

### Back to Village-3

October 02-12, 2020

Governance at Peoples' Doorstep



Government of Jammu & Kashmir





JAMMU & KASHMIR

RAJ BHAWAN

### Message

am delighted to learn that the 3" version of the much-acclaimed Back to Village-5 (B2V3) programme, a unique and ambitious exercise of taking government to the doorstep of people is being organized from 2" to 12" October 2020, across Jammu & Kashmir.

In June 2019, the Government of Jammu and Kashmir embarked on the Back to Village In JUNE 2019, the Government of Jammu and Kashmir embarried on the Back to Willage programme which involved the visit of over 4000. Gazetted officers of J&K to every Pandhayat and scending two days and a hight there is was also an opportunity to support and strengthen the newly constituted Pandhayat. The programme was a huge success. Visiting officers were welcomed and fetad by opculate eager to share its troubles and travells with what they had pertained as an unresponsive administration, in fact such was the enthusiasm generalled by the programme that the Honible Phime Minister made a memorial fit in his fMan Ki Bast" calling it to festival of development, public participation and public assentiates. EWELEUSSZ.

Encouraged by the success of the programme, the government prganced the Back to Wilage-2 (B2V2) in November 2019. This time the focus was on ensuring that funds and functions devolved to the Panchayats were used without any bottleheads and that beneficiary oriented schemes actually reach the last person in the queue. The Honble Prime Minister again made mention of the programme in his independence Day speech of 2020.

I believe the ubcoming version of the Back to Village-3 (82V3) programme will be an attained at a concentrated and determined sevel comental bush in the region. The actual programme shall be preceded by a three week Jan Abrilyan (Awami Muhmi, which shall bous on 3 concurrent and interconnected goals. Jan Survivas (Awami Surviva) - Public grevances, recressal. Abrilyan (Muhmi Bara-6-Haccod) - Public Service Delivery and United Gram Abrilyan (Den Tarabyso Muhmi ) Delivery of Development on ground.

I am confident that this unique effort shall earn the respect of the people of Jammu and Kashmir and that it will be remembered for long as a unique and sincere effort of the government to reach the oppositions of the people.

14" September, 2020

Snnepar

(Manoj Sinha)

Jammu & Kashmir

New Vision

New Horizon

B2V1: June 20-27, 2019

B2V2: November 25-30, 2019

B2V3: October 02-12, 2020





B.V.R. Subrahmanyam, IAS

Chief Secretary Jammu & Kashmir

### Message

ammu and Kashmir continues to witness a transformation of Panchayati Raj Institutions ever since their constitution in 2018. Through the first of its kind initiative "Back to Village" and the Government's decision of delegating funds, functions and functionaries to PRIs, grass roots democracy has flourished in the Union Territory. As a next step in this direction, the phase 3 of the Back to Village' programme 3 is being held from 2nd October to 12th October, 2020, which will give a deeper push to the institutionalization of PRIs.

While the first B2V focussed on interaction and information on local needs, the second B2V focused on strengthening and institutionalizing Panchayats, handholding the newly elected PRIs and focusing on saturation and 100% coverage of individual beneficiary oriented schemes.

Now, building on the foundation laid by 82V1 and 82V2, the 82V3 has been planned as an "Action" edition with its focus on implementation and execution. This edition will aim to address gnewances and needs by concrete action on the ground, thus making it more ambitious and action packed.

Further, local dismands are being taken up through a three week long public outreach exercise-Jan Abhiyan/Awami Muhim, with its three concurrent and interconnected goals of public grievances redressal, public service delivery and delivery of development on ground 82V3 is also an occasion to assess government functioning and service delivery through an unprecedented proactive Government-PRI interface.

Lappeal to all Panchayat representatives as well as people to come forward and proactively participate in the program, thereby making governance more participatory, transparent and responsible Latso urge the Deputy Commissioners to coordinate the visits of officers to various Panchayat

I also urge the Deputy Commissioners to coordinate the visits of officers to various Panchayat Halqas for better culcomes and ensure adherence to COVID SOPs while arranging various outreach activities.

I am confident that the people and officials alike will once again rise to the occasion and replicate the success of earlier B2V programmes.

(B.V.R. Subrahmanyam)

September 10-30, 2020

### Jan Abhiyan

# 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.
- 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 chose

02

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.

03

- 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.
- O5. The visiting officer should try and visit as many local institutions including schools. PHCs. Angwanwari 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.
- ob. 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.
- O7 The officer shall attend the Gram Sabha in which the Gram Sabha passes the draft MONREGA and 15" 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.

- OB The visiting officer shall participate in Poshan Abhiyan and Covid awareness or any other departmental activity in the Gram Sabha. He/she shall distribute the Panchayat newsletter. The proceedings of Gram Sabha shall be recorded and hand over the copy of the resolution passed to the Deputy Commissioner's office.
- The visiting officer shall also take part in the cultural/sports activities organized in the Panchayat and distribute sports kits, certificates, education kits, scholarships, pensions, tricycles, prosthetic aids, universal health cards, Ayushman gold cards or any other distribution scheme that the district administration has arranged for.
- The visiting officer shall also start any one water conservation work in the Panchayat. He/she shall support and facilitate in identifying economically weaker families and frame a plan for their upliftment by inter alia taking advantage of various schemes in the government. The visiting officer while filling the booklet shall make a fair assessment of functionality of the Panchayat body and the impact of and response of people to Jan Abhyan/ Awami Muhim. If felt necessary, he/she can submit a separate report regarding the same to the Deputy Commissioner.
- 11 He/she shall also make specific effort to identify any pendency in the schemes/benefits in which 100% saturation has been targeted during Jan Abhiyan/Awami Muhim and shall try to make an analysis of genuineness or otherwise of reasons for this pendency. The pendency and the reasons shall be brought to the notice of the Deputy Commissioner by the visiting officer.
- 12 The visiting officer shall also participate in the mega mela/ IEC activity of different departments attend Mahila Sabha and Bal Sabhas, inaugurate and lay foundation stone of any works and take part in the Griha Pravesh ceremonies of houses completed under PMAY After completing the village visit and before leaving the district, the officer must hold a debriefing meeting with the Deputy Commissioner/ his/her team. The officer shall deposit the BzV3 booklet and other documents as mentioned above along with any other list/ reports that he/she may submit to the DC and his/her team.
- 13. The visiting 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 fair and analytical view emerging from his/her interaction in the village.
- The PRI members (Sarpanchs, Panchs, BDC Chairperson) shall be kept at the forefront of all activities and given due importance and the approach should be to strengthen them and make them feel empowered. He/she shall ensure that the BDC chairperson and Sarpanch/Panch are present at the time of inauguration and ceremonies.
- The visiting officer shall also validate the Mission Antyodaya form and ease of living survey data in the gram sabha.
- 16 The visiting officer shall ensure that COVID protocols are strictly followed during the visits.

### Schedule for the Visiting Officer

### Day 1:

- Meeting with BDC/ Panchayat members/ prominent members of Gram Panchayat
- Visit important establishments/ institutions such as school/ PHC/ other government setup, etc
- Visit the various areas/ wards of the Panchayat and hold Ward Sabhas proceedings to be recorded & signed, resolution to be handed over to DC.
- Inspect Citizen Information Boards for every work of RD&PR department with name of Sarpanch on it and also check wall painting listing all the works executed last year and current year in the Panchayat.
- Evening Choupal informal discussions

### Day 2: Mela/ Mega event

### a) Holding of Gram Sabha:

- Discuss & pass resolution for MGNREGA plan
- Discuss & pass resolution for 15th FC plan
- Read out list of Awaas\* beneficiaries and ensure deletions of ineligible beneficiaries
- Read out list of pension beneficiaries
- Awareness about Poshan Abhiyan through Social Welfare officials.
- Awareness about COVID by health officials
- Distribution of Panchayat Newsletter and Coffee Table Books.
- Use of Nukkad Natak. Ladi Shah. Bhand Pather or any other local medium to disseminate public service messages or information about the activities of any department.

The proceedings of the Gram Sabha shall be recorded and signed and the resolution shall be carried back by the visiting officer to be handed over to the DC.

### b) Holding of mega cultural/social/sports event:

- Cultural/ sports activity.
- Distribution of certificates and other documents generated/ finalized during Jan Abhiyan/ Awami Muhim.
- Distribution of sports kits
- Distribution of education kits/ bags-uniforms-books/ scholarships participation of school children
- Activities of Social Welfare Department distribution of tricycles/ prosthetic aids/ scholarships/ pensions
- Universal Health Cards/ Ayushman Card distribution
- Start any one water conservation work

### c) Holding of Mega Mela/ IEC activities of different departments, especially those involved with individual beneficiaries: Extension / elemetre camps of Agriculturer Horticulture

- Animali Sharal Harbard's
- But Bacture But Produce activities
- Accordes, enhotrors, information campaigns of the following departments.
  - , anmic Shorp Hurbandry

  - Represent
     Any preparament which has subsidy or individual beneficiary scheme

### d) Filling up of B2V3 booklet.

### Day 3:

- 1 Holland of Marias Sathray Bit Sathra proceedings to be recorded and signed, resolution to be sended over to DC.
- years and resignations Georg with Sarpanchy Planchsy BDC Charman)
  - Linguishing projects
  - Provide composited most month under 14" FC MGNREGA Bay or any other CSS/ District/
  - Gifts Prainty screenusses of houses completed under PMAY, distribution of gifts

### IMPORTANT NOTE

- Visiting Officer to ensure yeal. AT UEAST pouness agric, under BPV out of priority demands as dearthing foundation store last and started during most their visit.

### Documents to be provided to the Visiting Officer by the DC

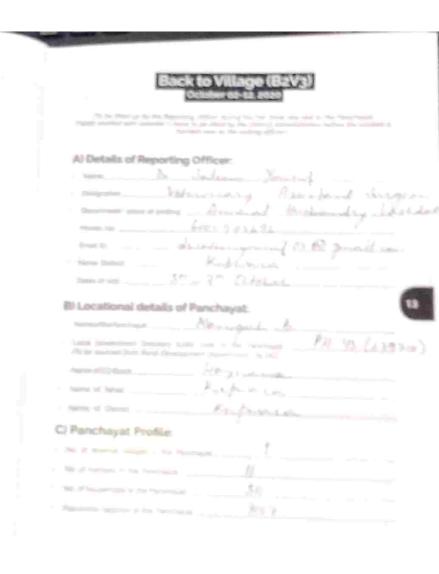
- 1 Copies of B2V1 and B2V2 booklets as filled in by the visiting officer in June/ November, 2019.
- 2 Two copies of B2V3 booklet with basic data in fields marked with asterisk (1) already filled in
- 3 Duly validated Mission Antyodatya form and ease of living survey data.
- 4 Developmental progress/ profile of the Gram Panchayat including
  - Action Taken Report on issues/ demands/ complaints of B2V1 and B2V2.
  - List of new works started/ongoing/completed after BzV1 and BzVz under the following heads

    - BzV grants
      Convergence
      District Plan
      State Sector

    - Any other work
  - Any other developmental activities, whether public or private, initiated in the Gram Panchayat after B2V1
  - Any upgradation/ new sanction, including those of schools/ medical facilities/ facilities of any other department, initiated/ completed after B2V1.
- - MGNREGA draft plan document for the year 2021-22.
  - 15<sup>th</sup> FC draft plan document for the year 2021-22.
  - List of Awaas+ beneficiaries.
  - List of pension beneficiaries.
- 6 Lists of beneficiaries for
  - various certificates/ benefits to be distributed by the visiting officer.
  - whom Griha Pravesh ceremonles have been organised

### Documents to be returned by the Visiting Officer to the DC

- Booklet duly filled one copy.
- 2. Wards Sabha, Gram Sabha, Mahila Sabha and Bal Sabha resolutions.
- 3 List of deletions from Awaas-beneficiaries.
- 4 Representations received, if any
- 5 MGNREGA plan passed by the Gram Sabha along with resolution.
- 6 15" 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 ease of living survey data.



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

CON	Department*	Name*	Designation*	Contact number*
S No.	V 10	Bolo Al. Klass	GRS	962270739
1	r I L'a	Jan J. A. Alange	Teacher	9797 03435
· .	Tautos	201014	LM	96228436
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9	Levenue	Ital de lis	Patrons	755957 43
481	11.1. 11.	. Teal at Al Wal	l H	7001225091

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

S No.	Department	Name	Designation
1	Irmacho > The	· 1.	
2	Her Lieralt		
3	Sell emblered	1	
4	ABreed Deville	1	
	./1		

### E) Strengthening of Gram Panchayats:

### 1. Infrastructure:

Trastructure:

Whether Panchayat Char is available in the Panchayat Yes/ No/ Under construction
If yes: whether functioning in Own the ling/ Other government building/ Private building
If no whether land is available for construction of Panchayat Char Yes/ No

Facilities available in the Panchayat Char

Facility	Availability	Remarks
Fumiliar in Rindhiyat Office	Vest No	
Computer/ printer in Panchayat Office	Yes/18	
Telephone in Pancheyel Office	YES/ 164	
Tolet facility evolution in Parkneyst Chief	Mes ric	
Electrosty available in Earthwart Olar	Y05/10/	
Whiter commencer available in Participal Char	Yest No	
Bank Branch assuble in the Penchayat	V61100	

ñ.	Whether Infrastructure and Assets Register has been prepared *ks/No
	(Visiting Officer to physically chech the register)
	If No. Visiting Officer to get the register prepared in his/her presence and confirm:
2 5	unctionality:
	ieneral activities:
i	Are Ward Sabha meetings being held Ye/No
Ñ.	No of Ward Sabha meetings held since inception
in.	No of Gram Sabhas conducted since inception 45
iv	Date of last Gram Sabha /2/05/2029
v	Are all plans approved in Gram Sabha Yes/No
vi	Is the minimum quorum of 1/10° being ensured in all Ward/ Gram Sabhas. Yes/No
vi	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
ie.	Has Social Audit Committee been framed Yes/No
x	Is social audit being conducted by the Committee Yes/Nb
xi	No of works audited by the Social Audit Committee: Ni/
XII	Has Pani Samiti been constituted. Yes/No
xiii	Has the Pani Samiti approved the Village Action Plan: Yes/No
xiv	No of meetings of Pani Samiti held: N;
xv	Is Biodiversity Management Committee constituted: Yes/No
rvi	No of BMC meetings held: Nil
rvii.	Is e-register of all previous works/ assets in the Panchayat being maintained Yes/No
zvii.	Have wall paintings of works executed for 2019-20 been done in the Panchayat Yes/No
m.	Are Poshan Abhiyan activities being held in the Panchayat Yes/No
x	What and where was the last activity held:
~	Wildle d wildle was the ust activity field.
1.61	U. H. W. F. J. W. F. L. W. F. W. F. L. W. F. W. F. L. W. F.
xxi	Have Health & Family Welfare Advisory Committee (HFWAC) & Village Health Sanitation & Nutrition Committee (VHSNC) been constituted under the Sarpanch, Yes/Nb
ioo	No of meetings of HFWAC & VHSNC meetings held
ino	is the name of Sarpanch displayed on citizen information boards of all RD&PR schemes Ves/No
	Are Corresponds being involved in start (inc. or estimated and set of and affect by

2.2 Integrated Child Development Scheme (ICDS)

0.250 completes 00 = 0.50 completes 00.000 completes 00.

?

Whether grievances rediressal box is installed Yes/No Whether subjects have been assigned by the Sarpanch to the Panchs Yes/ No

WAX.

XXX

X

HAKK /VXX XX

Bank Account opening and receipt of funds

KXX.

Mar Day Megas	ICDS	ICES Nutrition	(COmmission	Name of the Scheme
ج د	€ €	5	<b>Y</b>	Separate bank account opened
>	‡		forther for	official signatory other than Sarpanch
e e	* - 7	N.	yes No	Funds received
	h i		1.12.11	Balance in the account as on date (Rein jath)
			L Jay Cures	Amount of payment made by Sarpanch (since opening of account)

No of gnevances disposed of at Panchayal level  $\mathcal{N}_{i}^{ij}/$ No of gnevances received pertaining to Panchayat level Whether the Sarpanch / Ponchayat Secretary have digital signatures \( \frac{1}{165} \) No Whether all MGNRECA/ 14" FC payments are being made by Surpanch through Digital Signature Certificate (DSC) 1457 No

2 3 Midday Meal (MDM) Scheme

maintained by the Panchayat VSV No.

Used and officer to choose the register and worly the signatures of the Sarpanch on the same)

Whether the record on account of purchase of nutrition and payment of honorarium is being

Expenditure incurred on paying of honorarium through Sarpanch Rs \_\_\_\_\_Lakh

If no reason thereof

and the state of the state of the With their Philippy it is repainting purchasing depresal Panchayat level for providing dry ration

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24 Challenges

# F) Jan Abhiyan / Awami Muhim activities:

Have to be flued by the District Administration before the bapillet is handed ayer to the visiting officer . Wisting officer will confirm the flaurist pre-fixed by the administration by conducting local induity during tisk new star in the visitings:

### 1 Domicile Certificates issued:

Officers	Students	WPR	Non-PRC	PRC Holders 🙃	Calegory popular
ŧ	65		,	10	get ssued during tion * Jan Abhiyan/ Awami Muhim*
1	233	,	,	840	Total certificates issued till date
,	7		,	3	Nanderby (Na.)
7-	Trans.		١	Trail.	Reasons of pendency

### Category certificates issued \*:

+1	Pass	5	Tio.	10	
78 P	400	080	ST	96	Calegory
					Target population
λ		i		1	Jan Abbyary
20			1,0	,	Total certification issued till date
33	!"	,	25	*0 	
755					Surepular Surepular

### 3. Revenue papers issued.

Mulations	Faradif Intikhap	Nakabi Girdakan	Na-al: Jamasand	Category
20	5	3	51	Applications received.
62	60	36	53	Certificates Issued during Jan Abhiyan/ Awami Muhim
ņ		,	N; )	Strains)
-		x	,	Pleasons of pendency

# 4. Birth / Death / Disability Certificates \* (15) Derivat Degramme (1971) | 1020)

Category	Target .	Certificates issued during Jan Abhiyan/	Total eartificates (squed)	Pendency (No.)	Reasons of pendency
Death Certificates			1,000	7	
Birth Certificates	z.	17.7	(C) V. J. d	>	
Disability Certificates		22.			

### Adhaar seeding of Ration Card \*:

בחוויסמפיני פיניסיין ויחים	797.0HI	PIT	Category
52	14	358	Tagel.
ر گ	53	352	No of total Patien Cards Adhair seeded
£2	22	2	Personal majority
*	h	41 /han	

### 6. Health

Vojna (JSV) 36	ACTOR AND SECTION	Ayushman Bharat Yamusi wifi adilaen cards 9/L#	Scheme Bigible duri Scheme Families/ Abh Individuals As
26	<b>x</b>	: 41 2%	Living Jan Total Ubhyan/ covered Awarni Awarni
9	*	98 %	Rendency (No.)
			Pensors of pendency

# 7. National Social Assistance Programme (NSAP) ::

Disability Pension	Widow	Old Age Pension	Scheme
<i>断</i> 至	季 柳	34	Eligible Families/ Individuals
	*	9	Covered during Jan Abhyan/ Awarni Muhim
٦	4	35	Total covered.
44	敬	×	Pendency (No.)
processes.	原至	×	Reasons of pendency
× ×	٤ ع	04	Andhar seeding during Jan Abhiyan/ Awami Muhim*
H		268	Total Audhar seeding

## 8. Integrated Social Security Scheme (ISSS) ::

Schame	Eligible Families/ Individuals	Covered during Jan Abhiyan/ Awami Muhim	Total Total	Pendency (No.)	Reasons of pendency	Andhar Seeding Guring Lan Abhiyan Awanni	Andi
Old Age Pension	141	(2	7/1	5)	9) Cres (4)	113	9
Assistance to Women in Distress	64	(3	lμ	i	,	,	c
Assistance to Physically Challe-inged Persons	54	¥	26	311	y premin	5	2

Post Matric for ST

Reasons of pendency

Post Matric for OBC

### Other Welfare Schemes \*:

representations	Schame
	Eligible Families/ Individuals*
1	covered during Jan Abhlyan/ Awami Muhim
	Total
	Pendensy (No.)
	Reasons of pendency

### Material Lateral, Even fit Place of the American

Partition of the Part

# 10. Scholarships to the students under various schemes .

construction workers Mission modil project for registration of

Scheme	Target Population*	Scholarships sanctioned during Jan Abhiyan / Awami Muhim	Total scholarships Reasons of sanctioned during the pendency
Secretarion Russ			
for 1st processor.	-		
Physical and the season			
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1 2000 E	==#c.	H (6)	

## Agriculture Schemes sanctioned during Jan Abhiyan/ Awami Muhim \*:

Principal and the state of the

Arrigination of any other office of the section of

National Libert Sourch Schomo

	C 2 7 common permitter	Edition (*) Population
		Beneficiaries covered during Jan Abhyan/ Awami Muhim
3.27	16%	Total beneficiaries covered
lw W	56	Pandency (No.)
		Reasons of pendency

### 12. Live Stock Schemes:

initiage plant broad Small broadings made and about the figure and a series of the figure and a series of the figure and the f	harmy the fourthy	Dany Laterbre to reliable	Sehamo
77 7.	×		Applications received
23	×	Schanne N	Beneficiaries covered during Jan Abhiyan/ Awami Muhim*
95		NO in	Peridency (No.)
frousing	*	10100	Reasons of pendency

National Modecum Mouns (National Modes)

Dr. Ambedkar EBC

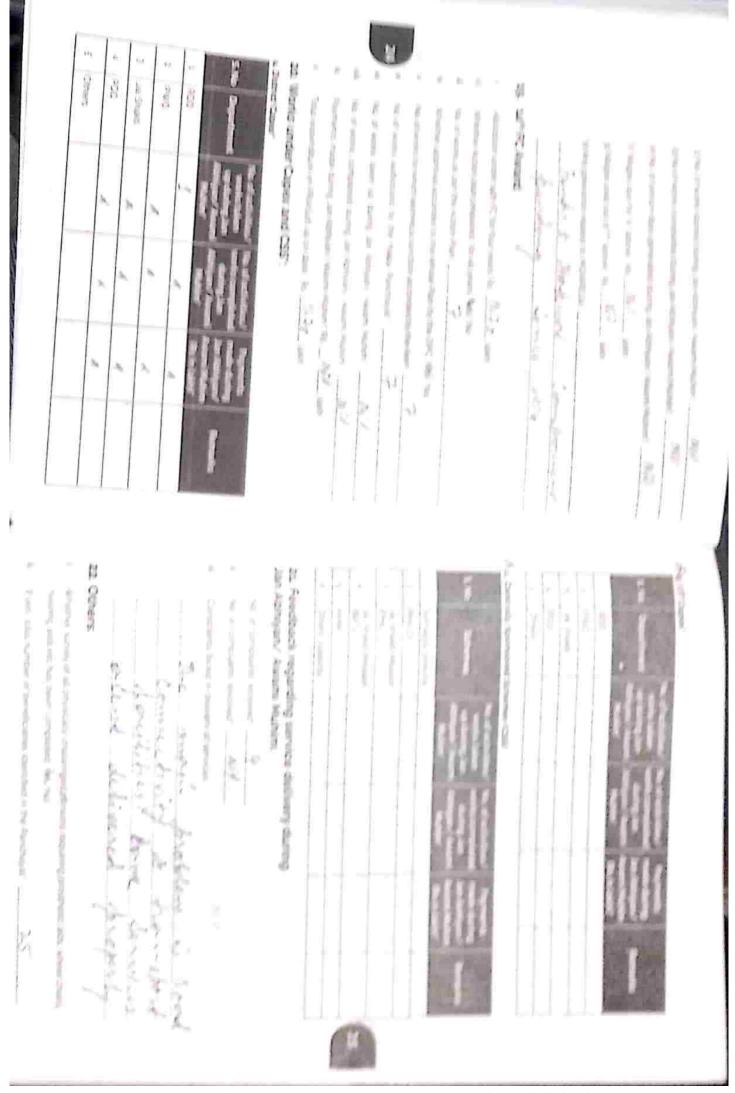
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PM s Special Scholarship for JKN (PMSSS)

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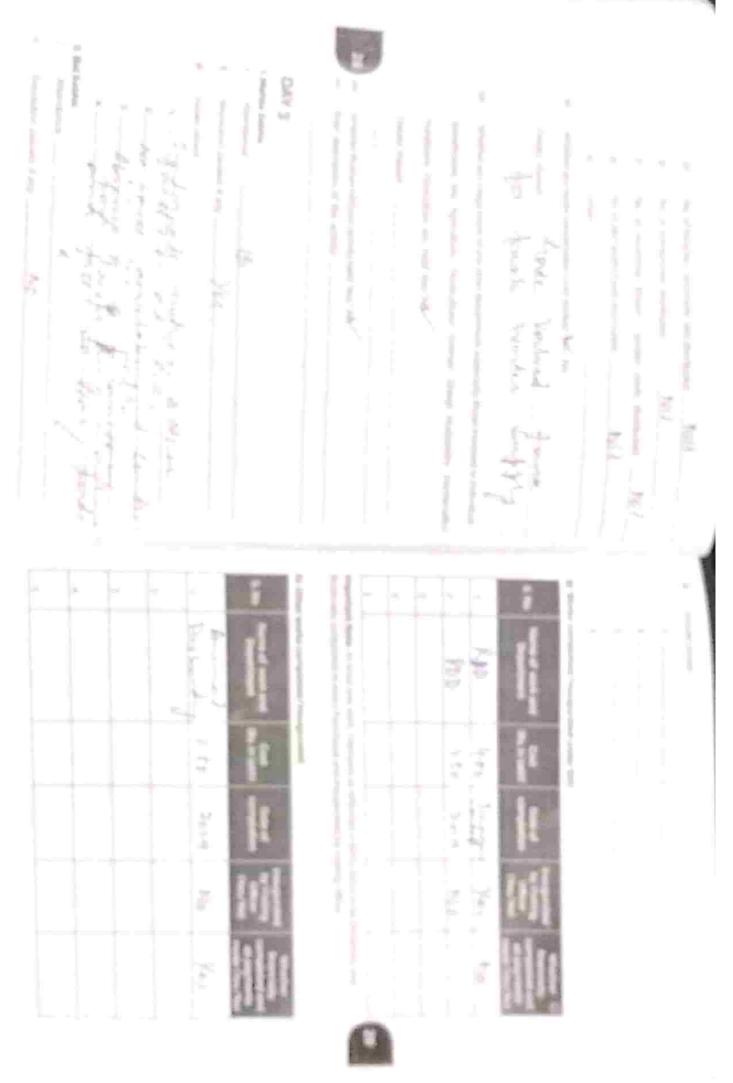
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### G) Activities during B2V3:

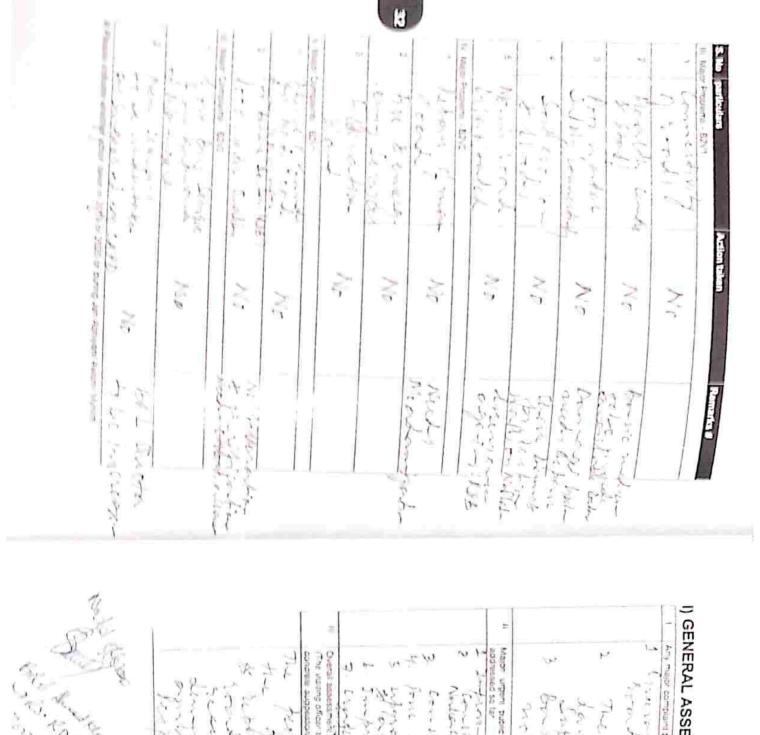
	Whether meeting hald with EDC/ Panchajid members/ promitions officers; Yes/ No
	No. of Ranchard Members present
3-	To the Market Market De V & B V
z	The state of the s
1	Scroot      Prococ      P
	W Villamoury clinic
	POS (ration) classes
-	the Any industrial establishment
ne ar	7 Government offices
	Liji
	(b)
	(C)
76	8 Any other
Total n	Total number of words in the Panchayat
No 0/	No of Wards Sabriu rigid
No of	No of villagers present during the Ward Sabha $S_{\mathcal{O}}$
Whether	Whether any resolution pussed %5/ No
Critten In	Citizen Information Board visited Nativ No
Name of the	Name of the Control of 2019-20 inspected Yes/No

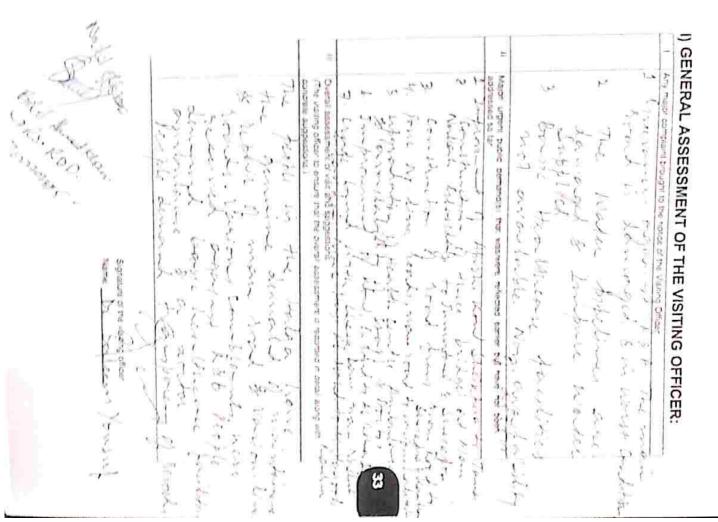
Name of the departments whose works displayed in the paintings

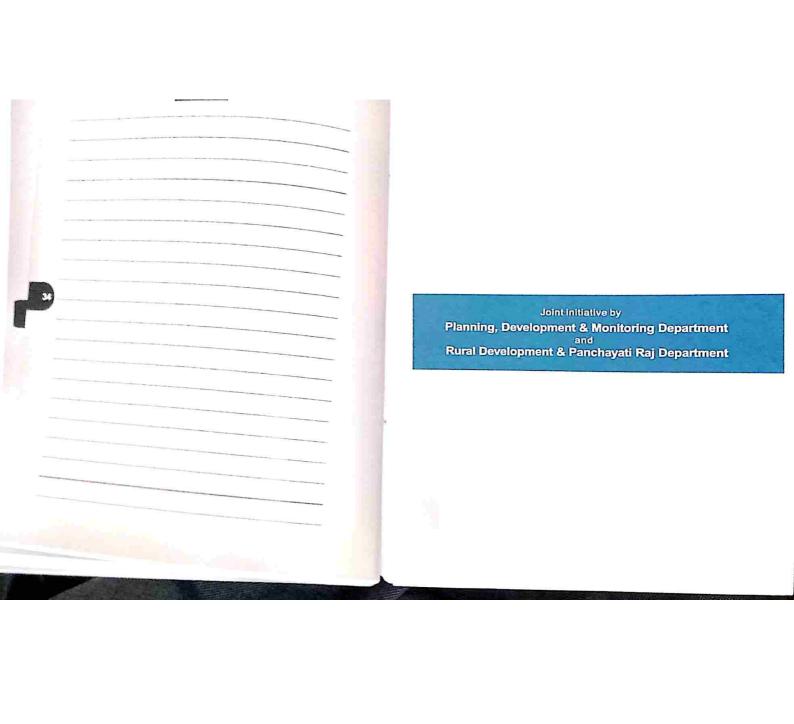
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### Mission Delivering Development Mission Good Governance



Government Of Jammu & Kashmir