

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

A) DETAILS OF REPORTING OFFICER:

1. Name: Vijay Singh
 2. Designation: Secretary
 3. Department: HS&H
 4. Office: Enghwala
 5. Account No: 8082/611650
 6. Email Id: enghwala
 7. Home District: Enghwala
 8. Date of visit: 25/06/2019

B) LOCATIONAL DETAILS OF PANCHAYAT:

1. Name of the Panchayat: Enghwala
 2. Local Government Directory (LGD) code of the Panchayat: 220607-220609
 3. To be sourced from Rural Development Department by DCI
 4. Name of CD Block: Enghwala
 5. Name of Tehsil: Enghwala
 6. Name of District: Enghwala

C) PANCHAYAT PROFILE:

1. No. of revenue villages in the Panchayat: Enghwala
 2. No. of hamlets in the Panchayat: 09
 3. No. of households in the Panchayat: 319
 4. Population (approx.) of the Panchayat: 350

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

S. No.	Department	Designation of the officer/official
1	SHEEP HUSBANDRY	Stock Assistant
2	Young Services & Youth (YSS)	Physical Education Teacher
3	Saleema Bano	Subordinate B-C-D-S
4	Kusthmanjari Agriculture	Junior Agriculture Extension Officer
5	Education	Tender
6	Fisheries	Inspector
7	Sheep Husbandry	Stock Assistant
8	Health	Doctor

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

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

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 ✓	2120820.67	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					

(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.)

vii. 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: _____

viii. 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: 16 No. (100 % to total)

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

Facilities available in the Panchayat/Raj institutions:	Panchayat Office	BDC Office	Remarks
Facilities available	Yes/No ✓	Yes/No	
Furniture	Yes/No ✓	Yes/No	
Computer/printer	Yes/No ✓	Yes/No	
Telephone facility	Yes/No ✓	Yes/No	

vii. In case Panchayat has not been constituted, whether Administrator has been appointed: Yes/No ✓

viii. Whether infrastructure and Assets Register has been prepared: Yes/No ✓

ix. Whether Officer to physically check the register (Visiting Officer to get the register prepared in his/her presence and 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: _____

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

Date of last meeting held: 31/10/2019

iii. Whether the Kargal 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

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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: _____

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 40 Lakhs

✓ No. of works approved: 20

✓ No. of works started: 11

✓ No of works completed: Nil

✓ No of Job Card holders in the Panchayat: 200

✓ No. of man days generated: 3387

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: Not approved because of being resources

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: Not known

Also mention if it is being purchased by someone else: Not known

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

If no, reason thereof: Not known

c. Is the Panchayat/Sarpanch paying honorarium to AWWs/Helpers directly at Panchayat level: Yes/No
But monthly only on report ✓

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
Only nutrition (Visiting Officer to check the register and verify the signatures of the Sarpanch on the same)

✓
 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:

Department	Response	Remarks
Officer	Yes/No	
BDO	Yes/No	
VLV	Yes/No	
JE	Yes/No	
CDPO	Yes/No	
TSWO	Yes/No	
Angamwad Supervisor	Yes/No	
Headmaster/Principal/ZEO	Yes/No	
Uc MDM	Yes/No	
BMO	Yes/No	
Tehsildar/Nab-Tehsildar	Yes/No	
Patwar	Yes/No	
Agriculture Extension Official	Yes/No	
Horticulture Extension Official	Yes/No	
Village functionaries	Yes/No	
Any other		

*Not available
 available in B2V1 only
 feasible don't depend*

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. _____ lakh.
 Whether works identified in B2V1 have been started: Yes/No
 Likely date of completion: _____ (date)

vi. Areas of major complaints brought to notice:

Major area of complaint made during BZV1	Department	Resolution of Complaint	Remarks
Building not available	PHE	Yes/No ☒	
-	-	Yes/No	-
-	-	Yes/No	-

vii. Major problems confronting the people:

Major problem highlighted during BZV1	Department	Resolution of problem	Remarks
Sub Centre	Health	Yes/No ☒	
Electric Poles & Transformers	PDD	Yes/No ☒	
PMAY	RDD	Yes/No ☒	
Playground	Education	Yes/No ☒	
		Yes/No	

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

Sector/Department	Name of work sanctioned/taken up	Whether completed (Yes/No)	Remarks:
RDD	Const. of building for Public Park	NO	Under Process.

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

- Doctors/Paramedics/Other Health staff (Yes/No) ☒
- Teachers/Ret Teachers (Yes/No) ☒
- Anganwari Workers/Helpers (Yes/No) ☒
- RDD staff (Yes/No) ☒
- Jes/Other engineering staff (Yes/No) ☒
- Agriculture/Horticulture staff (Yes/No) ☒
- 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 BZV1: NO

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

g) PLANNING, EXECUTION AND MONITORING OF THE SCHEMES TRANSFERRED TO THE RANCHAYAT DEVELOPMENT COMMITTEE. Yes/No

under GPPD for 2019-20 are

Hydro

Whether the schemes aimed at the development of the resources earmarked for the under implementation Yes/No

iii. Whether the schemes for 2020-21 have been approved.

iv. Whether Fume Guard has been installed in the year 2020-21

If no, the officer should get it into the schedule of Gram Sabha has been prepared and uploaded on 2020-21: Yes/No

V. Wherever possible, the officer to ensure that the meeting schedule is framed in his/her on GPOD Portal for preparation of

presence and confirm: _____

vi. Whether the respondents are participating in the scheduled Gram Sadak meeting.

If yes, provide the last two meetings:

1 st Meeting Date (31/10/2019)			2 nd Meeting Date (12/11/19)		
S. No.	Department	Designation	S. No.	Department	Designation
1	RDD	VLM	1	Agriculture	TAEO
2	YSS	PET	2	Education	Teacher

1 st Meeting Date ()			2 nd Meeting Date ()		
S. No.	Department	Designation	S. No.	Department	Designation
3	Fisheries	Inspector	3	Fisheries	Inspector
4	Agriculture	TAEO	4	Health	Doctor
5	Health	Doctor	5	ICDS	Supervisor
6	Education	Teacher	6	RDD	VLM
7	ICDS	Supervisor	7	Sheep	ASM
8	Sheep	ASM.	8	Yss	PET

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)

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				
Scholarship for Minority students				
Pension - Old Age	-	Above 800	unknown	37
Pension - Widow	-	Above 800	unknown	30
Pension - Disability	-	Above 25	unknown	-
PM Kisan Nidhi	66	-	-	-
Ayushman Bharat				
PM Jeeyan Jyoti Bima Yojana		Social welfare and social department		
PM Suraksha Bima Yojana				
PM Awas Yojana - Gramin	130	-	-	-
State Marriage Assistance Scheme				

x. Whether the critical gaps identified in the Panchayat during mission Panchayat Survey 2019 are being bridged while preparing GPDP plan for 2020-21: Yes/No.

If no, reason thereof: _____

2. SOCIAL AUDIT:

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: _____

Is the Social Audit Committee framed in B2V1 conducting social audit: Yes/No

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

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.

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)

Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA 100 Card	200	140	lack of interest	—
Ladli Beti	—	—	—	—
Swachh Bharat Mission - Individual Household Toilets	129	—	—	—
PM Ujjwala Yojana	—	—	—	—
Ujala	—	—	—	—
Jandhan Account	1166	—	—	—
PM Matsya 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	45	Diff. building not available.	—
Electricity connection	—	—	—

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* Visiting officer to enclose the list of individual 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/Khuri/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: _____
- Whether the Panchayat has potential for drip/sprinkler irrigation: Yes/No _____
- No. of farmers who use drip/sprinkler irrigation in the Panchayat: nil (Nos.)
- No. of farmers who intend to use drip/sprinkler irrigation: nil (Nos.)
- Any suggestions to improve irrigation facilities in the Panchayat:
Tube wells to be dug

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx. 80 %age) ✓
- Are adequate HYV seeds available to the farmers: Yes/No _____
- If no, reasons thereof: _____

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3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No of farmers without Kissan Credit Card 11 (Nos.)
- No of farmers who have availed loan facility through KCC during 2019 11 Nos.
- No of farmers who applied for KCC loan but not provided so far 40 Nos.
- Problems being faced by farmers in availing KCC loan (tick whatever relevant):
 - Difficult processes and procedures _____
 - Delay by concerned Deptt. _____
 - Delay by bank concerned ✓
 - Any other problem, please specify: Guarantee not available
- Suggestions for improving the process of availing loan under KCC
To be made easier

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:
To be made to be sold by
Near by.
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:
Deer to be made marketing

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5. DIVERSIFICATION TO HIGH VALUE CROPPING:

- 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)
1.	Composite Varieties	Organic farming	needs special attention

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 household/farmers engaged	No. of household/farmers interested in setting up new units
1	Backyard Poultry	40	15
2	Dairy units	1	5
3	Sheep Units	one	4
4	Fish Ponds	nil	2

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

Setting up cooperative societies, proper marketing channels, insurance cover to animals.

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

1. Increase in Agriculture Production
2. Agriculture introduction & its education
3. Horticulture as most of the land is available
4. Dairy farming can be installed
5. Sheep rearing as people have enough fodder/are available.

8. PUBLIC GRIEVANCES AND GOOD GOVERNANCE:

i. Whether Aadhaar card has been provided to all people in the Panchayat: Yes/No ☒ Yes/No ☒

If no, the number of people in the Panchayat yet to get Aadhaar card: Not reported

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 ☒ Yes/No
- b) Inadequate stock: ☒ Yes/No ☒ Yes/No
- c) Overcharging: ☒ Yes/No ☒ Yes/No
- d) Rude behaviour of store owner: ☒ Yes/No ☒ Yes/No
- e) Long distance to be covered to reach the store: ☒ Yes/No ☒ Yes/No
- f) Non-display of rates: ☒ Yes/No ☒ Yes/No
- g) POS machine not working: ☒ Yes/No ☒ Yes/No

h) any other: There is no sugar available for the year

Number of FIRs registered in last 3 months: Police department not cooperating

a) Are people generally satisfied by response of Police to complaints: Yes/No ☒ Yes/No ☒

b) Is copy of FIR given to people: Yes/No ☒ Yes/No ☒

c) Are people satisfied about the overall security situation in Panchayat: Yes/No ☒ Yes/No ☒

d) Any suggestions: Police to hold meeting with public on monthly basis

IV. Public perception:

a. Are departmental staff available: Poor/Good/Very Good/Excellent

b. Are departmental staff responsive: Poor/Good/Very Good/Excellent

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	Taken long time
Social welfare	• Within 1 month • More than 1 month • Never	To some extent
Police Station	• Within 1 month • More than 1 month • Never	More than one month
PHE	• Within 1 month • More than 1 month • Never	More than one month

PDD	• Within 1 month • More than 1 month • Never	within one month
Any other	• Within 1 month • More than 1 month • Never	-

vi. Any specific observation or complaint regarding any particular department:

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: 1100

iv. Number of children in the age group of 4-14 years enrolled in the schools: 1000

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: Girls High School

✓ 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

1) GENERAL ASSESSMENT OF THE VISITING OFFICER:

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

1. Fencing of HSS To be completed
 2. Drinking water facility available & fencing to be completed
 3. Draying of Borewells to be completed 1,2,4,5,6
 4. Upgradation of two transformers to 250 kv
 5. Repairment/imp of Roads along with Drain/Road from C/E to H/O Badiya Angir via H/O staff road & other Dev.
 6. Embankment On the walls of Day Kund CFS To major Irrigation
 7. Embankment land from Sanjay Sagar Ahmed Malik To build Ahmed Malik and of
- ii Any major complaint brought to notice of the Visiting Officer:
1. To enhance the equipments in the Hospital & arrange more staff and major Service along with Ambulance Service
 2. Upgradation of Receiving Station Transformers

III Overall perception of functioning of the government:

Satisfied Government facilities & Plans.

IV Overall assessment of visit and suggestions:

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

People are interested in the developmental plans of the Government, need to be encouraged and funds released for the same at an earliest.

Signature of the visiting officer

Name Mahesh Kumar

1783 Htmulla