Back to Village 3

October 02-12, 2020

Governance at Peoples' Doorstep

Government of Jammu & Kashmir

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Message

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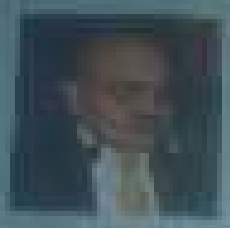

Message

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General Instructions for the Visiting Officer

01. The visiting officer should hold a meeting with the Deputy Commissioner/Executive officer immediately after the village visit. During this meeting he/she shall be asked about the action taken by the district regarding previous days visit. He/she also shall collect a detailed action taken report of the earlier visits/ inspections/ interviews of the district officers. He/she shall also be informed about the and given other information regarding the schemes/ activities/ programmes undertaken during the Antyodaya Mission office.

02. He/she shall collect his packet from Deputy Commissioner's office in which several forms have been marked with asterisks (*). These forms are to be pre-filled by the district team. The visiting officer must check that the same has been done.

03. He/she shall also collect the draft MGNREGA and 14th FC plan, list of Antyodaya beneficiaries, list of pension beneficiaries and Panchayat newsletter from the Deputy Commissioner's office.

04. A suggested activity schedule has been prepared for the visiting officer. It shall be mounted on the office to ensure that all activities and elements mentioned in the schedule are carried out/ covered fully.

05. The visiting officer should try and visit as many SHG institutions, including defunct, PHCs, Anganwadi centres, etc. as possible. He/she should prepare a small report on whether any improvement has been noted or any problems/ issues raised by the people regarding the same had been addressed or not.

06. He/she should visit all the wards of the Panchayat and participate in the Ward Sabha. Record the proceedings of the same and hand over details of the issues raised and resolution passed, if any, to the Deputy Commissioner on his return. He/she shall hold meeting with BDC members, Panchayat members and prominent members of gram Panchayat and submit the details of the issues raised to the Deputy Commissioner. He/she shall also hold informal discussions with the residents of the Panchayat and assess the level of functionality of the Panchayat, infrastructure available, the reach of the government programmes and the satisfaction level of the people with various activities including the Jan Abhiyan/ Aasmi Mishan programmes.

07. The officer shall attend the Gram Sabha in which the Gram Sabha passes the draft MGNREGA and 14th FC plan with or without changes. A detailed resolution regarding the same be prepared and handed over to the Deputy Commissioner on return. He/she should also read out the list of Antyodaya beneficiaries and pension beneficiaries in the Gram Sabha and ensure weeding out of any ineligible/ dead/ migrated beneficiaries. The list regarding these activities should be handed over to the Deputy Commissioner's office.

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[illegible]

[illegible]

[illegible]

Day 1:

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

Day 2: Meta/ Mega event

a) Holding of Exam Rating

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

b) Holding of mega cultural/ social/ sports event

- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

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Day 3

IMPORTANT NOTE:

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1. Copies of form and fees receipts as filed in the ceiling allotment, [illegible]
2. Two copies of [illegible] booklet with [illegible] signature [illegible]
3. Duly validated Mission Antyodaya form and copies of living survey data.
4. Development map showing details of the Gram Panchayat including:
   - Within Gram Panchayat an inner demarcation/ compounds of [illegible]
   - Identification of [illegible] [illegible] and [illegible]
     - SC/ ST
     - BPL groups
     - Disadvantaged
     - Physically [illegible]
     - Single women
     - Any other [illegible]
   - Any other developmental activities, whether public or private, related to the Gram Panchayat after Base.
   - Any inadequacy/ new wanted, including those of [illegible] medical facilities/ facilities of any other department, relating to completion [illegible].
5. Duly/ satisfactory [illegible]
   - MGNREGA draft plan documents for the year [illegible]
   - 14th FC draft plan documents for the year 2021-22
   - List of Water beneficiaries
   - List of previous beneficiaries
6. List of beneficiaries for
   - various certificates/ benefits to be distributed by the service officer.
   - which Batta Payment cannot be paid [illegible]
7. Panchayat [illegible]

Documents to be returned by the Visiting Officer to the DC

1. Booklet duly filled - one copy
2. Monthly Sabha, Gram Sabha, Mahila Sabha and Ward Sabha resolutions.
3. List of deviations from Antyodaya beneficiaries.
4. Representations received, if any.
5. MGNREGA plan passed by the Gram Sabha along with resolution.
6. 14th FC plan passed by the Gram Sabha along with resolution.
7. List of shortcomings noticed if any.
8. Any reports that the officer wishes to submit based on his/her observations.
9. Duly filled in Mission Antyodaya form and copies of living survey data.

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Back to Village (B2V3)

October 02-12, 2018

A) Details of Reporting Officer:

Name: Dr. [illegible]

Designation: MEDICAL OFFICER

Department with Posting: CHC/PHC/SUB DISPENSARY [illegible]

Mobile No: [illegible]

Email: [illegible]

Alternate Email: [illegible]

Photo Image: [illegible]

B) Locational details of Panchayat:

Name of Block: VELLANAD

Total Geographical Distance (in km) from the Block to the Panchayat (Please enter 0 if the Panchayat is the Block itself): 242673

Name of District: KOTTAYAM

Name of Taluk: MUTTAN

Name of Village: ANANINAM

C) Panchayat Profile:

No. of revenue villages in the Panchayat: [illegible] VAIL [illegible] NAGBAIL

No. of hamlets in the Panchayat: 05

No. of households in the Panchayat: 985

Population (across all the hamlets): 4055

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[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

D-10 Details of absent employees vis-à-vis list furnished by the DC

[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

E) Strengthening of Gram Panchayats:

a. Infrastructure:

[illegible]

[illegible]	Availability	Remarks
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]

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2. Functionality

[illegible]

[illegible]

[illegible]

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1. Domicile Certificates issued:

Category	Target population	Certificates issued during Jan 2025 to Dec 2025	Total certificates issued till date	Numbers [illegible]	Remarks if any
[illegible]	350	50	300	Nil	[illegible]
[illegible]					
[illegible]					
[illegible]					
[illegible]					

2. Category certificates issued:

Category	Target population	Certificates issued during Jan 2025 to Dec 2025	Total certificates issued till date	Numbers [illegible]	Remarks if any
SC					
ST					
[illegible]					
[illegible]					
OBC					

3. Revenue papers issued:

Category	Applications received	Certificates issued during Jan 2025 to Dec 2025	Numbers [illegible]	Remarks if any
[illegible]	205	18[illegible]	08	[illegible]
[illegible]	[illegible]	[illegible]		
[illegible]	[illegible]	[illegible]		
[illegible]	20	50		

4. Birth/ Death/ Disability Certificates:

Category	Target	Certificates issued during Jan 2025 to Dec 2025	Total certificates issued	Numbers [illegible]	Remarks if any
Birth Certificates			126		
Death Certificates					
Disability Certificates			450		

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Category	Target	No. of Cases Raised [illegible]	Action taken during Jan Abhiyan/ Janani Mitra	Pendency (Nil)	Reasons of pendency
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

B. Health:

Scheme	Eligible Families/ Individuals	Covered during Jan Abhiyan/ Janani Mitra	Total covered	Pendency (Nil)	Reasons of pendency
[illegible]	[illegible]	–	[illegible]	–	–
[illegible]	[illegible]		[illegible]	[illegible]	[illegible]
[illegible]	[illegible]		[illegible]	[illegible]	[illegible]

C. National Social Assistance Programme (NSAP):

Scheme	Eligible Families/ Individuals	Covered during Jan Abhiyan/ Janani Mitra	Total covered	Pendency (Nil)	Reasons of pendency	Action taken during Jan Abhiyan/ Janani Mitra	Total Action taken
[illegible]	[illegible]	–	[illegible]	[illegible]	[illegible]	–	[illegible]
[illegible]	[illegible]	–	[illegible]	[illegible]	[illegible]	–	[illegible]
[illegible]	[illegible]	–	[illegible]	–	–	–	–

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Scheme	Eligible Families/ Individuals	Covered during Jan Abhiyan/ Awami Mulim	Total covered	Pendency (Nil)	Reasons of pendency	Further moving during Jan Abhiyan/ Awami Mulim	How Ration [illegible]
[illegible] Scheme	32		02	-	-	02	
[illegible]	-	-	-			-	-
[illegible]	-	-	-	-			

9. Other Welfare Schemes :

Scheme	Eligible Families/ Individuals	Covered during Jan Abhiyan/ Awami Mulim	Total covered	Pendency (Nil)	Reasons of pendency
[illegible]	43	32	32	Nil	Referred
[illegible]	-				-
[illegible]	-	-	-	-	-
[illegible]					

10. Scholarships to the students under various schemes :

Scheme	Target Population	Scholarships sanctioned during Jan Abhiyan/ Awami Mulim	Total scholarships sanctioned during [illegible]	Reasons of pendency
Pre Matric for SC	-	-	-	-
Pre Matric for ST	1009	0	1009	-
Pre Matric for OBC	58	0	58	-
Pre Matric for Minorities	-	-	-	-
Post Matric for SC	-	-	-	-

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Scheme	Target Population	Beneficiaries covered during Jan Abhiyan/ Awami Muhim	Total beneficiaries covered	Pendency (Nil)	Reasons of pendency
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	—
[illegible]	[illegible]	[illegible]	[illegible]	—	—

ii. Agriculture Schemes sanctioned during Jan Abhiyan/ Awami Muhim :

Scheme	Target Population	Beneficiaries covered during Jan Abhiyan/ Awami Muhim	Total beneficiaries covered	Pendency (Nil)	Reasons of pendency
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	—
[illegible]	[illegible]	[illegible]	[illegible]	—	—

iii. Live Stock Schemes :

Scheme	Applications received	Beneficiaries covered during Jan Abhiyan/ Awami Muhim	Pendency (Nil)	Reasons of pendency
[illegible]	—	—	—	—
[illegible]	[illegible]	—	—	—
[illegible]	[illegible]	—	—	—

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43. Universal coverage Scheme *

Scheme	Total number of beneficiaries	Number of beneficiaries covered during last 3 years	Expenditure [illegible]	Remarks [illegible]
[illegible]				

44. School Amenities:

1. [illegible]: 44
2. [illegible]: 80,000
3. [illegible]: 33
4. [illegible]: [illegible]
5. [illegible]:
   a. [illegible] 90
   b. [illegible] 65
6. [illegible]: 100
7. [illegible]
8. [illegible]

45. Basic Services:

1. [illegible]: 55
2. [illegible]: 33
3. [illegible]
4. [illegible]: 54
5. [illegible]
   (a) [illegible]
   (b) [illegible]
   (c) [illegible]

   Remarks / [illegible]:

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[illegible]

xi. 14th FC Award:

[illegible]

xii. Works under Capex and CSS:

a. [illegible]:

S. No.	[illegible]	[illegible]	[illegible]	[illegible]	Remarks
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

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[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[illegible] Scheme Cost

[illegible]	[illegible]	No. of [illegible] / public [illegible] on during [illegible] Ashiyan/ Awami Muhim	No. of [illegible] / [illegible] during [illegible] Ashiyan/ Awami Muhim	[illegible] Ashiyan/ Awami Muhim	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

[illegible] Feedback regarding service delivery during [illegible] Ashiyan/ Awami Muhim:

[illegible] of complaints received: _____

[illegible] No. of grievances addressed: _____

[illegible] Comments about service delivery during [illegible]:

_____

_____

_____

_____

[illegible] Others:

[illegible] any other challenges faced on the procedural lists, or any other [illegible]

_____

[illegible] Any other comments/ suggestions: _____

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G) Activities during the VGD

DAY 1:

i. [illegible]

ii. No. of Female employees: [illegible]

iii. [illegible]

iv. [illegible]

v. [illegible]

vi. [illegible]

vii. [illegible]

viii. [illegible]

ix. [illegible]

x. [illegible]

xi. [illegible]

xii. [illegible]

xiii. [illegible]

xiv. [illegible]

xv. [illegible]

xvi. [illegible]

xvii. [illegible]

xviii. [illegible]

xix. [illegible]

xx. [illegible]

xxi. [illegible]

xxii. [illegible]

xxiii. [illegible]

xxiv. [illegible]

xxv. [illegible]

xxvi. [illegible]

xxvii. [illegible]

xxviii. [illegible]

xxix. [illegible]

xxx. [illegible]

xxxi. [illegible]

xxxii. [illegible]

xxxiii. [illegible]

xxxiv. [illegible]

xxxv. [illegible]

xxxvi. [illegible]

xxxvii. [illegible]

xxxviii. [illegible]

xxxix. [illegible]

xl. [illegible]

xlii. [illegible]

xlii. [illegible]

xliii. [illegible]

xliv. [illegible]

xlv. [illegible]

xlvi. [illegible]

xlvii. [illegible]

xlviii. [illegible]

xlix. [illegible]

l. [illegible]

li. [illegible]

lii. [illegible]

liii. [illegible]

liv. [illegible]

lv. [illegible]

lvi. [illegible]

lvii. [illegible]

lviii. [illegible]

lix. [illegible]

lx. [illegible]

lxi. [illegible]

lxii. [illegible]

lxiii. [illegible]

lxiv. [illegible]

lxv. [illegible]

lxvi. [illegible]

lxvii. [illegible]

lxviii. [illegible]

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lxxi. [illegible]

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lxxvii. [illegible]

lxxviii. [illegible]

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lxxxi. [illegible]

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lxxxiv. [illegible]

lxxxv. [illegible]

lxxxvi. [illegible]

lxxxvii. [illegible]

lxxxviii. [illegible]

lxxxix. [illegible]

xc. [illegible]

xci. [illegible]

xcii. [illegible]

xciii. [illegible]

xciv. [illegible]

xcv. [illegible]

xcvi. [illegible]

xcvii. [illegible]

xcviii. [illegible]

xcix. [illegible]

c. [illegible]

ci. [illegible]

cii. [illegible]

ciii. [illegible]

civ. [illegible]

cv. [illegible]

cvi. [illegible]

cvii. [illegible]

cviii. [illegible]

cix. [illegible]

cx. [illegible]

cxi. [illegible]

cxii. [illegible]

cxiii. [illegible]

cxiv. [illegible]

cxv. [illegible]

cxvi. [illegible]

cxvii. [illegible]

cxviii. [illegible]

cxix. [illegible]

cxx. [illegible]

cxxi. [illegible]

cxxii. [illegible]

cxxiii. [illegible]

cxxiv. [illegible]

cxxv. [illegible]

cxxvi. [illegible]

cxxvii. [illegible]

cxxviii. [illegible]

cxxix. [illegible]

cxxx. [illegible]

cxxxi. [illegible]

cxxxii. [illegible]

cxxxiii. [illegible]

cxxxiv. [illegible]

cxxxv. [illegible]

cxxxvi. [illegible]

cxxxvii. [illegible]

cxxxviii. [illegible]

cxxxix. [illegible]

cxl. [illegible]

cxli. [illegible]

cxlii. [illegible]

cxliii. [illegible]

cxliv. [illegible]

cxlv. [illegible]

cxlvi. [illegible]

cxlvii. [illegible]

cxlviii. [illegible]

cxlix. [illegible]

cl. [illegible]

clii. [illegible]

cliii. [illegible]

civ. [illegible]

clv. [illegible]

clvi. [illegible]

clvii. [illegible]

clviii. [illegible]

clix. [illegible]

clx. [illegible]

clxi. [illegible]

clxii. [illegible]

clxiii. [illegible]

clxiv. [illegible]

clxv. [illegible]

clxvi. [illegible]

clxvii. [illegible]

clxviii. [illegible]

clxix. [illegible]

clxx. [illegible]

clxxi. [illegible]

clxxii. [illegible]

clxxiii. [illegible]

clxxiv. [illegible]

clxxv. [illegible]

clxxvi. [illegible]

clxxvii. [illegible]

clxxviii. [illegible]

clxxix. [illegible]

clxxx. [illegible]

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clxxxiv. [illegible]

clxxxv. [illegible]

clxxxvi. [illegible]

clxxxvii. [illegible]

clxxxviii. [illegible]

clxxxix. [illegible]

cxc. [illegible]

cxci. [illegible]

cxcii. [illegible]

cxciii. [illegible]

cxciv. [illegible]

cxcv. [illegible]

cxcvi. [illegible]

cxcvii. [illegible]

cxcviii. [illegible]

cxcix. [illegible]

cc. [illegible]

cci. [illegible]

ccii. [illegible]

cciii. [illegible]

cciv. [illegible]

ccv. [illegible]

ccvi. [illegible]

ccvii. [illegible]

ccviii. [illegible]

ccix. [illegible]

ccx. [illegible]

ccxi. [illegible]

ccxii. [illegible]

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ccxxxiv. [illegible]

ccxxxv. [illegible]

ccxxxvi. [illegible]

ccxxxvii. [illegible]

ccxxxviii. [illegible]

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ccxl. [illegible]

ccxli. [illegible]

ccxlii. [illegible]

ccxliii. [illegible]

ccxliv. [illegible]

ccxlv. [illegible]

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ccxlvii. [illegible]

ccxlviii. [illegible]

ccxlix. [illegible]

ccl. [illegible]

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cclxxxix. [illegible]

ccxc. [illegible]

ccxci. [illegible]

ccxcii. [illegible]

ccxciii. [illegible]

ccxciv. [illegible]

ccxcv. [illegible]

ccxcvi. [illegible]

ccxcvii. [illegible]

ccxcviii. [illegible]

ccxcix. [illegible]

ccc. [illegible]

cccii. [illegible]

cccii. [illegible]

cccii

DAY 2

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

1. Sports ground for students in [illegible]
2. [illegible] pitch in [illegible]
3. —
4. —

[illegible] completed/ongoing work

[illegible] No.	Name of works Department	Cost (Rs. in lakh)	Date of completion	Inspected by visiting officer (Yes/No)	Whether financial [illegible] all payments made (Yes/No)
[illegible]	[illegible]	2lc	Completed	no	Yes

[illegible] made [illegible] completed [illegible] work [illegible]

[illegible] work completed/ongoing

[illegible] No.	Name of work and Department	Cost (Rs. in lakh)	Date of completion	Inspected by visiting officer (Yes/No)	Whether financial [illegible] all payments made (Yes/No)
[illegible]	[illegible]	0.65	Completed	no	Yes
[illegible]	[illegible]	[illegible]	Completed	no	Yes
[illegible]	[illegible]	[illegible]	Completed	no	Yes

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S. No.	Record work with Document	Date	Where started and where finished	Student name	Marks	Signature
1.						
2.						
3.						
4.						

IMPORTANT NOTE

1. [illegible]
2. [illegible]
3. [illegible]

VI. Other Practical (PMV) Schedules

S. No.	Name of the Skill (Activity)	Gift Provided (Yes / No)
1.		
2.		
3.		
4.		
5.		

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Q. No.	Instructions	Activities	Remarks
[illegible]			
1	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]
3	[illegible]	[illegible]	[illegible]
4	[illegible]	[illegible]	[illegible]
5	[illegible]	[illegible]	[illegible]
[illegible]			
1	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]
3			
[illegible]			
1	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]
[illegible]			
1	[illegible]	[illegible]	[illegible]
2	[illegible]	[illegible]	[illegible]

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II GENERAL ASSESSMENT OF THE VISITING OFFICER

[illegible]

- [illegible]
- [illegible]
- [illegible]

I [illegible]

- [illegible]
- [illegible]

II [illegible]

[illegible]

Signature of Visiting Officer

Name [illegible]

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Jammu & Kashmir
New Vision
New Horizon

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B2V1: June 20-27, 2019

B2V2: November 25-30, 2019

B2V3: October 02-12, 2020

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Joint Initiative by

Planning, Development & Monitoring Department

and

Rural Development & Panchayati Raj Department

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