

Black Symbol

1. 2019/0024



Back to Village 2 B2V2

Governance at the Doorstep

November 25-30, 2019

Government of Jammu & Kashmir

Suggested Activity Schedule for the Visiting Officer

Pre and Post Visit Activities

- Meeting with the Deputy Commissioner for collection of documents and briefing regarding the visit before going to the Panchayat.
- Debriefing meeting with the Deputy Commissioner and submission of one copy of the filled-in booklet and other papers before leaving the district.

Day 1

- Arrival in the Panchayat by 10 A.M. (capture picture).
- Attend the Gram Sabha:
 - Read out the charter of Fundamental Duties.
 - Discuss B2V1 report card, critical gap analysis report and obtain feedback on follow up of B2V1 activities.
 - Unveil the GPDP booklet in the Gram Sabha.
 - Get the resolution for approval of GPDP and MGNREGA passed in the Gram Sabha.
 - Unveil the 14th FC plan booklet in the Gram Sabha.
 - Inspect the four pass books- 14th FC, MDM, ICDS, Own Resources. ^{*}
 - Check the purchase record register for MDM and ICDS. *on purchase*
 - Distribute the information flyers on Individual Beneficiary Based Schemes.
 - Fill up those columns of the B2V2 booklet which require Gram Sabha responses.
 - Distribute guidelines of government schemes which can help increase rural incomes e.g. Backyard Poultry, Dairy Entrepreneurship Scheme etc.
 - Get the Panchayat Biodiversity Committees constituted if not already constituted through a Panchayat (not Gram Sabha) resolution. The format for the resolution will be made available by the district administration.
- Check Panchayat Asset register and Infrastructure register. If the same is not available, the officer will get it prepared.

ii. Designation: **Kulbeer Singh**
 I/c Assistant Engineer.
 iii. Department/place of posting: **P.D.D (Sub Transmission div)**
 iv. Mobile No: **7006122900**
 v. Email id: **kulbeer-singh24@yahoo.com**
 vi. Home District: **SRINAGAR**
 vii. Dates of visit: **25/26/27/28/29/30, November 2019**

B) LOCATIONAL DETAILS OF PANCHAYAT:

i. Name of the Panchayat: **KAWPORA**
 ii. Local Government Directory (LGD) code of the Panchayat:
 (To be sourced from Rural Development Department/by DC) **289008**
 iii. Name of CD Block: **SUMBAL**
 iv. Name of Tehsil: **SUMBAL**
 v. Name of District: **BANDIPORA**

C) PANCHAYAT PROFILE:

i. No. of revenue villages in the Panchayat: **- nil -**
 ii. No. of hamlets in the Panchayat: **1 - 375 - 4**
 iii. No. of households in the Panchayat: **- 575 -**
 iv. Population (approx.) of the Panchayat: **2780**

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

S. No.	Department	Designation of the officer/official
1		
2		
3		
4		
5		
6		
7		
8		

E) FUNCTIONALITY OF THE GRAM PANCHAYAT:

1. INFRASTRUCTURE:

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

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	8.0 L	✓ Yes/No
ICDS (Nutrition)	✓ Yes/No	Supervisor	✓ Yes/No	72K	✓ Yes/No
ICDS (Honorarium)	✓ Yes/No	"	✓ Yes/No		✓ Yes/No
Mid Day Meals (MDM)	✓ Yes/No	Headmaster	✓ 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: 8 No. 20 %
(to total)

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: _____ No. (_____ % to total)
If no, reason thereof: _____

f. Who is issuing work order for works being executed under 14th FC (one):
1) Sarpanch _____
2) BDO _____
3) Others (specify): _____

vii. 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: Delay in receiving funds.
Also mention if it is being purchased by someone else: _____

b. Is nutrition being provided to Anganwadi Centres in the Panchayat: Yes/No ✓
If no, reason thereof: Delay in purchase due to delay in release

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)

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)

a) Whether full support and cooperation being provided by: _____

Officer	Department	Response	Remarks
BDO	RDD	Yes/No	
VLW	RDD	Yes/No	
JE	RDD	Yes/No	
CDPO	Social Welfare	Yes/No	
TSWO	Social Welfare	Yes/No	
Anganwadi Supervisor	Social Welfare	Yes/No	
Headmaster/Principal/ZEO	School Education	Yes/No	
I/c MDM	School Education	Yes/No	
BMO	Health	Yes/No	
Tehsildar/Naib-Tehsildar	Revenue	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: _____ (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: Not known (date)
(delay in estimate)

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)

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vi. Areas of major complaints brought to notice:

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

vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	
		Yes/No	

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

If no, reason thereof: Meeting not Conducted

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)

- 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
81	Bandipora NAIS-1	Implementation of schemes	4
			3

- 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	27	27	Under process	-
Pension - Widow	17	6	"	-
Pension - Disability	3	17	"	-
PM Kisan Nidhi	-	-	-	-
Ayushman Bharat	-	-	-	-
PM Jeevan Jyoti Bima Yojana	20	-	-	-
PM Suraksha Bima Yojana	10	-	-	-
PM Awas Yojana - Gramin	0	40	Under process	-
State Marriage Assistance Scheme	2	1	Under process	-

		(Nos.)		
NREGA Job Card	250	150		
Ladli Beti	not implemented		Under Process in the District	
Swachh Bharat Mission-Individual Household Toilets	100	100	Bendipora Delay in funds.	40
PM Ujjwala Yojana	Recent. not			30
Ujala	100%		available	
Jandhan Account	250			
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	60	Newly Constructed	
Electricity connection	75	"	

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- 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/Kand: ☒
- Major sources of irrigation: Canal/Khuls/Tube well/Ponds/Springs/Water harvesting Tanks/Rainfed/Others (please specify): Canals though left irregular
- 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 drips/sprinkler irrigation: Yes/No ☒

- No. of farmers who use drip/sprinkler irrigation in the Panchayat: _____

- No. of farmers who intend to use drip/sprinkler irrigation: not (Nos.)

- Any suggestions to improve irrigation facilities in the Panchayat:

1. Upgradation of irrigation pump at Sani-Dangapur
2. Improvement of irrigation pump at Shadipora Han
3. Construction of right of Zoon Dub.

2. HIGH YIELDING VARIETY (HYV) SEEDS:

- Farmers using High Yielding Variety seeds (Approx. 10 %age)

- Are adequate HYV seeds available to the farmers: Yes/No ☒

- If no, reasons thereof: Shortage of HYV Seeds at local outlet

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3. LOANING FACILITY AVAILABLE TO THE FARMERS:

- No. of farmers without Kissan Credit Card 575 (Nos.)
- No. of farmers who have availed loan facility through KCC during 2019 60 Nos.
- No. of farmers who applied for KCC Loan but not provided so far 0 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: Bank are asking for Guarantor, (Bare too expensive)
- Suggestions for improving the process of availing loan under KCC: Awareness Camps to be organized

4. MARKETING INTERVENTIONS:

- How is agriculture/horticulture produce sold (tick whichever relevant):
 - Through organized market (mandi)
 - Through un-organized market
 - Any other, please specify: Un-organized market
- If the surplus produce is not being sold in any market, what measures can be taken to ensure its better marketing: Public House available for surplus
- Any other suggestions for bringing improvements in the marketing of surplus agriculture/horticulture produce:

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)
1			EASY loan facility Subsidy basis
			Vegetable cluster
			Green Houses Protected cultivation

6. INCREASING LIVESTOCK PRODUCTION:

- Awareness level of farmers about subsidy schemes of Animal/Sheep Husbandry Department: Poor/Satisfactory/Good/Excellent Good
- 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	—	—
2	Dairy units	—	—
3	Sheep Units	95	40
4	Fish Ponds	—	—

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

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

1. Upgradation of irrigation pumps viz, Sauri Dargah & Shadiyari, Man, & Construct 7 irrigation pumps of the village, with 24x7 power supply.
2. Separate & dedicated feeder for all irrigation pumps.
3. Availability of adequate HY seeds of crops.
4. Availability of all types of machinery required for agriculture & horticulture through subsidized rates.
- 5.

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: _____
- ii. Overall satisfaction level of the people about the ration shops: Poor/Satisfactory/Good/Excellent
 Major problems/complaints with regard to ration shops:
 - a) Irregular opening: Yes/No
 - b) Inadequate stock: Yes/No
 - c) Overcharging: Yes/No
 - d) Rude behaviour of store owner: Yes/No
 - e) Long distance to be covered to reach the store: Yes/No
 - f) Non-display of rates: Yes/No
 - g) POS machine not working: Yes/No

h) any other: _____

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

- 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	

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

vi. Any specific observation or complaint regarding any particular department

K) OTHERS:

- Whether land has been identified within Panchayat for collection and disposal of plastic waste: Yes/No ✓
- Whether Panchayat Plastic Collection and Disposal plan is ready: Yes/No ✓
(Visiting officer to collect a copy of the Plan)
- Number of children in the age group of 4-14 years in the Panchayat: 184
- Number of children in the age group of 4-14 years enrolled in the schools: 184
- Is there any High/Higer Secondary school with more than 40% girl students: Yes/No ✓
- 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 ✓
- 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:

Urgent public requirements in order of priority (Max. 07):	
1.	
2.	
3.	
4.	
5.	
6.	
7.	Hard Sept -
ii	Any major complaint brought to notice of the Visiting Officer:

III Overall perception of functioning of the government:

Good,

IV Overall assessment of visit and suggestions:

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

All-
Satisfactory: - Being poor people, scheme should be implemented on war footing basis. Also awareness camps to be organized & encourage people to take part in come generation scheme.


Signature of the visiting officer
Name Kulbeer Singh