



Back to Village-3

B2V3

October 02-12, 2020

Governance at Peoples' Doorstep



Government of Jammu & Kashmir

Handwritten notes:
 Zawahid
 10/12/2020
 A

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:

- Name: Rajesh Kumar. Sharma - Samir
- Designation: Add. Secy. Social Welfare
- Department/ place of posting: Social Welfare
- Mobile No: 9419015811
- Email ID: _____
- Home District: Shimla
- Dates of visit: 02-10-2020

B) Locational details of Panchayat:

- Name of the Panchayat: Zawara A
- Local Government Directory (LGD) code of the Panchayat: _____
(To be sourced from Rural Development Department/ by DC)
- Name of CD Block: Keller
- Name of Tehsil: Shimla
- Name of District: Shimla

C) Panchayat Profile:

- No. of revenue villages in the Panchayat: 02
- No. of hamlets in the Panchayat: 06
- No. of households in the Panchayat: 840
- Population (approx) of the Panchayat: 4370

D-i) Frontline Officers / Officials who were assigned to the Panchayat for the programme:

S. No.	Department	Name	Designation	Contact number
1	Agriculture	Dr. Tary Thumel	A.F.O.	7889464284
2	Education	Rajeev Sharma	Head Master	7006425734
3	Revenue	Arvind Sharma	Patwari	7006784939
4	Health	Dr. Anand - M.O.	M.O.	9906802428
5	Water	Bhumi Anand	Teacher III	7889920023
6	ICDS	Shalika	CCPO	8808296659
7	DSW	Mani Anand	W/H	9876018184
8				
9				
10				

D-ii) Details of absent employees vis-à-vis list furnished by the DC:

S. No.	Department	Name	Designation
1			
2			
3			
4			
5			

E) Strengthening of Gram Panchayats:

1. Infrastructure:

- i. Whether Panchayat Char 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 Panchayat Char: Yes/ No
- ii. Facilities available in the Panchayat Char:

Facility	Availability	Remarks
Furniture in Panchayat Office	Yes/ No	
Computer/ printer in Panchayat Office	Yes/ No	
Telephone in Panchayat Office	Yes/ No	
Toilet facility available in Panchayat Char	Yes/ No	
Electricity available in Panchayat Char	Yes/ No	
Water connection available in Panchayat Char	Yes/ No	
Bank Branch available in the Panchayat	Yes/ No	

- iii. 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: _____

2. Functionality:

2.1. General activities:

- i. Are Ward Sabha meetings being held Yes/No
- ii. No. of Ward Sabha meetings held since inception: _____
- iii. No. of Gram Sabhas conducted since inception: _____
- iv. Date of last Gram Sabha: _____
- v. Are all plans approved in Gram Sabha Yes/No
- vi. Is the minimum quorum of 1/10th being ensured in all Ward/ Gram Sabhas: Yes/No
- vii. Are Ward Sabha/ Gram Sabha resolutions attached with all plans: Yes/No
- viii. Is the Approving Authority checking Ward Sabha/ Gram Sabha resolutions: Yes/No
- ix. Has Social Audit Committee been framed: Yes/No
- x. Is social audit being conducted by the Committee: Yes/No
- xi. No. of works audited by the Social Audit Committee: _____
- xii. Has Panch Samiti been constituted: Yes/No
- xiii. Has the Panch Samiti approved the Village Action Plan: Yes/No
- xiv. No. of meetings of Panch Samiti held: _____
- xv. Is Biodiversity Management Committee constituted: Yes/No
- xvi. No. of BMC meetings held: _____
- xvii. Is e-register of all previous works/ assets in the Panchayat being maintained: Yes/No
- xviii. Have wall paintings of works executed for 2019-20 been done in the Panchayat: Yes/No
- xix. Are Panchayat Abhiyan activities being held in the Panchayat: Yes/No
- xx. What and where was the last activity held: _____
- xxi. Have Health & Family Welfare Advisory Committee (HF/WAC) & Village Health Sanitation & Nutrition Committee (VHSNC) been constituted under the Sarpanch: Yes/No
- xxii. No. of meetings of HF/WAC & VHSNC meetings held: _____
- xxiii. Is the name of Sarpanch displayed on citizen information boards of all RD&PR schemes: Yes/ No
- xxiv. Are Sarpanchs being involved in start/ inauguration of activities: Yes/No

- xxx Whether subjects have been assigned by the Sarpanch to the Panchs: Yes/ No
- xxxi Whether grievances redressal box is installed: Yes/No
- xxxii No of grievances received pertaining to Panchayat level: _____
- xxxiii No of grievances disposed of at Panchayat level: _____
- xxxiv Whether the Sarpanch/ Panchayat Secretary have digital signatures: Yes/ No
- xxxv Whether all MGNREGA/ 14th FC payments are being made by Sarpanch through Digital Signature Certificate (DSC): Yes/ No
- xxxvi 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)	Amount of payment made by Sarpanch (since opening of account)
14 th Finance Commission	Yes/ No	PS	Yes/ No	4.12536	Nil
ICDS (Nutrition)	Yes/ No	Admission/ Sec.	Yes/ No	2.02237	—
ICDS (Honorarium)	Yes/ No	do	Yes/ No	3.48935	—
Mid-Day Meals (MDM)	Yes/ No	H.M	Yes/ No	0.0090	—
Own resources of Panchayat	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.)

2.2 Integrated Child Development Scheme (ICDS):

- i 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: Sar Panchayat not notified.

Also mention if it is being purchased by someone else: Admission only.

- ii Is nutrition being provided to Anganwadi Centres in the Panchayat: Yes/ No

If no, reason thereof: _____

- iii Expenditure incurred on procurement through Sarpanch: Rs _____ lakh

- iv Is the Panchayat/ Sarpanch paying honorarium to AWWs/ Helpers directly at Panchayat level: Yes/ No

If no, reason thereof: _____

- v Expenditure incurred on paying of honorarium through Sarpanch: Rs _____ lakh

- vi 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)

2.3 Midday Meal (MDM) Scheme:

- i Whether Panchayat/ Sarpanch is purchasing items at Panchayat level for providing dry ration under MDM in the schools: Yes/ No

If no, reason thereof: _____

- ii Expenditure incurred on Mid-Day Meals/ food items through Sarpanch: Rs _____ lakh

- iii Whether the Panchayat/ Sarpanch is providing dry ration to the school children in the Panchayat: Yes/ No

If no, reason thereof: _____

Also mention if it is being provided by someone else: _____

- iv Whether the record on account of purchase of MDM items and honorarium to cooks is being maintained at the Panchayat: Yes/ No

- v (Visiting Officer to check the register and verify the signatures of the Sarpanch on the same)

- vi Expenditure incurred on honorarium to cook cum helper through Sarpanch: Rs _____ lakh

- vii 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: _____

2.4 Challenges:

- i Major challenges being faced by the Panchayat in functioning and execution of works

F) Jan Abhiyan/ Awami Muhim activities:

(Have to be filled by the District Administration before the booklet is handed over to the visiting officer. Visiting officer will confirm the figures pre-filled by the administration by conducting local inquiry during his/ her stay in the village)

1. Domicile Certificates issued :

Category	Target population	Certificates issued during Jan Abhiyan/ Awami Muhim	Total certificates issued till date	Pendency (No.)	Reasons of pendency
PRC Holders					
Non-PRC					
W/PR					
Students					
Officers					

2. Category certificates issued :

Category	Target population	Certificates issued during Jan Abhiyan/ Awami Muhim	Total certificates issued till date	Pendency (No.)	Reasons of pendency
SC					
ST					
OBC					
ALC					
RBA					

3. Revenue papers issued:

Category	Applications received	Certificates issued during Jan Abhiyan/ Awami Muhim	Pendency (No.)	Reasons of pendency
Nakal/ Jamabandi				
Nakal/ Giridawar				
Farad/ Intikhab				
Mutations				

4. Birth/ Death/ Disability Certificates (for period beginning from April 1, 2020)

Category	Target	Certificates issued during Jan Abhiyan/ Awami Muhim	Total certificates issued	Pendency (No.)	Reasons of pendency
Death Certificates					
Birth Certificates					
Disability Certificates					

5. Adhaar seeding of Ration Card :

Category	Target	No. of total Ration Cards Adhaar seeded	Adhaar seeding during Jan Abhiyan/ Awami Muhim	Pendency (No.)	Reasons of pendency
PHH/s					
Non-PHH					
Antyodaya					
Anna Yojana					

6. Health :

Scheme	Eligible Families/ Individuals	Covered during Jan Abhiyan/ Awami Muhim	Total covered	Pendency (No.)	Reasons of pendency
Ayushman Bharat families with golden cards					
Ayushman Bharat Individuals Cards					
Janani Suraksha Yojna (JSY)					

7. National Social Assistance Programme (NSAP) :

Scheme	Eligible Families/ Individuals	Covered during Jan Abhiyan/ Awami Muhim	Total covered	Pendency (No.)	Reasons of pendency	Adhaar seeding during Jan Abhiyan/ Awami Muhim	Total Adhaar seeding
Old Age Pension							
Widow Pension							
Disability Pension							

8. Integrated Social Security Scheme (ISSS) :

Scheme	Eligible Families/ Individuals	Covered during Jan Abhiyan/ Awami Muhim	Total covered	Pendency (No)	Reasons of pendency	Asst. seedling during Jan Abhiyan/ Awami Muhim	Total Asst. seedling
Old Age Pension	-	-	50				95%
Assistance to Women in Distress	-	-	55				91%
Assistance to Physically Challenged Persons	-	-	56				96%

9. Other Welfare Schemes :

Scheme	Eligible Families/ Individuals	Covered during Jan Abhiyan/ Awami Muhim	Total covered	Pendency (No)	Reasons of pendency
PM's Matru Vandana Yojana (PMKVY)	11	4	15	- nil	0.5
National Family Benefit Scheme (NFBS)					0.5
PM Gareeb Kalyan Anna Yojana			411		0.2
Mission mode project for registration of construction workers					Nil

10. Scholarships to the students under various schemes :

Scheme	Target Population	Scholarships sanctioned during Jan Abhiyan/ Awami Muhim	Total scholarships sanctioned during the year	Reasons of pendency
Pre Matric for SC		-		
Pre Matric for ST	195	-	195	
Pre Matric for OBC		-		
Pre Matric for Minorities	200	200	200	
Post Matric for SC				

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

Scheme	Target Population	Beneficiaries covered during Jan Abhiyan/ Awami Muhim	Total beneficiaries covered	Pendency (No)	Reasons of pendency
PM Kisan Samman Nidhi (PM-KISAN)	487	-	377	110	on line validation
Kissan Credit Card	823	-	823	0	

12. Live Stock Schemes :

Scheme	Applications received	Beneficiaries covered during Jan Abhiyan/ Awami Muhim	Pendency (No)	Reasons of pendency
Dairy Entrepreneurship Development Scheme				
Innovative Poultry Production Programme				
Integrated Development of Small Ruminants and Rabbits - Sheep Farm				

13. Universal coverage Scheme

Scheme	Total number of households	Households covered during Jan Abhiyan/ Awasat Muhim	Pendency (No)	Reasons of pendency
JK Health Scheme				

14. School Amenities:

- No. of schools in the Gram Panchayat: 11
- No. of schools with Ramp Facility for Children with Specific needs: All.
- No. of schools with drinking water facility: 05
- No. of schools with electricity connection: 03
- No. of schools with toilet facility
 - For Boys: All.
 - For Girls: All.
- No. of schools with girl students (Girls/ Co-Ed schools): All. (GB Engd only)
- No. of such schools installed with Sanitary Napkin Vending Machines: Nil
- No. of such schools installed with Incinerators: Nil

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15. Basic Services:

- No. of habitations with over 250 souls: All.
 - No. of habitations with over 250 souls in the GP without road connectivity: All. Nil
 - If yes, whether these roads have been surveyed: Yes/No: No.
 - No. of habitations with less 250 souls in the GP without fair weather road: No.
 - Is there any habitation or mohalla which is yet un-electrified: Yes/ No: No.
- If yes, names and approx no. of households:
- Sameni murg. (name): 20 (households)
 - (b): (name): (households)
 - (c): (name): (households)
- Remarks/ explanation: _____

16. Pradhan Mantri Awas Yojana (PMAY):

- Cumulative Target: (No)
- No. of households sanctioned with verified Accounts during Jan Abhiyan/ Awasat Muhim: _____
- No. of households to which 1st installment released during Jan Abhiyan/ Awasat Muhim: _____
- No. of houses completed in 2020-21: _____
- No. of houses completed during Jan Abhiyan/ Awasat Muhim: _____
- No. of houses under construction: _____

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17. Community Sanitary Complex (CSC) Status:

- Whether CSC sanctioned in the Gram Panchayat: Yes/ No: No
- If yes, has the CSC been constructed: Yes/ No: No
- Whether the CSC is functional: Yes/ No: No
- No. of CSCs taken up during Jan Abhiyan/ Awasat Muhim: _____
- No. of CSC completed during Jan Abhiyan/ Awasat Muhim: _____
- Any issue regarding water connection and sewage disposal in CSC: _____

18. MGNREGA:

- Whether MGNREGA Plan 2020-21 has been approved: Yes/ No: No
- If yes:
 - Funds allocated to the Panchayat: Rs. 20.59 lakh
 - No. of works approved: 06

c) No. of works started during Jan Abhiyan/ Awami Muhim: 02.20
d) No. of works completed during Jan Abhiyan/ Awami Muhim: Nil
e) No. of person days generated during Jan Abhiyan/ Awami Muhim: 150
f) Wages due for 'e' above: Rs 2036 lakh
g) Wages paid out of 'f' above: Rs Nil lakh
h) Any grievance related to MGNREGA: None rate Enhancement.

19. 14th FC Award:

- i. Allocation under 14th FC for four years: Rs. 41.00 lakh
ii. Whether Action plan prepared for all years: Yes/ No
iii. No. of works as per the Action Plan: 1700 (See below only)
iv. Whether approval accorded to the whole Plan by the DPC: Yes/ No
v. No. of works for which technical sanction accorded by the Xen: 17
vi. No. of works authorized by the Halqa Panchayat: 17
vii. No. of works taken up during Jan Abhiyan/ Awami Muhim: Nil 03
viii. No. of works completed during Jan Abhiyan/ Awami Muhim: Nil 03
ix. Payments made during Jan Abhiyan/ Awami Muhim: Rs. 5.25 lakh
x. Total expenditure on PRA/Soft as on date: Rs. 26.89 lakh

20. Works under Capex and CSS:

a. District Capex

S. No	Department	No. of activities/ works taken up during Jan Abhiyan/ Awami Muhim	No. of activities/ works completed during Jan Abhiyan/ Awami Muhim	Payments made during Jan Abhiyan/ Awami Muhim (Rs in lakh)	Remarks
1	RDD				
2	PWD				
3	Jal Shakti				
4	PDO				
5	Others				

b. UT Capex

S. No	Department	No. of activities/ works taken up during Jan Abhiyan/ Awami Muhim	No. of activities/ works completed during Jan Abhiyan/ Awami Muhim	Payments made during Jan Abhiyan/ Awami Muhim (Rs in lakh)	Remarks
1	RDD	<u>08.05</u>	<u>05</u>	<u>5.25</u>	
2	PWD				
3	Jal Shakti				
4	PDO				
5	Others				

c. Centrally Sponsored Schemes (CSS)

S. No	Schemes	No. of activities/ works taken up during Jan Abhiyan/ Awami Muhim	No. of activities/ works completed during Jan Abhiyan/ Awami Muhim	Payments made during Jan Abhiyan/ Awami Muhim (Rs in lakh)	Remarks
1	Samagra Shiksha				
2	PMGSY				
3	Jal Shakti Mission (PHE)				
4	Jal Shakti Mission (IL&FC)				
5	NHM				
6	Others (Specify)				

21. Feedback regarding service delivery during Jan Abhiyan/ Awami Muhim:

- i. No. of complaints received: _____
ii. No. of complaints resolved: Nil
iii. Constraints faced in delivery of services: _____

22. Others:

- i. Whether survey of all physically challenged persons requiring prosthetic aids, wheel chairs, hearing aids etc has been completed: Yes/ No
ii. If yes, total number of beneficiaries identified in the Panchayat: _____

G) Activities during B2V3:

DAY 1:

- i. Whether meeting held with BOC/ Panchayat members/ prominent citizens: Yes/ No ☒ Yes
- ii. No. of Panchayat Members present: Nil
- iii. Issues raised during the meeting:
1. Water Supply problems raised by general public
 2. Installation of 1.5 poles & Transformers.
 3. Repairment of Panchayat Khanna.
 4. Construction of Culvert near Govt. H.S. School / upgradation.
- iv. Important establishments/ institutions visited (Please tick)
- ☒ Schools
 - ☒ PHC/CHC
 - ☒ Veterinary clinic
 - ☒ Anganwadi centre.
 - ☒ PDS (ration) depot
 - ☒ Any industrial establishment Grading civil
7. Government offices:
- (a) Panchayat Khanna
 - (b) Health Centre
 - (c) _____
8. Any other: _____
- v. Total number of wards in the Panchayat: 9
- vi. No. of Wards Sabha held: Nil
- vii. No. of villagers present during the Ward Sabha: Nil
- viii. Whether any resolution passed: Yes/ No ☒ No
- ix. Citizen Information Board visited: Yes/ No ☒ No
- x. Wall painting of works of 2019-20 inspected: Yes/ No ☒ No
- xi. Name of the departments whose works displayed in the paintings:
1. R. D. D.

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DAY 2:

- i. Gram Sabha:
1. Location of Gram Sabha: Tawarna High School.
 2. _____
 3. _____
 4. _____
- ii. No. of villagers present during the Gram Sabha: 35
- iii. Whether resolution passed for MGNREGS Plan: Yes/ No ☒ No
- iv. Whether resolution passed for 15th FC Plan: Yes/ No ☒ No
- v. Whether list of Awas+ beneficiaries read out: Yes/ No ☒ No
- vi. No. of ineligible beneficiaries removed: None
- vii. Whether list of pension beneficiaries read out: Yes/ No ☒ No
- viii. Whether people made aware about the Covid-19:
- Use of masks: Yes/ No ☒ No
 - Sanitizers: Yes/ No ☒ No
 - Social distancing: Yes/ No ☒ No
- ix. Whether Panchayat Newsletter distributed: Yes/ No ☒ No
- x. Whether any mega cultural/ social/ sports event held: Yes/ No ☒ No
- Details thereof: _____
- xi. Details of scheme benefits extended/ services distribution:
- a) No. of Domicile certificates distributed: 02
 - b) No. of sports kits distributed: boys 3
 - c) No. of students distributed uniforms/ bags/ books: boys 3

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- xiv. Whether Poshan Abhiyan activity held: Yes/ No ☒ Yes
- xv. Brief description of the activity: _____

DAY 3:

I. Mahila Sabha:

- i. Attendance: _____
- ii. Resolution passed, If any: _____
- iii. Issues raised:

1. _____
2. _____
3. _____
4. _____

II. Bal Sabha:

- i. Attendance: _____
- ii. Resolution passed, If any: _____

- di. No. of tricycles/ prosthetic aids distributed: _____
- ei. No. of scholarships distributed: _____
- fi. No. of Ayushman Bharat - golden cards distributed: _____
- gi. No. of J&K Health Cards distributed: _____
- hi. Others: _____
- xi. Whether any water conservation work started: Yes/ No. ☒ Yes

Details thereof: _____

- xii. Whether any mega event of any other department, especially those involved in individual beneficiaries like, Agriculture/ Horticulture/ Animal/ Sheep Husbandry, Handicrafts/ Handloom, Floriculture etc. held: Yes/ No ☒ Yes

Details thereof: _____

III. Issues raised:

1. _____
2. _____
3. _____
4. _____

III. Works completed/inaugurated under BAY:

S. No	Name of work and Department	Cost (Rs. in lakh)	Date of completion	Inaugurated by Visiting Officer (Yes/No)	Whether financially completed and all payments made (Yes/No)
1					
2					
3					
4					
5					

Important Note: At least one work /demand as reflected in BAY1/BAY2 to be physically and financially completed in every Panchayat and inaugurated by Visiting Officer.

IV. Other works completed/inaugurated:

S. No	Name of work and Department	Cost (Rs. in lakh)	Date of completion	Inaugurated by Visiting Officer (Yes/No)	Whether financially completed and all payments made (Yes/No)
1					
2					
3					
4					
5					

V. New works:

S. No	Name of work and Department	Cost (Rs. in lakh)	Whether identified under BZV1/BZV2/ Others (Please Specify)	Whether AA/TS accorded	Whether physically started	
					Yes/No	If No, Status
1						
2						
3						
4						
5						

IMPORTANT NOTE:

- New works to be identified by Gram Panchayat / Gram Sabha preferably selected out of priority works of BZV1 and BZV2
- At least one work to be identified and started - foundation stone to be laid by the Visiting Officer

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VII. Gariha-Pravesh of PMAY beneficiaries:

S. No	Name of the beneficiary	Gift handed over Yes/ No
1		
2		
3		
4		
5		

H) FOLLOW UP OF BACK TO VILLAGE-1 & 2 (BZV1 & BZV2):

S. No	Particulars	Action taken	Remarks #
1	I. Urgent Public Requirement/ Demands - BZV1		
2			
3			
4			
5			
6			
7			
1	II. Urgent Public Requirement/ Demands - BZV2		
2			
3			
4			
5			
6			
7			

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S. No	Particulars	Action taken	Remarks #
III. Major Problems - B2V1			
1			
2			
3			
4			
5			
IV. Major Problems - B2V2			
1			
2			
3			
V. Major Complaints - B2V1			
1			
2			
VI. Major Complaints - B2V2			
1			
2			

Please indicate whether action taken in 2019 or 2020 or during Jan Abhiyan/ Aaram Muhim.

I) GENERAL ASSESSMENT OF THE VISITING OFFICER:

I	Any major complaint brought to the notice of the Visiting Officer:
II	Major urgent public demand(s) that was/were reflected earlier but have not been addressed so far:
1.	Supply of 11000 Transmish. from overhead to Rasolgharwara & main line.
2.	Supply/Installation of L.T Poles in A.P. & 1000 and 1500 Transmish. line of length 1.5 km B.G.P.
3.	Cp of base well/Tide well near 1070 road Smart door for Allah.
4.	Installation of Transformer near H/O Nigro Road, 4th rd of Allah at Zaidpur (3rd 2nd rd).
III	Overall assessment of visit and suggestions: (The visiting officer to ensure that the overall assessment is recorded in detail along with concrete suggestions.)

Signature of the visiting officer
Name: _____

NOTES