

General instructions for the Visiting Officer

- The visiting officer shall hold a meeting with the Deputy Commissioner of the district before undertaking the village visit. During this meeting, he/she shall be briefed about the action taken by the district regarding previous Back to Village visits. He/ she shall collect a detailed action taken report of the works/ issues/ problems/ grievances of the previous Back to Village visits. He/she shall also be briefed about and given data/information regarding the activities related to his/her Panchayat which were undertaken during the Jan Abhiyan/Awami Muhim phase
- 02. He/she shall collect his booklet from Deputy Commissioner's office in which several fields have been marked with asterisks (*) These fields are to be prefilled 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 15" FC plan list of Awaas* 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 incumbent on the officer 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 local institutions including schools. PHCs, Angwarwari centres, etc. as possible. He/she should prepare a small report on whether any improvement has been noted or any problem/ issue raised by the people regarding the same has been redressed or not
- 06. He/she should visit all the wards of the Panchayat and participate in the Ward Sabhas, record the proceedings of the same and handover 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/ Awami Muhim programme.
- 07 The officer shall attend the Gram Sabha in which the Gram Sabha passes the draft MGNREGA and 15th 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 Awaas+ beneficiaries and pension beneficiaries in the Gram Sabha and ensure weeding out of any ineligible/ dead/ migrated beneficiaries. The list regarding these deletions should be handed over to the Deputy Commissioner's office

so. The visiting officer shall also start any one water conservation work in the Parchaia He/She shall support and facultate in identifying economically weater families are frame a plan for their upofiment by inter also being advantage of various scheme in the government. The visiting officer while filling the bookset shall make a be a secure of functionally of the Panchayat body and the impact of and impany of people to Jan Abhiyani/ Awarra Muhim. If felt necessary, house can subresseparate report regarding the same to the Deputy Commissioner.

13. He/she shall also make specific effort to identify any pendency in the schemes. benefits in which soots saturation has been targeted during Jan Abbryan/ Asim Muhim and shall try to make an analysis of genumeness or otherwise of resum for this pendency. The pendency and the reasons shall be brought to the rotes. of the Deputy Commissioner by the visiting officer.

The visting officer shall also participate in the mega mess? IEC activity if stiffment departments, attend Mahita Sabha and Bal Sabhas, maugurale and la foundation stone of any works and take part in the Griba Prayesh ceremotes. of houses completed under PMAY. After completing the village unit and before assuing the district, the officer must holid a detriefing meeting with the Deside Commissioner/ his/her team. The officer shall deposit the EZV3 bookint and other documents as mentioned above along with any other list/ reports PM her she may submit to the DC and his/her team.

13 The visting officer shall refrain himself / herself giving or offering any commitment of the government and shall adopt an unbiased attitude in reporting issues. As far as possible his/her observation should be based on a far and analytical view emerging from his/her interaction in the village.

14. The PSI members (Serpanchs, Panchs, BDC Champerson) shall be kept at the forefront of attactivities and given due importance and the approach should be to strengthen them and make them feel empowered. He/she shall ensure that the BDC charperson and Serpanch/Panch are present at the time of insuguration

15. The usating officer shull also validate the Mission Antipodaya form and ease of

16. The visiting officer shall ensure that COVID protocols are strictly followed

Schedule for the Visiting Officer

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Documents to be provided to the Visiting Officer by the DC

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Documents to be returned by the Visiting Officer to the DC

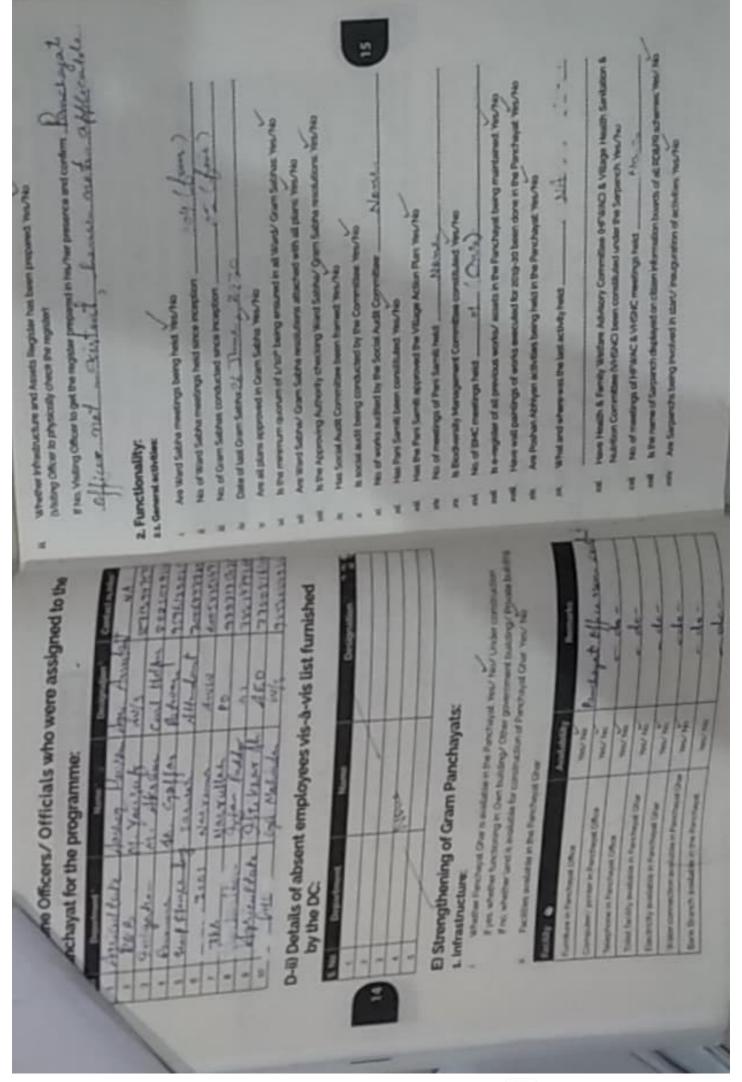
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Back to Village (B2V3) October 02-12, 2020

(To be filled up by the Reporting Officer during his/her three day visit to the Panchayat Fields marked with asterisk (*) have to be filled by the District Administration before the booklet is handed over to the visiting officer.)

A) Details of Reporting Officer:	
NATTO KHURSHEED AHMAD DAR	
DOSIGNATION ASSISTANT ENGINEER TREGATION DIVISION KULGA	a
. Department place of posting Isrigation Division Kulgam	
. Mobile No 6005867115	
. Emil 10 Khershoed Lunad 21 Cgmail: com	
· Home District Kulgarn	
. Dates of visit 05/06/07, October 2020.	
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B) Locational details of Panchayat:	_
· Nameorthe Panchayar Agrap Chack, Banghall.	
Local Government Directory (LGD) code of the Panchayat (To be sourced from Rural Development Department/ by DC)	
· Name of CD Block Deugaz	
· Name of Tehsit Davisas	
· Name of District Keelgam:	
C) Panchayat Profile:	
No. of revenue villages in the Panchayat O3 (file)	
· No. of hamlets in the Panchayat	
No. of households in the Panchayat	
Population (approx) of the Panchayat	



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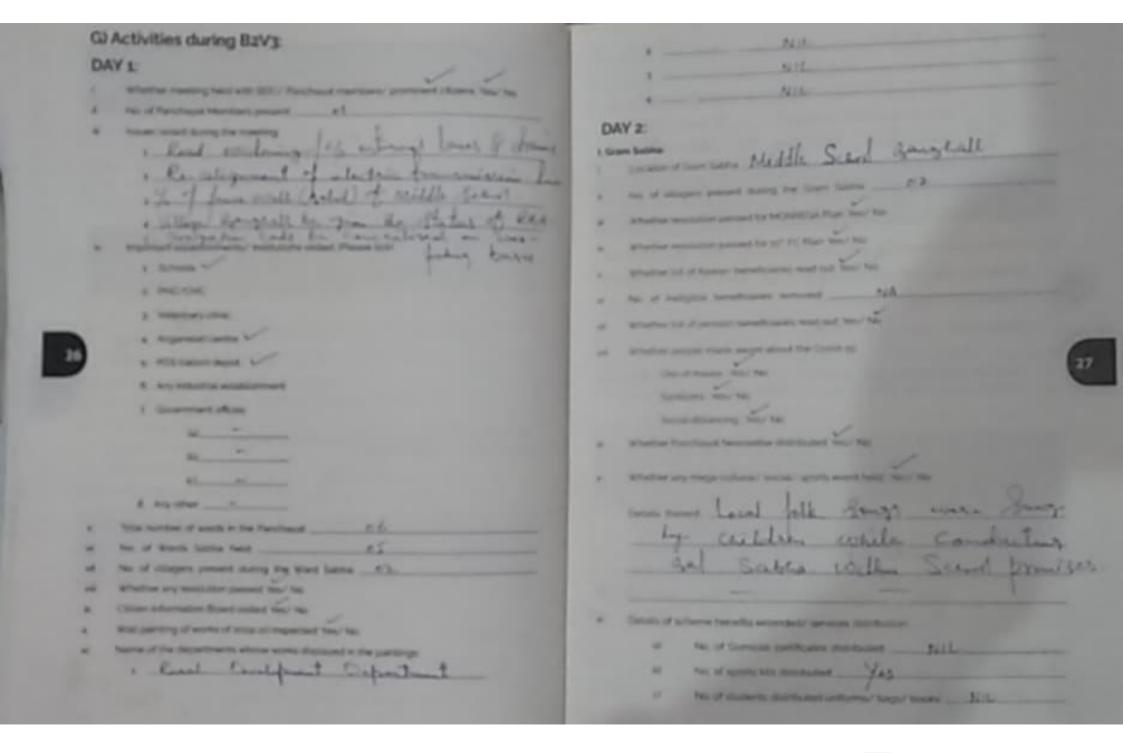
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