

A) DETAILS OF REPORTING OFFICER:

- i. Name: Mr SYED NAZIR AHMAD
- ii. Designation: UNDER SECRETARY TO GOVT & DEPT
- iii. Department/Place of posting: HOUSING & URBAN DEVELOPMENT DEPT
- iv. Mobile No: 9919061712
- v. Email id: Syed nazir 1962@gmail.com
- vi. Home District: Srinagar
- vii. Dates of visit: 23/27/28/29/30. November 2019

B) LOCATIONAL DETAILS OF PANCHAYAT:

- i. Name of the Panchayat: Drugmulla - A
- ii. Local Government Directory (LGD) code of the Panchayat: 7852-1-1482-1042
(To be sourced from Rural Development Department/DC) 128 - Drugmulla (C7)
- iii. Name of CD Block: Drugmulla
- iv. Name of Tehsil: Drugmulla
- v. Name of District: Kupwara

C) PANCHAYAT PROFILE:

- i. No. of revenue villages in the Panchayat: 01
- ii. No. of hamlets in the Panchayat: 13 Hamlets
- iii. No. of households in the Panchayat: 412
- iv. Population (approx.) of the Panchayat: 3307 ($\frac{ST}{724} + \frac{General}{2202}$)

D) FRONTLINE OFFICERS/OFFICIALS

S. No.	Department	Designation of the officer/official
1	Rural Development Department -	LETRS.
2	PDD	Major Reader
3	Health	Supervisor (Pharmacist) (Asstg) workers -
4	Horticulture	Technician
5	Animal Husbandry	(Doctor) Craft Assistant
6	Social Welfare	By CO -
7	Agriculture	Agamwadi workers and self-help groups -
8	ICDS	Forest Guard -
9	Forest	NYC Teachers -
10	House sports and services	
11	Education	

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

- i. Whether Panchayat Char is available in the Panchayat: Yes/No/under construction
- ii. Whether functioning in: Own building/Other government building/Private building
- iii. If yes, whether land is available for construction of the Panchayat Char: Yes/No
- iv. Whether the BDO office has been established (in case the officer visits block Panchayat): Yes/No/Not applicable

iii. If not, whether the building for public use is applicable
Yes/No/Not applicable

iv. Facilities available in the Panchayat Raj Institutions:

Facilities available	Panchayat Office	BDC Office	Remarks
Furniture	Yes/No ✓	Yes/No ✓	
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.

2. FUNCTIONALITY:

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

Date of last meeting held: 22/11/2019

ii. Whether Gram Sabha meeting is being held regularly on quarterly basis: Yes/No
Date of last meeting held: 22/11/2019

iii. Whether the Karai 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 (only Panchayat Secretary)

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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 Panchayat	Yes/No ✓	44.00 Lacs	Yes/No ✓
ICDS (Nutrition)	Yes/No ✓	-	Yes/No ✓	Nil	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	-	-	-	-	-

(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:

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: 04 No. 16.66 % (to total)

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

If no, reason thereof: _____

e. Whether the works have been started? Yes/No ☒

No. of works started: 06 No. 33.3 % to total

If no, reason thereof: _____

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: _____

Also mention if it is being purchased by someone else: By the Central Panchayat.

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: _____

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)

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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: _____

Due to Non availability of Funds to the Panchayat.

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 60.5 lakh

✓ No. of works approved: 49

✓ No. of works started: Nil

✓ No. of works completed: Nil

✓ No. of Job Card holders in the Panchayat: 302

✓ No. of man days generated: 313

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: There are No assets of the Panchayat other than which own resources can be generated.

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xii. Whether subjects have been assigned in presence of the visiting officer.
 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	
Lic MDM	School Education	Yes/No	
BMO	Health	Yes/No	
Tehsildar/Naib-Tehsildar	Revenue	Yes/No	
Patwar	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: _____ (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) _____

(2) _____

(3) _____

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

If yes, amount released: Rs. 1.00 lakh.

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

Likely date of completion: Completed. (date)

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V. Whether any improvement in attendance of following Government functionaries has been noticed after B2V1:

Department	Name of work sanctioned/taken up	Whether completed (Yes/No)	Remarks:
PDD Sector	Imp. of IT network	Yes	Satisfactory
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-

- 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:

RDD, PDD, School Education

Any department whose staff is absent most of the time: No

Any department whose officers/officials has not visited the Panchayat even once since B2V1: No

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

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VI. Areas of major complaints brought to notice:

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Nil	-	Yes/No	-
-	-	Yes/No	-
-	-	Yes/No	-

VII. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Road Connecting	R&B	Yes/No ☒	Not taken up
Electricity Poles & wires	PDD	Yes/No ☒	NT-UP
Drinking water	PubE	Yes/No ☒	Not -
Integration	LSFC	Yes/No ☒	-dr-
Regulation of Panchayat of allotment of 45 acres for 4000 people	Food supply	Yes/No ☒	-do-

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G) PLANNING, EXECUTION AND TRAININGS:

1. GRAM PANCHAYAT DEVELOPMENTAL PLAN (GPDP):

i. Whether the GPDP 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 (10/12/19)		2 nd Meeting Date ()	
S. No.	Department	S. No.	Department
1	RDD	1	VLW/ LRS/TA
2	PDD	2	Inspector

1 st Meeting Date ()		2 nd Meeting Date ()	
S. No.	Department	S. No.	Department
3	PHE	3	Unemployment
4	Education	4	Deerher
5	ICDS	5	Anganwadi workers
6	Forest	6	Forest Guard
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)

Whether the official GPO plan for 2020-21 is being prepared? Yes/No

Whether the official GPO plan for 2020-21 is being prepared? Yes/No

2. SOCIAL AUDIT:

Whether the details with regard to the schemes being implemented by the Gram Sabha on quarterly basis for carrying out social audit Yes/No

If no reason therefor

Is the Social Audit Committee formed in BZV1 conducting social audit Yes/No

Whether the issues raised during the audit are being redressed by the department concerned Yes/No

If no reason therefor

3. CAPACITY BUILDING & TRAININGS:

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	CFC Durgamulla	Pol. and Ration Subsidies of all departments	03

- Quality of training: Poor/Satisfactory/Very Good/Excellent.
 - 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
 - Whether any digital literacy training has been conducted for Sarpanches: Yes/No
 - If yes, quality of training: Poor/Average/Good/Excellent.
 - Level of awareness among the elected representatives and general public about the schemes devolved to Panchayats:
 - Elected representatives: Poor/Satisfactory/Good/Excellent
 - General Public: Poor/Satisfactory/Good/Excellent
- (Visiting officer to read out the schemes from the pamphlet available)

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H) INDIVIDUAL BENEFICIARY ORIENTED SCHEMES:

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	25	10	-	N/A
Scholarship for Minority students	-	-	-	-
Pension - Old Age	14	6306	-	03
Pension - Widow	08	05	-	00
Pension - Disability	05	14	-	-
PM Kisan Nidhi	296	90	Due to some family members not employed	-
Ayushman Bharat	04	05	-	-
PM Jeevan Jyoti Bima Yojana	N/A	-	-	-
PM Suraksha Bima Yojana	N/A	-	-	-
PM Awas Yojana - Gramen	04	55	-	-
State Marriage Assistance Scheme	01	30	-	-

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Schemes/Services	covered (Nos.)	but not sanctioned (Nos.)	Fresh applications submitted by visiting officer (Nos.)
NREGA Job Card	302	Nil	-
Ladli Beti	-	-	-
Swachh Bharat Mission- Individual Household Toilets	330	120	Non availability of Funds
PM Ujjwala Yojana	-	-	-
Ujala	-	-	-
Jandhan Account	-	-	-
PM Matru Vandana Yojana	-	-	-

• 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	250	Non-availability of Funds	-
Electricity connection	Nil	-	-

• 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/Khul/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 for way of water conservation measures for irrigation purposes: Yes/no ✓
If yes, please specify: ✓
- Whether the Panchayat has potential for drips/sprinkler irrigation: Yes/No ✓
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: Nil ✓
- No. of farmers who intend to use drip/sprinkler irrigation: Nil (Nos.) ✓
- Any suggestions to improve irrigation facilities in the Panchayat: ✓

Dist. Head of Irrigation from River Panu to Chyapadi Durgamda A-

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx. %age): 30 ✓
- Are adequate HYV seeds available to the farmers: Yes/No ✓
- If no, reasons thereof: ✓

3. LOANING FACILITY AVAILABLE TO THE FARMERS:

i. No. of farmers without Kissan Credit Card 70 (Nos.)

ii. No. of farmers who have availed loan facility through KCC during 2019 43 Nos.

iii. No. of farmers who applied for KCC loan but not provided so far Nil Nos.

iv. Problems being faced by farmers in availing KCC loan (tick whatever relevant):

a) Difficult processes and procedures ☒

b) Delay by concerned Deptt. ☐

c) Delay by bank concerned ☐

d) Any other problem, please specify: ☐

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

Provide KCC loans without the guarantee of Govt. employees -

4. MARKETING INTERVENTIONS:

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

a) Through organized market (mandi) ☒

b) Through un-organized market ☒

c) Any other, please specify: ☐

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

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

5. DIVERSIFICATION TO HIGH VALUE CROP/FRUIT:

i. Is there any scope/potential for diversification towards high value crops/fruits in the Panchayat: Yes/No ☒

✓ If yes, please specify

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

6. INCREASING LIVESTOCK PRODUCTION:

i. Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department: Poor/Satisfactory/Good/Excellent ☒

ii. 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	03
2	Dairy units	Nil	05
3	Sheep Units	Nil	03
4	Fish Ponds	Nil	Nil

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

1. Sheep Rearing Units -
2. Backyard Poultry
3. Dairy Farming.
4. Milk Processing Units -
5. Nitrating and Tanning -

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: 217/217
 ii. Overall satisfaction level of the people about the ration shop: 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: Nil

iii. 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 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	—

PDO	☒ Within 1 month ☐ More than 1 month ☐ Never	
Any other	☒ Within 1 month ☐ More than 1 month ☐ Never	

v. Any specific observation or complaint regarding any particular department: DHE

K) OTHERS:

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

ii. Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No 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: 132

iv. Number of children in the age group of 4-14 years enrolled in the schools: 132

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

vi. Whether RDD has provided Sanitary Napkin Vending Machines in any of the above Schools: Yes/No/Not applicable Yes/No

✓ If yes, details of schools:

vii. Whether RDD has provided Sanitary Napkin Incinerator in the above Schools: Yes/No/Not applicable Yes/No

✓ If yes, whether the incinerator is functional: Yes/No Yes/No

L) GENERAL ASSESSMENT OF THE VISITING OFFICER:

Urgent public requirements in order of priority (Max. 07):

1	Urgent public requirements in order of priority (Max. 07):
1	Urgent Need of Electric Transformer at Pandorised
2	Need of Electric Poles and Mangroves
3	Need of Electric Poles and Mangroves
4	Drinking Water
5	Drinking Water
6	Drinking Water
7	Drinking Water
8	Drinking Water
9	Drinking Water
10	Drinking Water
11	Drinking Water
12	Drinking Water
13	Drinking Water
14	Drinking Water
15	Drinking Water
16	Drinking Water
17	Drinking Water
18	Drinking Water
19	Drinking Water
20	Drinking Water
21	Drinking Water
22	Drinking Water
23	Drinking Water
24	Drinking Water
25	Drinking Water
26	Drinking Water
27	Drinking Water
28	Drinking Water
29	Drinking Water
30	Drinking Water

III Overall perception of functioning of the government:

The Public Services provided by different depart-
ment in Panchayat Jalga District is
Good. Especially the works executed under
Rural Development Department schemes like
MGNREGA, SBM, 14th ad others. The services
provided by Rural Development especially MGNREGA
staff of the Department is satisfactory.

IV Overall assessment of visit and suggestions:

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

As per overall assessment of visit to the particular
Panchayat, the functioning of diff. Deptts is
Satisfactory and the demands of locals of the
Gram Panchayat needs immediate Redressal.

Signature of the visiting officer

Name Sd/- Hazi Jari
Under Secretary & Joint
Housing & up Deptt.