENT DURING THE VISIT

S. No.	Department	Designation of the officer/official
1	General Fund P.O. & S.D.O. Office	Superintendent of P.O.
2	P.H.D. Shree Hanumanthpur	Superintendent Public Sanitation
3	P.H.D.	Inspector
4	P.H.D. Municipal Office	Public Sanitation Inspector
5	Forest Department	Inspector
6		
7		
8		

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

i. Whether Panchayat Ghar is available in the Panchayat Yes/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 BOC office has been established (in case the officer visits block Panchayat) Yes/Not applicable

- iii. If not, whether the building for BDC office has been identified: Yes/No/Not applicable
- iv. Facilities available in the Panchayat Raj institutions:

Facilities available	Panchayat Office	BDC Office	Remarks
Furniture	Yes/No	Yes/No	with B.D.O
Computer/printer	Yes/No	Yes/No	
Telephone facility	Yes/No	Yes/No	

- 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 his/her presence and confirm: Register prepared

2. FUNCTIONALITY:

- i. Whether Gram Panchayat meeting is being held regularly on monthly basis: Yes/No
Date of last meeting held: _____
- ii. Whether Gram Sabha meeting is being held regularly on quarterly basis: Yes/No
Date of last meeting held: _____
- iii. Whether the Karwal 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		Yes/No		Yes/No
ICDS (Nutrition)	Yes/No		Yes/No		Yes/No
ICDS (Honorarium)	Yes/No		Yes/No		Yes/No
Mid Day Meals (MDM)	Yes/No		Yes/No		Yes/No
Own resources of Panchayat	Yes/No		Yes/No		Yes/No
Any other Scheme, If yes, indicate name	Nil				

(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:
- Whether 4 year Action Plan 2016-20 has been prepared: Yes/No
 - Whether the detailed estimates for all works have been prepared: Yes/No
 - No. of works for which estimates have been prepared: _____ No. (_____ % to total)

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

If no, reason thereof: Not known

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

No. of works started: _____ No. (____ % to total)

If no, reason thereof: Not known

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

1) Sarpanch (✓)

2) BDO (✓)

3) Others (specify): N/A

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: late execution

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

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

If no, reason thereof: N/A

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

If no, reason thereof: No money has been deposited till date

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. MGNREGA:

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

b. If yes,

✓ Funds allocated to the Panchayat: Rs 29 lakh lakh

✓ No. of works approved: 21

✓ No. of works started: 12

✓ No of works completed: on going

✓ No of Job Card holders in the Panchayat: 660

✓ No. of man days generated: _____

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
BOO	RDD	Yes/No	
VLV	RDD	Yes/No	
JE	RDD	Yes/No	
COFO	Social Welfare	Yes/No	
TSWO	Social Welfare	Yes/No	
Anganwad Supervisor	Social Welfare	Yes/No	
Headmaster/Principal/ZEO	School Education	Yes/No	
I/c MOM	School Education	Yes/No	
BMO	Health	Yes/No	
Tehsildar/Naib-Tehsildar	Revenue	Yes/No	
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 not two months as per rule (specify number of days)

✓ Officers not sharing details of guidelines/lists of beneficiaries: Yes/No

✓ Any other difficulty, give details: No proper correct information given to beneficiary

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) Work on G. Nagar

(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: 20 days (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:
Insulation,	21	no V enging	.
P.H.B.	— Nil	— No	
P.O.D.	01	-Yes-	
—	—		

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) JE's/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:

In some extent several dept.

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 _____

vi. Areas of major complaints brought to notice

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Agriculture	Agri.	Yes/No	only provide basic seed not just suggest to do people
B.M.O	Medical	Yes/No	not friendly to the people because of its location
Social welfare	no quality L.O.P no medical no account no health	Yes/No	no quality medical & V.P. no accommodation and proper check up

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Road.	P.W.D.	Yes/No ✓	no change will no road in the purchasing estate not stand up but has been at such
P.H.E.	P.H.E.	Yes/No ✓	the same as before will stand up but not but some condition at the end of road get water
C.D.P.O.	Local water	Yes/No ✓	no condition of a small canal mine. small river, children's head water in small canal (not a canal)
Medical.	medical.	Yes/No ✓	using a fully equipped normal canal in medical place need one more for the
Edu.	Edu.	Yes/No ✓	very poor condition canal now no water in it no water in it no water in it

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PO&MD/2019
P.D.D. — P.D.D. — AD 100% electrically
in one house —
11:00 PM

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 2020-21 has been done by the Sectoral 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 Ghar 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 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	Agri	Asst	1		
2	P.W.D	Sup	2		

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1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	Forest	Govt	3		
4	Bdus	Tr	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 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 Plan Portal: Yes/No

If no, reason thereof: _____

(VLW to demonstrate the reports to the Visiting Officer)

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- x. Whether the critical gaps identified in the Panchayat during Mission Antyodaya Survey, 2019 are being bridged while preparing GDP 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
09.	C.F.C. building Panchayat	only two faces	one day.

- 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				
Scholarship for Minority students				
Pension - Old Age	200+	nil	no grant	
Pension - Widow	15	Nil	No grant	Nil.
Pension - Disability				
PM Kisan Nidhi	Complete to	-	-	nil.
Ayushman Bharat	Nil	Nil	not in self /ances.	- nil.
PM Jeevan Jyoti Bima Yojana	nil.		not in	-
PM Suraksha Bima Yojana	nil.		not known	-
PM Awas Yojana - Gramin	-	-	-	-
State Marriage Assistance Scheme	Nil	-	G.	-

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	1046			
Ladli Beti	—			
Swachh Bharat Mission—Individual Household Toilets	—			nil.
PM Ujjwala Yojana	nil.	—	—	nil.
Ujala	50%	10%	not sanctioned yet	n.s.
Jandhan Account	20%	5%	—	nil.
PM Matru Vandana Yojana	20%	—	—	nil.

* 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	Two.	dept. careless	Hill Jalera, Mahasa Thand Khandli, covers whole Panchayat.
Electricity connection	10%	due to pole & wire & transformer	Electricity = not there - no light

* 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/Stream/Lake/Spring/Ponds/Any other water body: _____ (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: Stone water at hill Jalera & Khandli

- Whether the Panchayat has potential for drips/sprinkler irrigation: Yes/No

vii. No. of farmers who use drip/sprinkler irrigation in the Panchayat: 100%

viii. No. of farmers who intend to use drip/sprinkler irrigation: 20% (Nos.)

- Any suggestions to improve irrigation facilities in the Panchayat:

Stone water at hill Jalera & Khandli 65
Apply water under the soil to whole the
in 1/2 proportion - 20% attention made on this point

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx. 20 %age)
- Are adequate HYV seeds available to the farmers: Yes/No
- If no, reasons thereof: No proper storage in the dept
no attention in the district

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No. of farmers without Kisan Credit Card Nil (Nos.) 2000;
- No. of farmers who have availed loan facility through KCC during 2019 Nil 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 Yes
 - Delay by concerned Deptt Yes
 - Delay by bank concerned Yes
 - Any other problem, please specify: No proper guide line by the dept
- Suggestions for improving the process of availing loan under KCC proper camp should organize in areas to the people. For fast self employment loan

4. MARKETING INTERVENTIONS:

- How is agriculture/horticulture produce sold (tick whichever relevant):
 - Through organized market (mandi) NO
 - Through un-organized market Nil. No.
 - 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. Due to shortage of water
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce: no marketing in any field. Water source is 100% but dept. negligence is play a vital role. government Agriculture / horticulture Centre should open 1 camp should org. and serve the people of dept. attention can improve

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5. DIVERSIFICATION TO HIGH VALUE CROP/FRUIT:

- Is there any scope/potential for diversification towards high value crops/fruits in the Panchayat. Yes/No Yes
- If yes, please specify:

Sr. No	Non-remunerative crop/fruit	Potential for diversification towards the crop/fruit	Remarks (if any)
	Vegetable & fruits are popular	very fine potential	Very fine potential if only one attention by the dept.

6. INCREASING LIVESTOCK PRODUCTION:

- Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department. Good 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	Nil	Yes.
2	Dairy units	one	- Yes -
3	Sheep Units	two	Yes.
4	Fish Ponds	Nil	10 houses 1 Yes -

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Project report content with people to share
 U. Education of the village

7. List 3 suggestions in order of priority which can help in increasing income of agricultural households

1. Road from school to village to be constructed length 1/2 km
 2. To start a school in the village to educate the children of the village
 3. To start a library in the village to provide books to the children of the village
 4. To start a health centre in the village to provide medical facilities to the people of the village
 5. To start a water supply system in the village to provide clean drinking water to the people of the village

To facilitate to increase the income of the people of the village
 1. To start a school in the village to educate the children of the village
 2. To start a library in the village to provide books to the children of the village
 3. To start a health centre in the village to provide medical facilities to the people of the village
 4. To start a water supply system in the village to provide clean drinking water to the people of the village

5. Possibility can increase the income of the people of the village
 a) By starting a school in the village to educate the children of the village
 b) By starting a library in the village to provide books to the children of the village
 c) By starting a health centre in the village to provide medical facilities to the people of the village
 d) By starting a water supply system in the village to provide clean drinking water to the people of the village

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 20%

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

28. 6 Kule from Kala to Rut & Banarasi a meeting
 Dying road to Sari many
 7.9 (one) Sugarcane Centre in a Panchayat but on one centre in the village

- b) any other
- iii. Number of FRTs registered in last 3 months Nil
 - a) Are people generally satisfied by response of Police to complaints? ☒ Yes/No
 - b) Is copy of FRT given to people? ☒ Yes/No
 - c) Are people satisfied about the overall security situation in Panchayat? ☒ Yes/No
 - d) Any suggestions
- iv. Public participation
 - a) Are departmental staff available? ☒ Poor/Good/Very Good/Excellent
 - b) Are departmental staff responsive? ☒ Poor/Good/Very Good/Excellent
 - c) 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	1 month
Social welfare	- Within 1 month - More than 1 month - Never	more than one month - not good response
Police Station	- Within 1 month - More than 1 month - Never	1 month
PHE	- Within 1 month - More than 1 month - Never	more than one month - worst condition of

POD	- Within 1 month - More than 1 month - Never	proper planning needed.
Any other	- Within 1 month - More than 1 month - Never	

vi. Any specific observation or complaint regarding any particular department or complaint? Electricity is not working but there are no electricity bills.
There is no payment bill, no wire due bill.

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: 500 Five hundred

iv. Number of children in the age group of 4-14 years enrolled in the schools: 400

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

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

L) GENERAL ASSESSMENT OF THE VISITING OFFICER:

I	Urgent public requirements in order of priority (Max. 07)
	1. Road from Bura Sakari to Hill Talaka about 5 km rd.
	2. For R.H.E. Point view of gravity system may install (Pipes) & proper checkup by the concern dept. very strictly.
	3. Electricity is used as it is dying needs. needs to be
	4. Need P.H. Centre at hill Talaka. because it is in the centre of the whole.
	5. Pond at road no. 3, 6, 12 very dry need to
	6. To improve the welfare of the income of farmers agriculture & horticulture centre may open at any place.
	7. Special attention to be given to C.D.P.O. Dept. very poor performance.
II	Any major complaint brought to notice of the Visiting Officer:
	Regarding P.H.E., C.D.P.O. & Education & RDD very draw back, need much attention to improve. no band in upper part of the panchayat

III Overall perception of functioning of the government:

Very slow, need more attention toward
- this side.

✓ Overall assessment of visit and suggestions:

(the visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions.)

Under sign touch all the aspect of the Panchayat
but need much attention to improve them.
on page no 28. Penalty should be given the
major problem of the people should
automatically solve.



Signature of the visiting officer

Name Romesh Chandra
Sharma.