



# Back to Village 2

B2V2

*Governance at the Doorstep*

November 25-30, 2019

CHOWKI · CHOURA  
KANERI



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 14<sup>th</sup> FC plan booklet in the Gram Sabha.
  - Inspect the four pass books- 14<sup>th</sup> FC, MDM, ICDS, Own Resources.
  - Check the purchase record register for MDM and ICDS.
  - 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 Biodeversity 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.



- Collect copy of Panchayat Plastic Collection and Disposal plan.
- Get scheme-wise list of individuals who are desirous of accessing individual beneficiary oriented schemes but have not applied so far.
- Collect any complaint/grievance that people may have, especially with regard to non-sanctioning of benefits under individual beneficiary oriented schemes.
- Get list of households without piped water/electricity connection.

#### **Day 1 Afternoon:**

- Visit local schools, health institutions, AWCs, government assets, banks, water bodies, tubewell, electric station, important private enterprises.
- Visit other villages in the Panchayat.
- Evening informal interaction with PRI representatives, frontline government functionaries and prominent citizens to discuss and deliberate upon the core problems/issues being faced by the locals of the Gram Panchayat and ways to increase rural incomes and energise village/micro industries.
- Capture evening interaction picture by 8.00 P.M.

#### **Day 2:**

- Capture morning picture at 7 A.M.
- Formal meeting with the Panchayat members:
  - Get various subjects/portfolios assigned to the panches by the Sarpanch if not already assigned and get a Panchayat resolution passed for the same.
  - Inspect the *karwai* register and make the Panchayat members aware about the requirement of monthly meetings as per the Act.
  - Check the digital signatures of Sarpanch/Panchayat Secretary/Administrator.
  - Assess the functionality of Panchayats and discuss the difficulties being faced by the Panchayat in carrying out its functions and development works.
- Formal interaction with:
  - Frontline government functionaries (Doctor/Teacher/Patwari/Anganwadi Workers/ASHAs/ANMs/VLW/PDS storekeeper/representatives of PHE, PDD, PWD, Agriculture, Animal Sheep, Horticulture etc.)
  - Social activists/NGOs.
  - Prominent citizens/retired teachers/Govt. employees/ex-servicemen etc.



## Day 2 Afternoon:

- Visit the Panchayat Ghar/BDC office and check for furniture/computer.
- Install board at land identified for Panchayat Ghar.
- Lead *Grah Pravesh* Ceremony for completed PMAY houses.
- Inaugurate the previous B2V work and lay foundation stone for a new one.
- Inspect B2V1/14<sup>th</sup> FC works/Languishing works/other developmental projects taken up.
- Inaugurate the playground ; lay the foundation stone for CSC, start one sports event.
- Inaugurate/lay foundation stone of any other works which are available.



## Back to Village 2 (B2V2) - Report

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

### A) DETAILS OF REPORTING OFFICER:

- i. Name: DR. DANISH AYUB KHAN
- ii. Designation: CHIEF MEDICAL OFFICER, JAMMU
- iii. Department/place of posting: JAMMU
- iv. Mobile No: 9419145162
- v. Email id: cmojammu@gmail.com
- vi. Home District: JAMMU
- vii. Dates of visit: 25/26/27/28/29/30, November 2019

### B) LOCATIONAL DETAILS OF PANCHAYAT:

- i. Name of the Panchayat: KAUERI
- ii. Local Government Directory (LGD) code of the Panchayat: 335  
(To be sourced from Rural Development Department/by DC)
- iii. Name of CD Block: CHOWKI CHOURA
- iv. Name of Tehsil: CHOWKI CHOURA
- v. Name of District: JAMMU

### C) PANCHAYAT PROFILE:

- i. No. of revenue villages in the Panchayat: 3
- ii. No. of hamlets in the Panchayat: 14
- iii. No. of households in the Panchayat: 493
- iv. Population (approx.) of the Panchayat: 3502



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

S. No.	Department	Designation of the officer/official
1	Agriculture Dept.	AET (Agriculture extension ext.)
2	Animal Husbandary	Attendant
3	Health Dept.	BMO, CHO, MPW, BHW, Apha worker.
4	Forest Dept.	Forest Guard
5	PWD Dept.	Casual labourer?
6	DHE Dept.	Casual labourer?
7	<del>Health</del>	
8		

**E) FUNCTIONALITY OF THE GRAM PANCHAYAT:**

**1. INFRASTRUCTURE:**

i. 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

ii. Whether the BDC office has been established (in case the officer visits block Panchayat): Yes/No/Not applicable ✓



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

iv. Facilities available in the Panchayati Raj Institutions:

Facilities available	Panchayat Office	BDC Office	Remarks
Furniture	Yes/No	Yes/No	good condition
Computer/printer	Yes/No	Yes/No	Poor connectivity of internet and mobile network
Telephone facility	Yes/No	Yes/No	much needed no land line. mobile working.

- 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: X

2. FUNCTIONALITY:

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

Date of last meeting held: 28-11-2019

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

Date of last meeting held: 28-11-2019

- iii. Whether the Karwai register is being maintained by the Panchayat Secretary: Yes/No

(Officer to inspect the register) Done

- 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 <sup>th</sup> Finance Commission	Yes/No	Panchayat Sarpanch Sh. Jagdish Singh	Yes/No	Rs. 1.2 Lacs other salary interest	Yes/No
ICDS (Nutrition)	Yes/No	Sarpanch	Yes/No	—	Yes/No
ICDS (Honorarium)	Yes/No	CDPO	Yes/No	—	Yes/No
Mid Day Meals (MDM)	Yes/No	Incharge Teacher through MDM	Yes/No	N.A	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. 14<sup>th</sup> 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. (100 % 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: 8 No. (100 % to total)

If no, reason thereof: \_\_\_\_\_

f. Who is issuing work order for works being executed under 14<sup>th</sup> 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: Scheme in place, to be implemented soon.

Also mention if it is being purchased by someone else: MDM incharge teacher.

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: This is being done by CDPO who is DDO.

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: MDM teacher incharge is doing it.

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

If no, reason thereof: MDM is being provided directly by school teacher.  
Also mention if it is being provided by someone else: By MDM incharge teacher.

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, (Response for due to funding liability of rs 40 lakhs.)

✓ Funds allocated to the Panchayat: Rs 21 lakh

✓ No. of works approved: 21

✓ No. of works started: NIL

✓ No of works completed: NIL

✓ No of Job Card holders in the Panchayat: 189

✓ No. of man days generated: 425 approx.

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: No own resources available



- 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
BDO <u>Yes.</u>	RDD	<u>Yes/No</u>	<u>people are in back of RDD</u>
VLW <u>Yes.</u>	RDD	<u>Yes/No</u>	<u>very satisfied with him</u>
JE <u>Yes.</u>	RDD	<u>Yes/No</u>	<u>ok.</u>
CDPO <u>No</u>	Social Welfare	<u>Yes/No</u>	<u>Not satisfactory.</u>
TSWO <u>Yes.</u>	Social Welfare	<u>Yes/No</u>	<u>ok.</u>
Anganwadi Supervisor <u>Yes.</u>	Social Welfare	<u>Yes/No</u>	<u>ok.</u>
Headmaster/Principal/ZEO <u>No</u>	School Education	<u>Yes/No</u>	<u>Not satisfactory.</u>
I/c MDM <u>No</u>	School Education	<u>Yes/No</u>	<u>Not satisfactory.</u>
BMO <u>Yes.</u>	Health	<u>Yes/No</u>	<u>good impression.</u>
Tehsildar/Naib-Tehsildar <u>Yes</u>	Revenue	<u>Yes/No</u>	<u>ok.</u>
Patwari <u>No</u>	Revenue	<u>Yes/No</u>	<u>Not satisfactory.</u>
Agriculture Extension Official <u>Yes.</u>	Agriculture	<u>Yes/No</u>	<u>very good answers.</u>
Horticulture Extension Official <u>No</u>	Horticulture	<u>Yes/No</u>	<u>Not satisfactory.</u>
Village functionaries <u>Yes.</u>		<u>Yes/No</u>	<u>ok.</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: PHE, Flood Control PWD, PDD. (specify)

- ✓ Non disclosure of funds available/schemes by officials. Yes/No None except RDD

- ✓ Delay in preparation of estimates/technical sanctions by engineering staff. Yes/No

- ✓ Delay in administrative approval by officers. Yes/No

If yes, how long: 1-2 weeks (specify number of days)  
30-60 days

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

- ✓ Any other difficulty, give details: No dissolution of power at ground level; power is very less.

#### 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: No funds available. (date)

- ii. Whether any other works started during Back to Village-1 have been completed Yes/No Subpart of Panchayat shor done.

If not, list of such works and date by which they are likely to be completed

- Paying tax not established.
- No variety of seeds (Mango, Lemon) made available.
- No plantation by social forestry. No goat/sheep farms. No roads constructed.

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

If yes, amount released: Rs 3 lakh.

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

Likely date of completion: Completed as on date. (date)

\*CDF funds have lapsed on 31<sup>st</sup> Oct 2019  
works started but stopped due to lack of funds.  
(Napa Centre)



- 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:
	NIL		

- 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) JEs/other engineering staff (Yes/No)
- f) Agriculture/Horticulture staff (Yes/No)
- g) Animal Husbandry/Sheep Husbandry staff (Yes/No)

Agric. yes, Horti no

In case any particular department has shown improvement, please specify:

Agriculture, RDD

Any department whose staff is absent most of the time: PHE, RDD

Any department whose officers/officials has not visited the Panchayat even once since B2V1: PDD, PHE (pending only daily wages)

Any department which has organized any event or camp or tour of senior officer in the Panchayat since B2V1: No

- vi. Areas of major complaints brought to notice

Major area of complaint made during B2V1	Department	Resolution of Complaint	Remarks
Roads, poor connectivity	R&B	Yes/No	At present bad for poor weather roads.
Sport field Playgrounds N.A	Youth and Sports Dept.	Yes/No	Funds were not made available.
Electricity not available in many areas		Yes/No	111 electric poles, 3 transformers were provided. Not delivered.

- vii. Major problems confronting the people:

Major problem highlighted during B2V1	Department	Resolution of problem	Remarks
Internal roads in very poor condition, or just dirt tracks.	Rand B.	Yes/No	No work even started
Sports teachers Doctor, Female teacher, Community hall ARV vaccine N.A.		Yes/No	ARV will be provided by next year
		Yes/No	
		Yes/No	
		Yes/No	



# 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 <sup>st</sup> Meeting Date ( 14/11/19 )			2 <sup>nd</sup> Meeting Date ( 25/11/19 )		
S. No.	Department	Designation	S. No.	Department	Designation
1	Agriculture	Field Officers	1	Agriculture	Same
2	RDD	Panchayat Secretary	2	RDD	Same
3	ICDS	Anganwadi workers (AWW)	3	ICDS	Same

1 <sup>st</sup> Meeting Date ( )			2 <sup>nd</sup> 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: \_\_\_\_\_

- 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) \_\_\_\_\_



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

If no, reason thereof: Non co-operation by other departments.

## 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: Poor implementation of schemes

## 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
8 Nos.	BDO office, Enforcement Chalki Chauri of PRI		3 days

- 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	3	—	—	—
Scholarship for Minority students	NIL			
Pension - Old Age	NIL			
Pension - Widow	NIL			
Pension - Disability	NIL			
PM Kisan Nidhi	326	—	—	—
Ayushman Bharat				
PM Jeevan Jyoti Bima Yojana	NIL			
PM Suraksha Bima Yojana	NIL			
PM Awas Yojana - Grameen	(201) BPL list covered. Cards made. But no benefit till date. New survey list not released (SSCC 2018)			
State Marriage Assistance Scheme	NIL			



Schemes/Services	Beneficiaries covered (Nos.)	Pendency (applied but not sanctioned) (Nos.)	Reasons for pendency	Fresh applications submitted to visiting officer (Nos.)
NREGA Job Card	189	—	—	—
Ladli Beti	Approx. 25	—	—	—
Swachh Bharat Mission—Individual Household Toilets	104 households.			
PM Ujjwala Yojana	Nil.			
Ujala	18 households (ward no:7)			
Jandhan Account	100% 50% (1100 households) (ward no:7)			
PM Matru Vandana Yojana	12	—	—	—

\* 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	3500 meter of pipes needed for water connection.	Not supplied.	50% population without piped water connection.
Electricity connection	No household without electricity. However poles are urgently required for proper installation of existing system.		(25% of total population) ward 1, 2, 6, 5, 4, 7, 3.



III Overall perception of functioning of the government:

Not satisfactory.

poor, non delivery of promises, delayed timelines and non functioning of Govt. institutions.

IV Overall assessment of visit and suggestions:

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

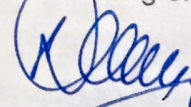
The major complaint is about non availability of safe drinking water and proper electricity connections. Road connectivity is another issue which needs urgent

attention. If kaveri needs to be made functional after settling the land issue. The Panchayat members are

well informed and trained and functioning actively under the aegis of RDD.

Signature of the visiting officer

Name

  
30/11/19.  
Dr. Danish Ayub Khan  
CEO Panchayat.