





15<sup>th</sup> Oct to 3<sup>RD</sup> NOV,2022





# **KEY FEATURES**

- Deputy Commissioners to lead the initiative
- Rural development Department to be the nodal department
- Planning Development & Monitoring department and IT to be the support departments

# **ACTIONS AND TIMELINES**

ACTION	RESPONSIBILITY	LATESTBY	REMARKS
Jan abhiyan	All departments	Oct15-26 <sup>th</sup>	Going on
Deputation of Sectt staff/ HoDs	GAD	Oct14	Done
Deployment of Staff to Panchayats and serving of orders on deployed officers	DCs	Oct25	DCs will deploy senior level staff from the districts. Strict action to be taken against abstentions. No exemptions to be given
Training of district trainors on B2V4	RDD	Oct26	
Training of visiting officers	DCs	Oct27	
Field Visits to be completed by	Visiting Officers	Nov3	DCs to supervise and ensure that each Panchayat is visited within the period specified
Data of B2V4 to be uploaded by	Visiting Officers	Nov10	DCs to supervise and ensure that data of all Panchayats is uploaded by the visiting officer within the period specified





# INSTRUCTIONS FOR THE VISITING OFFICER (DAY WISE)

DATE	INSTRUCTIONS	ACTIONPOINTS
Day0	Meeting with deputy commissioner and his/her team	<ul> <li>a. Take printouts of filled booklets of B2V1, B2V2 and B2V3 from www.jkpanchayat.in.</li> <li>b. Also take printouts of the summarized excel sheets of the previous phases from www.jkpanchayat.in.</li> <li>c. Collect ATRs on issues raised during previous 3 phases from the office of Deputy Commissioner (Planning deptt).</li> <li>d. Take prints of blank 2 booklets of B2V4 from www.kpanchayat.in</li> <li>g. Take plans for 2 previous years and ATRs from the planning deptt.</li> <li>f. Complete trainings on different components of B2V4 being organized by respective Deputy Commissioners</li> <li>g. Collect List of new works started/ongoing/completed during the previous and current Financial year under the following heads: <ul> <li>PRI grants</li> <li>District Plan</li> <li>UT plan</li> <li>MGNREGA</li> <li>Other schemes of other departments</li> <li>Any other work</li> </ul> </li> <li>h. Plans/beneficiary lists: <ul> <li>MGNREGA draft plan document for the year 2022-23.</li> <li>List of Awaas+beneficiaries alongwith IHHL Convergence</li> <li>List of SHGs</li> <li>List of sagriculture scheme beneficiaries</li> </ul> </li> <li>i. Lists of beneficiaries for: <ul> <li>Various certificates/benefits to be distributed by the visiting officer.</li> <li>Any other activities identified by different departments</li> </ul> </li> </ul>





Day1

Reach the village

- 1. Ensure that all frontline workers of different deptts are present.
- 2. Ensure exhibition by different deptts. about individual beneficiary schemes
- 3. Inspect JKB/PSB counters/outlets
- 4. Participate/ensure organization of sports activity in play field, talent hunt/cultural event/youth activity
- 5. Gandhi Katha (suggested details uploaded on jkpanchayat.in)
- 6. Visit at least2 amrit sarovars and get its geo tagged photos
- Inspect Khidmat (CSC) Centres and create Generate awareness on 225 schemes particularly G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&K
- 8. Visiting officer shall also plan and conduct panchayat level convergence meeting of all departments
- 9. Check effectiveness of Centrally sponsored schemes
- 10. Visit and inspect all government establishments including PHE, AWC, FPS, schools ,etc
- 11. Attempt saturation of deliverables o Jan Abhiyan and wherever deficiencies found, leadadrive to achieve all deliverables
- 12. Assess effectiveness of sanitation campaign in the panchayat
- 13. Ensure self employment activities for 15 youth per panchayat
- 14. Identify 20 potential candidates per panchayat for HIMAYAT training alongwith the trade on which they want training
- 15. Wherever possible, distribute employment letters for peoples elected under various government employments
- 16. In the evening, hold normal meeting with senior citizens, govt employees including retired employees, exservicemen, youthclub, and any citizens of the village who are enrolled in college/university
- 17. Open discussion on Nasha Mukt Abhiyan





Day2

Have a meeting with all stakeholders-deptt officials and panchayat members

- Discussion on the and assess the progress of different schemes relating to the localized SDGs prioritized for that village as per there solution passed by that Gram Panchayat on 21 April 22, on National Panchayti Raj Day.
- Sensitize villagers idents about my Scheme "portal(myscheme.in)
   which includes information about all the schemes being run by Central/
   State/UT govt across the country
- Hold meeting of the Biodiversity Management Committees to deliberate on issues pertaining to conservation of biodiversity and sustainable utilization of biological resources.
- Prepare Village development plan, in consultancy with Gram panchayat, discussitin gram sabha and get it approved.
- Ensure saturation of soil health card and golden health card under Golden Health Card under Ayushman Bharat.
- 6. Ensure saturation of Old Age Pension Scheme
- 7. Ensure Domicile Saturation.
- 8. Ensure KCC Saturation
- 9. Ensure saturation of land passbooks
- 10. Ensure registration of village vendors needed for any scheme ,on GEM portal
- 11. Ensure panchayat contractors registration
- 12. Encourage Panchayat members for importance of plantation drive in Panchayat under Har Gaon Hariyali
- 13. Ensure painting on digital J&K in panchayat ghars
- 14. Ensure painting on panchayat activities and CSS in panchayat ghars
- 15. The visiting office shall check no of kindergarten and play fields present in the panchayat for kids and students, if the infrastructures present in these are good enough.
- 16. Hold meeting with panchayat members to discuss about corruption menace and steps required to make J&K corruption free
- 17. Obtain a candid assessment about performance of various deptts including fair feedback about discrepancies in functioning
- Check the status of Nasha Mukt Abhiyan and reporting of drug addicts to Deputy Commissioner.
- 19. Identify Tourist Destinations, Circuits, Theme Treks, Identify Homestays, provide support for tourism activities through Village Cooperative
- 20. Organize Talent Huntat Panchayat Level
- 21. Conduct social audit of at least 5works under following schemes:
- a. MGNREGA
- b. PMAY
- c. IHHL toilets and payments
- d. CSCs
- e. AMRIT SAROVARS
- 22. Hold a mahila sabha and a balsabha and record proceedings in the format given
- 23. Inaugurate village haat under JKSRLM
- 24. Check if youth clubs are formed in the panchayat and what activities they are engaged in
- 25. Organize a village level cultural event to engage panchayat members
- 26. Sensitize GP about E-kitab koshan initiative of J&K Govt for empowering youths through online digital literacy





### GENERAL INSTRUCTIONS

- 1. The visiting officer shall refrain himself/herself giving or offering any commitment on behalf of the government and shall adopt an unbiased attitude in reporting issues. As far as possible, his/her observation should be based on affair and analytical view emerging from his/her interaction in the village.
- 2. He is going to the village as planning officer, not for sanctioning any works or for making any commitments.
- 3. While preparing village development plan, he has to ensure that, demands are prioritized and reflected under available schemes, wherever necessary the larger works are to be referred to administrative deptt under CSS/UT plans under intimation to DCs and rest of the works to DCs for reflecting it under district/CSS plans
- 4. His work shall be hard core planning and audit and is not a PR exercise.
- 5. Every Deputy Commissioner has to ensure that at least one RDD official (ideally Panchayat Secretary) is present in every panchayat with relevant panchayat records, to ensure conduct of all activities as planned. Panchayat wise order needs to be issued in advance.
- 6. Visiting officer should ideally carry his/her laptop to complete the reports at the panchayat level itself and upload the final report, duly signed both by the sarpanch and by the visiting officer on www.jkpanchayat.in portal, before they leave panchayat.
- 7. Focus of visit are youth, skills, self-employment, nasha mukt, bhrashtrachar mukt, Rozgary mukt J&K, besides to carry forward the activities during Jan Abhiyan and saturate them.
- 8. In addition attention may be given to the following areas
- a. Make full use of Centrally Sponsored Schemes
- b. Saturation of individual beneficiary schemes
- c. Self-employment schemes
- d. Bank linked schemes-including departmental subsidy schemes
- e. Empowerment and transparency through digital initiatives
- f. Effectiveness of grassroots machinery
  - i. Patwari, VLW present and available
  - ii. Available funds utilized in public interest and as per Gram Sabha resolutions
  - iii. Fairness in governance
  - iv. CSS/Individual beneficiary schemes etc
  - v. Brashtachar Mukt J&K
  - vi. Bhai Mukt J&K
  - vii. Nasha Mukt J&K





- 9. The PRI members (Sarpanchs, Panchs, BDC Chairperson) shall be at the forefront of all activities and given due importance and the approach should be to strengthen the mandmake them feel empowered. He/she shall ensure that the BDC chairperson and Sarpanch/Panch are present at the time of inauguration and ceremonies.
- 10. Visiting officer shall not leave the district without uploading the report, duly signed on the **www. jkpanchayat.in** portal. Every Deputy Commissioner has to ensure that.





A)	<b>Details of Reporting Officer:</b>				
	Name:	MOHD. TAJ CHOWDHARY			
	Designation:	EXECUTIVE ENGINEER			
	Department/place of posting: I&FC Department/Flood Control Division Samba				
	Mobile No:	9419130951			
	Email ID:	chowdhary23865@gmail.com			
	Home District:	Poonch			
	Dates of visit:	31-10-2022 & 01-11-2022			
B)	phases booklets/summarized validated by the visiting office	nyat: (to be pre-filled, information to be taken from the previous dexcel sheet uploaded on jkpanchayat.in/b2v4.php) (to be er and missing details to be filled)			
	Name of the Panchayat:	<u>Rajpura</u>			
	Local Government Directory	(LGD) code of the Panchayat: 239759			
	Name of CD Block:	Rajpura			
	Name of Tehsil:	Rajpura			
	Name of District:	Samba			
C)	) Panchayat Profile:				
	No. of revenue villages in the Panchayat: 02 Nos (Rajpura & Sujana)				
	No. of hamlets in the Panchayat: <u>Nil</u>				
	No. of households in the Par	nchayat: 929 Nos			
	Population (approx) of the Panchayat: 4484 Souls				





# Part-II:

(To be filled up by the Visiting Officer during his/her two day visit to the Panchayat. All Fields have to be Filled by the Visiting Officer before the booklet is handed over to the DC

# Front line Officers/Officials who were assigned to the Panchayat for the programme:

ICDS Project Ghagwal  Rekha Devi  Anju Sharma Auditer  Umeed Usha Devi COM  Umeed Rekha Devi COM  Umeed Shakam kumari SHU Member  Umeed Anu Devi SHU Member  Umeed Ritu Devi SHU Member  Umeed Asha Rani CC  PDD Bhawani Singh Meter Reader  PWD (R&B) Ganesh Dutt Junior Engineer  RTIC Hiranagar SaneelSalmotre  RTIC Hiranagar Dilmir Baildar  S.W.C Sham Lal Forest Guard	
UmeedUsha DeviCOMUmeedRekha DeviCOMUmeedShakam kumariSHU MemberUmeedAnu DeviSHU MemberUmeedRitu DeviSHU MemberUmeedAsha RaniCCPDDBhawani SinghMeter ReaderPWD (R&B)Ganesh DuttJunior EngineerRTIC HiranagarSaneelSalmotreJunior EngineerRTIC HiranagarDilmirBaildar	
Umeed Rekha Devi COM Umeed Shakam kumari SHU Member Umeed Anu Devi SHU Member Umeed Ritu Devi SHU Member Umeed Asha Rani CC PDD Bhawani Singh Meter Reader PWD (R&B) Ganesh Dutt Junior Engineer RTIC Hiranagar SaneelSalmotre Junior Engineer RTIC Hiranagar Dilmir Baildar	
Umeed Shakam kumari SHU Member Umeed Anu Devi SHU Member Umeed Ritu Devi SHU Member Umeed Asha Rani CC PDD Bhawani Singh Meter Reader PWD (R&B) Ganesh Dutt Junior Engineer RTIC Hiranagar SaneelSalmotre Junior Engineer RTIC Hiranagar Dilmir Baildar	
Umeed Anu Devi SHU Member Umeed Ritu Devi SHU Member Umeed Asha Rani CC PDD Bhawani Singh Meter Reader PWD (R&B) Ganesh Dutt Junior Engineer RTIC Hiranagar SaneelSalmotre Junior Engineer RTIC Hiranagar Dilmir Baildar	
Umeed Ritu Devi SHU Member Umeed Asha Rani CC PDD Bhawani Singh Meter Reader PWD (R&B) Ganesh Dutt Junior Engineer RTIC Hiranagar SaneelSalmotre Junior Engineer RTIC Hiranagar Dilmir Baildar	
Umeed Asha Rani CC  PDD Bhawani Singh Meter Reader  PWD (R&B) Ganesh Dutt Junior Engineer  RTIC Hiranagar SaneelSalmotre Junior Engineer  RTIC Hiranagar Dilmir Baildar	
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PWD (R&B) Ganesh Dutt Junior Engineer  RTIC Hiranagar SaneelSalmotre Junior Engineer  RTIC Hiranagar Dilmir Baildar	
RTIC Hiranagar SaneelSalmotre Junior Engineer RTIC Hiranagar Dilmir Baildar	
RTIC Hiranagar Dilmir Baildar	
7	
S W C Short Lal Forest Creed	
p.w.c phan Lai polesi Guard	
Sheep Department Mohan Singh ASM	
Social Welfare Veena Devi Superintendent of CCI Samba	
Agriculture Department Vikas Sharma AEA/Agri. Ext. Assist	
J&K Bank Rajpura Tanvi Sharma Banking Associate	
ICDS Project Ghagwal Neeru Rani AWC Sujana B	
ICDS Project Ghagwal Sushila Kumari AWW	
ICDS Project Ghagwal Sheevali Mansotra AWW	
ICDS Project Ghagwal Luxami Devi AWW	
ICDS Project Ghagwal Sprash Basotra AWW	
ICDS Project Ghagwal Gaytri Devi AWW	
Health Anju Bala Asha Worker	
Health Santosh Kumari Asha Worker	
Horticulture Brinder Sharma Field Worker	

# Details of absent employees vis-à-vis list furnished by the DC office:

Department	Name	Designation
Nil	Nil	Nil





### DAY1-ACTIVITIES

#### **AGENDA 1: PANCHAYAT ASSET REGISTER**

#### **Infrastructure:**

- 1. Panchayat Ghar Infrastructure
- a. Govt. building/private : Government New/needing repairs : Needing repair b.
- 2. Furniture (Y/N): Y 3. Computer/printer(Y/N) : Y 4. Internet(Y/N): Y 5. : Y Telephone(Y/N)
- Toilet (CSC/part of panchayat ghar)(Y/N): Y 6.
- 7. Water(Y/N): Y Electricity(Y/N) 8. : Y 9. Bank branch(Y/N) : Y : Y 10. CSC(Y/N)11. : N Patwar khana(Y/N)
- 12. Village haat(Y/N): N
- 13. Play ground(Y/N) : Y
- School-14.
  - a. Kindergarten(Y/N) : N b. Primary(Y/N): N c. Secondary(Y/N) : Y d. College (Y/N) : N e. University (Y/N) : N
- 15. Anganwadi Centre(Y/N) : Y
  - a. (govt/private) : Govt. b.Total children enrolled : 260 Nos
- Amrit Sarovars-details, location, condition: 01, near defence ditch (Near baba Surgal Dev)/Good 15.
- Government offices-details, whether functional or not: 16.
- a) Tehsildar Office (Functional)
- Agriculture Office (Functional) b)
- Police Chowki (Functional) c)
- 17. Ration shop (Y/N): Y
- 18. Places of tourism importance-names, little details on historical/cultural importance:
  - a) Ram Mandir Rajpura
  - b) Brahma Dev Temple Rajpura
  - c) Baba Tallan Dev Sujana
- 19. Village heritage sites/treks-names, little details on historical/cultural importance: Ram Mandir Rajpura
- 20. VLW Office(Y/N):
- 21. Primary Healthcare Centre(Y/N): N
- 22. List of Incomplete Buildings-names, year of construction: Patwarkhana from last 20 years





# 23. List of Underutilized Buildings-names : Nil

# **DAY1-ACTIVITIES**

#### **AGENDA 2**:

# DIFFERENT INSTITUTIONS/INFRASTRUCTURE PROJECTS TO BE VISITED

AMRITSAROVARS	Visit,verify	COMMENTS
Khidmat Centres  Create/Generate awareness on 225 schemes particularly G2C schems Aapki Zamin AapkiNigrani, Beams, Janbhagidari, Digital J&K		Awareness provided by the Khidmat Center resource person in detail regarding on line services
JKB/PSB counters/outlets	a)Status of counter b)Number of visitors	JK Bank counter has been established alongwith brouchers/forms for self employment schemes where more then 100 persons visited and obtained the
Incomplete buildings/ projects	Verify whether identification and redistribution done	Nil
PDS	Visit, evaluate, online status	4 nos Rattion depot has been established where rate list, proper weighing system etc. was in place and also enquired from the locals who have given good remarks
PHC	Visit-evaluate, status of staff, equipment and quality	There is no PHC in the panchayat but one number Health & Wellness center is functioning in the panchayat, the functioning of H&WC was found satisfactory.
Youth clubs	Meet, interact, seek suggestions	Interaction with youth club has been done but no specific demand raised
SHG	Meet, identify problems, seek suggestions	One Mahila Sabha held in village Sujana in which it was demanded to established a SHG in village Sujana as they have to travel to village Rajpura which is 4 Kms away





PMAY	Inspect, Inaugurate	There are 18 Nos eligible beneficiaries out of which 2 nos PMAY houses have been taken up for construction One number was inspected at village Sujana
My school, my pride progress; schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff	There are 4 schools i.e one no. Hr.Sec.School, 2 nos boy Middle School & one no. Girls Middle School. The water, electricity and sanitary system found satisfactory
Swachh SBM	Evaluate	Overall the sanitary system of the village was good
Panchayat playground, Sports kits distribution Village games	Ensure, verify. Participate in atleast one game in the playground	There is no separate playground except the play ground of HSS Rajpura where Khabddi match was organized besides awareness programme like Brashtachar Mukt, Bhay Mukt, Nasha Mukt etc. were also held in presence of students, school staffs, senior citizens, concerned Sarpanch and BDC Chairman
Har Gaon Hariyali, Plantation drive	Evaluate status, feedback	More than 95% area of the panchayat is under cultivation, the plantation at the common places like Panchyat Ghar, Schools, Shamshan Ghats and along roads have been done
Village cultural event Dangal/Haat/Mela	Participate in; ensure that it is held	There is no Haat in the village, Dangal/Mela are organized in the panchayat during Navatras
Exhibition of schemes	Ensure that every department participates and that it continues for the entire duration of B2V	Exhibition of products, kits by education department, social welfare department, health Department, Agriculture department, J&K Bank, UMEED was displayed at venue





Jal Jeewan Mission		No grievance/complaint
verification- WSS/JSD	Verify	regarding water supply and
Electricity supply	, ,	electricity have been received.
		At present there is no ongoing
		water supply project in
		Panchayat Rajpura (villages
		Rajpura and Sujana). However
		improvement of Water Supply
		System is required as per Jal
		Jeevan Mission Norms.

# **DAY1-ACTIVITIES**

# AGENDA3: SATURATE JANBHIYAN DELIVERABLES AND RECORD DEFICIENCIES IF ANY (INSERT DELIVERABLES LIST HERE AS PER GAD FORMAT

S. No	Deliverable	Department	Unit (Target in Nos.)	Remarks (Achieved)
1	Golden Health Cards	Health	4484	4471
2	Land Passbooks	Revenue	1000	100
3	Inheritance Mutations	Revenue	400	400
4	Self Employment Drive	J&K Bank Industries	Nil	Nil
5	Identify candidates for skill training under HIMAYAT and other schemes	RDD	20	20
6	CSS/IT camps in every Panchayat	IT	1	1
7	Creating Awareness of Jan Bhagidari among PRIs and general public	IT	1	1
8	Painting of Digital J&K in every Panchayat	RDD	1	1
9	Pani Samitis meetings to be held	Jal Shakti	1	1
10	Field testing kits to be provided for all Panchayats and training given	Jal Shakti	1	1
11	Certification of water sufficiency and quality of Panchayats	Jal Shakti	794	635
12	<ul> <li>Implement Swachh Gram Plans</li> <li>Door to door collection and disposal-ensure</li> <li>Management of grey water, black water and solid waste</li> </ul>	RDD		In process





13	UDID Cards to be converted to Digital Format	Social Welfare	5	5
14	E-shram Cards	Labour		
15	Inspect Playfields and ensure that at least one sports event is helped	YSSS	1	1
16	Inspect office of Patwari, VLW and ensure that name and phone number of the Patwari VLW is painted on the wall of the office	Revenue RDD	2	2
17	Amrit Sarovars Inspect quality	RDD	1	1
18	Youth Clubs Interact	Youth Mission	1	1
19	Azadi Ka Amrit Mahotsav upload High Quality videos	Culture DCs	3	1
20	Hold Gram Sabha meetings and assess quality and effectiveness of service delivery, performance and ranking of departments and perception of corruption	All visiting Officers	1	1





# **DAY1-ACTIVITIES**

#### **AGENDA4:**

#### SELF EMPLOYMENT ACTIVITIES

Ensure Self-employment activities for youth, distribute employment letters for people selected under various social schemes (15 IS THE TARGET PER PANCHAYAT)

Number of cases in different categories sanctioned:	Nil
Details of the bank sanctioning it:	Nil
Total amount involved:	Nil

# **DAY 1 ACTIVITIES**

#### AGENDA 5

In the evening, hold in formal meetings with senior citizens, govt employees, retd employees, youth club and other citizens who are enrolled on college/university and have discussion on Gandhi Katha, Nasha Mukt Abhiyan, corruption free governance, doubling farmers income and record the proceedings

#### DAY2

- a. No of Individual Compost Pits constructed: 02 Nos Community compost Pits for 20 households
- b. No of Individual Soak Pits constructed: 15 Nos
- V. No. of Biodiversity management committee meetings held: 1
- VI. Is the name of Sarpanch displayed on citizen information boards of all RD&PR schemes :Yes
- VII. Are Sarpanchs being involved in start/inauguration of activities: Yes
- VIII. Whether subjects have been assigned by the Sarpanch to the Panchs: Yes
- IX. Whether grievances redressal box is installed: Yes
- X. No of grievances received pertaining to Panchayat level: 0
- XI. No of grievances disposed of at Panchayat level: 0
- XII. Whether the Sarpanch/Panchayat Secretary have digital signatures: Yes
- XIII. Whether all MGNREGA/14<sup>th</sup> FC payments are being made by Sarpanch through Digital Signature Certificate (DSC):Yes





# **HUMAN RESOURCEAVAILABLEATTHEPANCHAYAT LEVEL:**

SRNO.	DEPARTMENTWISESTAFF	NUMBERS		NAMES
		SANCTIONED	ACTUAL	
	Rural development department:			
	BDO	1	1	Mrs Shivani Deoria (KAS)
	JЕ	1	1	Sh. Mohammad Majeed (JE)
	GRS	3	3	Sh. Parveen Kumar, (GRS)
				Sh. SohanLal (GRS)
				Pooja Devi (GRS)
	TA	1	1	Sh. Jagdish Raj (TA)
	SCHOOLEDUCATION:			
	Principal (HSS)	1	1	Sh. Parveen Akhtar (Principal)
	Lecturer	12	7	Sh. Bishan Dass (Sr. Lect.)
		12	,	Smt. Sapna Kumari (Lect.)
				Smt. Neeta Sharma (Lect.)
				Smt. Avneet Kour (Lect.)
				Sh. Rakesh Kumar Verma (Lect.)
				Sh. Pardeep Singh (Lect.)
				Sh. Khem Raj (Lect.)
	Master	7	2	Sh. Sardar Singh (Master)
				Geeta Devi (Master)
	TEACHER	27	14	Sh. Ajay Sharma (Teacher)
				Sh. Kuldeep Kumar (Teacher)
				Smt. AditiVaid (Teacher)
				Sh. Neeraj Kumar Jakhtora(Teacher)
				Smt. Ruchika Sharma (Teacher)
				Nisha Devi (Teacher)
				Sunita Kumari (Teacher)
				Bishamber Dass (Teacher) Virendar Singh (Teacher)
				Sheetal Sharma (Teacher)
				Tara Chand (Teacher)
				Krishan Lal Sharma (Teacher)
				Neelam Devi (Teacher)
				Asha Rani (Teacher)
				, ,
	Laboratory Assistant	3	2	Sh. Jagdish Singh(Laboratory Asstt.)
	Laboratory Assistant			Sh. Radhey Sham(Laboratory Asstt.)
	Librarian	1	1	Sh. Nikka Ram (Librarian)
	Senior Assistant	1	1	Sh. Parveen Kumar (Sr. Asstt.)
	Junior Assistant	1	1	Sh. Davinder Sharma (Jr. Asstt.)
	Account Assistant	1	0	
	Class IV (MTS)	12	7	





	,		
JAL JEEVAN: JE Lineman  Casual Labours	01 03 05	01 03 05	Sh. Vikas Gupta (JE) Sh. Uttam Chand (LM) Sh. Kuldeep Raj (LM) Sh. Rajinder Kumar (LM) Sh. Hem Raj, Sh. Sanjay, Sh. Deepak Kumar, Sh. ManoharLal and Sh. Kuldeep Kumar
PDD: JE LINEMAN Casual Labour	1 3	1 3	Sh. Rajeev Thappa (JE) Sh. Jai Karan (LM) Sh. Bhagwan Dass (LM) Sh. Veera (LM) Sh. Bhagwani Singh, Sh. Vijay Kumar, Sh. Jagdev Singh and Sh. Sanjeev Kumar
FOOD&CIVILSUPPLIES	4	4	Sh. Prem Nath (TSO) Sh. Atul Jamwal Sh. Tilak Raj Sh. Balram
AGRICULTURE & ANIMAL HUS BANDARY AEA JAEO AHO (Doctor) Attendant	1 1 1 2	1 0 1 2	Sh. Vikas Sharma Sh. Avinash Hansa (Doctor) Sh. Roshan Lal Sh. Mohd Anwar
SOCIALWELFARE	1	1	Smt. Veena Sharma
HEALTH: ASHA Worker	2	2	Anju Bala Santosh Kumari





### DAY2-ACTIVITIES

#### AGENDANO.1

Discussion on the and assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat on 21<sup>st</sup> April 22, on National Panchayati Raj Day (Copy of the resolution to be taken from www.jkpanchayat.in portal under the link of Gram Swaraj Month)

1	SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY	Yes
	MARCH 2024:	
2	STATUSOFWORKSUNDERTHEFOLLOWINGSCHEMES:	

#### 1 Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste: <u>Tendering for Solid</u> <u>Waste Mangement has been invited</u>
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, bio gas: One No. Solar Plant and Five No. Biogas Units have been established and further initiatives for installation of Solar system and biogas units are being taken on priority.
- iii. Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest within the Gram Panchayat been done? No. 95% land of Panchayat is under agriculture use. As such, there is no availability of forest wet land degraded forest etc; in the Panchayat.
- iv. Has the Climate Resilience Plan been developed for the GP? No
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage offossil fuels, plastics, non-renewable building materials and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures and conservation of wet lands. **No**
- vi. Whether schools have started segregating waste Yes
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management **Yes, soakage pits available.**

#### 2 Healthy village

- i) Are meetings related to Village Health and Sanitation Committee being held regularly? Yes
- ii) Do all the eligible individuals been provided the Golden Card? Yes
- iii) Are all the Children being immunized as per the Schedule recommended by Govt. of India? Yes
- iv) Are all the eligible individuals been vaccinated against COVID-19? Yes
- v) Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal checkups? Yes
- vi) Whether all the deliveries were Institutionalized or conducted by trained Midwives? Yes

#### 3 Water sufficient village

- i) Do all the IHHs in the Gram Panchayat have water pipe line connections? Yes
- ii) Whether Gram Panchayat has taken steps for grey water management. If Yes please specify





#### Soakage pits are being constructed on individual as well as for community purpose.

- iii) Do all the IHHs in the Gram Panchayat have toilets? Yes
- iv) Are all the IHHs toilets functional or not? Yes, functional
- v) Do all the Schools/Anganwadi centers have a toilet facility or not? Yes, Toilet facility available
- vi) Are all the toilets in the schools/Aaganwadi functional or not? Yes, Functional
- vii) Whether Gram Pachachayat Bhawan has separate toilets for women or not? Yes

#### 4 Child Friendly village

- i) Do all the children under the age of 0-6 years been enrolled in the Anganwadi centers for preschooling? **YES**
- ii) How many Bal Sabha's were organized in the Gram Panchayat <u>02</u>
- iii) Whether the issues raised by Bal Sabha are addressed during the Gram Sabha. YES
- iv) Whether Gram Panchayat is tracking the data related to drop out children and children with irregular attendance? **YES**
- v) Do all the schools under the Gram Panchayat have separate toilets for girls and boys? YES

#### 5 Village with good governance

- i) Is CSC located in the Gram Panchayat Bhawan or not? Not, it has been established in the nearby market
- ii) Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram panchayat wall or not? **Yes**
- iii) Does the Gram Panchayat has its building or not? YES
- iv) Is the Gram Panchayat office functional or not? YES, Functional
- v) Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? YES, Displayed
- vi) Is Social Audit of earlier Schemes/Programs carried out or not? YES, Social Audit has been done

#### 6 Poverty free and enhanced livelihood village

- i) Has Gram Panchayat developed any criteria for the identification of the poor? **No**
- ii) Have all the eligible households registered in PDS or not? Yes
- iii) Has Gram Panchayat provided space for Self-help Groups in Panchyat Ghar for holding meetings or not? **Yes**
- iv) Have all the eligible households been registered for Pension or not? **Yes**
- v) Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? **Yes**
- vi) Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes
- vii) Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes

#### 7 Socially secured village

- i) Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes
- ii) Is Gram Panchayat Office Disabled Friendly or not? Yes
- iii) Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? <u>Not made</u>





- iv) Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like toilets, barrier-free access, etc., or not? **Yes, available**
- v) Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes
- vi) Are all the eligible households getting benefits from IAY or not? **No**

#### 8 Engendered Development in Village

- i) How many Mahila Sabha's were organized in the Gram Panchayat One
- ii) Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (**Yes**)
- iii) Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes)
- iv) Number of women beneficiaries headed households covered under PDS system...\_\_\_\_38 Nos
- v) Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana......145 Nos

#### 9 Self-sufficient infrastructure in the village

- i. Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet... Yes.
- ii. Whether the Disaster management plan is available at the GP Level No
- iii. Whether child-friendly park with required facilities is available in GP No
- iv. Whether the GP has easy access to Godown for storage No
- v. Whether street lights are provided in public places for ensuring safety **Yes, partially provided**

#### DAY2 ACTIVITIES

#### AGENDA NO. 2

Sensitize village residents about my scheme" portal(myscheme.in) which includes information about all the schemes being run by Central/State/UT govt across the country (Scheme Material available from https://jkpanchayat.in/b2v4.php)

<u>During the Gram Sabha the residents were sensitized about the my scheme portal/URL of Social Welfare, Handicrafts, Handloom Department, Science And Technology (JAKEDA), Mission Youth J&K all India Counsel for Technical Education (AICTE) and Rural Development Department besides other online services.</u>

# DAY 2 ACTIVITIES

#### AGENDA NO. 3

Hold meeting of the Biodiversity Management Committees to deliberate on issues pertaining to conservation of biodiversity and sustain able utilization of biological resources. He should check People Biodiversity register (PBR) of that panchayat and review if Biodiversity Management Committee constituted for that panchayat is holding minimum 4 meetings in a year and meeting once in every 3 months (RoleofBMCavailableathttps://jkpanchayat.in/b2v4.php)

1	COMMITTEE MEMBERS	07
2	PRESENT	Nil
3	BIODIVERSITY REGISTER PHOTOS	Not available
4	PAST 4 MEETING DETAILS-DATES, MINUTES PHOTOS	Not, available





# **DAY 2 ACTIVITIES**

#### **AGENDA 4**

Visiting officer shall also plan and conduct Panchayat level convergence meeting of all departments and prepare Village development plan for village, in consultancy with Gram Panchayat, discuss it in gram sabha and get it approved.

(GPDP format available on https://jkpanchayat.in/b2v4.php)

In addition GPDP	plan	shall	also	include:
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Tourist places which need to be developed
Specific product which needs to be developed
Tourism-homestays
20 candidates for training under Himayat scheme along with trade in
which training is to be given

The meeting of all the Departments at Panchayat level has been held on 01-11-2022 and discussed the village Development Plan already prepared in consultation with Gram Panchayat which has been endorsed unanimously and is enclosed herewith.

#### **Further**

- 3 No. tourist places have been identified which needs to be developed i.e.
  i. Ram Mandir, Rajpura,
  ii. Braham Dev Mandir Rajpura

  - Baba Tallan Dev Sathan at Sujana
- The marketing support of product s like making of Jute Bags, Jams, Papped, turmeric powder etc; by Self Help Groups established under UMEED has also been raised during the meeting
- Arrangement of homestays for boosting the tourism have also been discussed in the meeting
- List of 20 candidates for undergoing training under HIMAYAT Scheme alongwith trade have also been approved in the Gram Sabha and is enclosed herewith.

# **DAY 2 ACTIVITIES**

#### AGENDA 5

Ensure saturation of following schemes and give status:

NAME OF THE SCHEME	TOTAL ELIGIBLE BENEFICIARIES IN THE VILLAGE Rajpura and Sujana	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDENCY
Golden Health Card under Ayushman Bharat	4484	4471	<ul><li>Army personal have their own health Cards</li><li>fault in Aadhaar Cards</li></ul>
Janani suraksha yojana	40	40	
OLDAGE pension	403	403	





Widow pension	52	52	
Disability pension	89	89	
Domicile certificate	4484	3675	Applications not received
Kisan credit card	550	356	Land less, overage, Land record not found on the name of beneficiaries
PM kisan sammannidhi	550	350	Govt. servant, tax payers, Death Cases and land less

Land pass book	1000	100	400 pass books ready for distribution and balance under process
Registration of village vendors on GEM portal	02	02	
Registration of village contractors on jktendersportal	09	09	
Registration of village con tractors on PWD portal	09	09	
Incomplete buildings/projects	Nil	Nil	

# **DAY 2 ACTIVITIES**

### AGENDA 6 NASHA MUKT ABHIYAN

- 1. Whether gram sabha resolution passed Yes, by taking pledge
- 2. Details of activities conducted <u>At School level (Higher Secondary School and Middle School) and at Gram Sabha</u>
- 3. Whether all activities and GS resolution uploaded on jkpanchayats.inportal **Yes**
- 4. How many drug addicts in the village: **Nil**
- 5. Whether reported to the Deputy Commissioner: Nil
- 6. How many registered for rehabilitation under government programme: Nil





# **DAY2ACTIVITIES**

### AGENDA7 SOCIALAUDIT

Conduct social audit of atleast 5 works each under following schemes:

NAMEOFTHE SCHEME	DETAILSOFTHE WORKS	YEAROFWORK APPROVAL	AMOUNT APPROVED FORTHEWORK	WHETHER WORKEXECUTED SATISFACTORILY	GEO- TAGGED PHOTOS	ANY GRIEVANCE RECORDED RELATINGTOTHAT WORK
MGNREGA	Earth filling of ground at GMS Sujana	2021-22	1.99 Lacs	Yes	Yes	No
PMAY	Construction of house of Sh.Surjeet Kumar S/o BansliLal at village Sujana	2021-22	1.59 Lacs	Yes	Yes	No
IHHL UNDERSBM-G	Construction of IHHL of Ravi Kumar S/o Omadesh	2022-23	0.12 Lacs	Yes	Yes	No
CSCUNDE R SBMG	Construction of CSC near Shiv Temple Rajpura	2021-22	3.00Lacs	Yes	Yes	No
AMRIT SAROVARS	Renovation of pond near Baba Surgal Dev at Rajpura	2022-23	1.0 Lacs	Yes	Yes	No

# **DAY2ACTIVITIES**

#### **AGENDA 8**

### MAHILA SABHA

1	Total women in the village Rajpura and	950 (Approx.)
	Sujana above the age of 18	
2	Total attended	75
3	Proceedings:	The Mahila Sabha held on 01-11-2022 at village
		Sujana of Panchayat Rajpura wherein awareness
		to the women about health, Self Help Groups,
		Rurals livelihood mission was done. After detail





	discussions, the Mahilas unanimously demanded
	establishment of one Self Help Group centre at
	Sujana as they have to work at Rajpura Self Help
	Group centre which is about 4.5 Km from their
	residential area.

# **DAY 2 ACTIVITIES**

# AGENDA 9

### **BALSABHA**

1	Hold a balsabha and record proceedings	Balsabha of children of Higher Secondary School Rajpura was held in the school premises on 01-11-2022
2	Total children in the village above the age of	1175 (Approx.)
3	Total attended	265
4	Proceedings:	The children played Kabbadi Match, displayed the national integrity skits and spoke on Nasha Mukt, Brashtachar mukt, bhay mukt and taken pledge for making the Panchayat free from all the evils and misdeeds. Senior Lecturers of Higher Secondary School Rajpura also spoke and highlighted on the matter.

# **DAY 2 ACTIVITIES**

#### **AGENDA 10**

# **INAUGURATIONS**

SR NO.	ASSETS/ACTIVITIES INAUGRATED	STATUS OF THE ASSET/ AC-TIVITIES (NUMBER, OTHER DETAILS)	GEO-TAGGED PHOTOS
1	VILLAGE HAAT under JKSRLM (SUN- DAY MARKET)	No village haat develop in the Panchayat	
2	PMAY houses If any ready for inauguration	The house of Sh. Surjeet Kumar, S/o Sh. Bansi lal, R/o Sujana inspected	Yes





Swachh gram projects- segregation sheds etc	Not available	
Amrit sarovars	01 No. pond near Baba Surgal Dev at Rajpura	Yes
Sports kits	Sports kits of Chess and Carrom Board Provided to the Senior Citizens	Yes
Village cultural events	Village cultural events was organized at Higher Secondary School Rajpura	
JJM assets/projects	No water supply scheme ongoing under JJM	
Any other to be identified at district level		





 $FOLLOWUP\ OF\ (B2V1,B2V2\&B2V3):$  (Prefilled excels he et to be taken from district level/and also to be downloaded fromwww.jkpanchayat.in)

S.NO.	Particulars	Action taken	Remarks
I.	Urgent Public Requirements/Demands-B2V1		
1	Rectification of base line survey	Yet to be done	
2	Bifurcation of ration cards		
3	Repair of Internal roads of Rajpura	Completed	
4	Restoration of pond, bowlis & wells	Yet to be done	
5	Up gradation of power house from 10 to 20 MVA	Yet to be done	
6	Proper training of Sarpanch and Panches about their powers	Done	
II.	Urgent Public Requirements/Demands-B2V2	2	
1	Internal road of Rajpura Village	Completed	
2	Renovation of electrical infrastructure	Yet to be done	
3	Up gradation of Drinking water facilities	Yet to be done	
4	Up gradation of health center	Yet to be done	
5	Repair of class room in boys middle school Rajpura	Completed	
6	Cremation ground at Rajpura	Yet to be done	
7	Up gradation of Power station	Yet to be done	
8	Provide Senior Doctor on regular basis at Tehsil level	Yet to be done	
III.	MajorProblems-B2V1		
1	Bad condition of Internal roads	Improved	
2	Up gradation of Power system	Yet to be done	
3	Up gradation of health facilities	Yet to be done	





4	Up gradation of drinking water facilities	Yet to be done	
5	Repair of school building (Govt. Middle School Girls Rajpura)	Yet to be done	
IV.	MajorProblems-B2V2		
1	Bifurcation of Ration Card	Yet to be done	
2	Up gradation of power and PHE system	Yet to be done	
3	Repair of school building (Govt. Middle School Girls Rajpura)	Yet to be done	
V.	MajorProblems-B2V3		
1	Up gradation of power house	Yet to be done	
2	Development of new Tube well in the panchayat for drinking water	Yet to be done	
3	KV School in the area	Yet to be done	
4	Degree college in the area	Yet to be done	
5	50 bedded hospital in the area	Yet to be done	
6	Shifting of all the tehsil offices to the Rajpura Tehsil HQ	Yet to be done	
VI.	MajorComplaints-B2V1		
1	Lack of infrastructure of road, Lane, PDD, PHE	Part work done	
2	Bifurcation of ration card so that schemes can be availed	Yet to be done	
VII.	MajorComplaints-B2V2		
1	Major complains were with regard to power, PHE and also non availability of proper health facility. Further the conditions of road also need	Road condition system has been improved whereas, Electric, Health and Water supply system	
	to be improved	improvement is yet to be done	
VIII.			
VIII.	to be improved		
	MajorComplaints-B2V3  Up gradation of Power house and PHE	improvement is yet to be done	
2	MajorComplaints-B2V3  Up gradation of Power house and PHE Infrastructure	Yet to be done  Yet to be done	
1 2 3 4	MajorComplaints-B2V3  Up gradation of Power house and PHE Infrastructure  Bifurcation of Ration card  Link roads between Panchayats  Repair of unsafe school buildings (M.S. Boys and HSS Rajpura	Yet to be done  Yet to be done	
2	MajorComplaints-B2V3  Up gradation of Power house and PHE Infrastructure  Bifurcation of Ration card  Link roads between Panchayats  Repair of unsafe school buildings (M.S. Boys	Yet to be done	





# OVERALLPERCEPTIONOFFUCNTIONING OF GOVERNMENTDEPARTMENTS

BEST DEPARTMENT	Rural Development and Agriculture
LEAST RESPONSIVEDE	Ground Water Drilling Division Jammu of Jal PARTMENER THE Department

# GENERAL ASSESSMENT OF THE VISTING OFFICER

1	Any major complaint brought to the notice of the Visiting Officer:	No major complaint projected
п	Major/urgent public demands that was/were reflected earlier but have not been addressed so far:	Up gradation of Water supply system with New Tube Well.     Sanction of KV School.     Sanction of Degree College.     Construction of 50 Bedded Hospital.     Shifting of all Tehsil level offices at Tehsil Headquarter Rajpura
ш	Overall assessment of the visit and suggestions: (The visiting officer to ensure that the overall assessment is recorded in details alongwith concrete suggestions)	The back to village programme is very good initiative to assess the overall functioning of the Panchayat. People were very cooperative. All the Panchayat members were very supportive.     No specific problem/grievance projected during the two days visit of Panchayat Rajpura comprising of village Rajpura and Sujana. However, there is unemployment problem which can be resolved under different Govt. Schemes.
IV	Overall Rating of govt functioning as given by the Panchayat (Scale of 0to10)	08
v	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	It is certified that the visiting officer has stayed in the Panchayat for two days.  Sarpinch Panchayat Rajpura

Signature of Sarpanch Na Serre Rulfograr Pancis and Marca Rajpura

Panchyat Halqa Rajpura

Panchyat Halqa Rajpura

Sarpanch

Signature of the Visiting Officer Name: Mohd Taj Chowdhary (Executive Engineer Flood Control Division Samba)



Department of Rural Development and Panchayati Raj Government of Jammu & Kashmir List of Himayat Training programme in respect of Panchayat Rajpura

1	Priya Devi	Lt. Kali Dass	Female	Rajpura	Rajpura	18	12th	6006174042
2	Tanvi Sharma	Ram Krishan Sharma	Female	Rajpura	Rajpura	18	12th	6006174012
3	Vishal Sharma	Kali Dass	Male	Rajpura	Dainuus	19	12th	9484144130
4	Reena Sharma	Madan Lal	Female	Sujana	Rajpura	22	BA	9622032090
5	Pardeep Kumar	Tirath Ram	male	Sujana	Rajpura	25	12th	9149486109
6	Sushant Padha	Yash Pal	male	Sujana	Rajpura	22	12th	7889950478
7	Mohit Sharma	Bishan Dass	male	Sujana	Rajpura	20	12th	7006796197
8	Prithu Ram	Kamal Kumar	male	Sujana	Rajpura	20	12th	9682598463
9	Gourav Raina	Ganesh Dass	male		Rajpura	20	12th	8082276102
10	Madhu Sharma	Ashwani Kumar	Female	Sujana	Rajpura			9682636083
11	Heemani Sharma	Bushan Kumar	Female	Sujana	Rajpura	27	MA/B. Ed	9596917302
12	Monika Devi	Ashok Kumar	Female	Rajpura	Rajpura	19	12th	9622031795
13	Mansi Devi	Ashok Kumar	Female	Rajpura	Rajpura	23	12th	9149736604
14	Mansi Sharma	Ashok Kumar	Female	Rajpura	Rajpura	23	12th	9149736604
	rionsi sharma	ASCION NUMBER	remale	Rajpura	Rajpura	20	12th	9596602688
15	Vishal Basotra	Lekh Raj Sharma	male	Rajpura	Rajpura	31	12th	7006393515
16	Rama Sharma	Vishal Basotra	Female	Rajpura	Rajpura	33	12th	7006393555
17	Kavita Choudhary	Amanjeet Singh	Female	Rajpura	Rajpura	29	12th	9796641483
18	Anil Sharma	Vas Dev	male	Rajpura	Rajpura	30	12th	9906313913
19	Goutam Sharma	Kuldeep Raj	male	Rajpura	Rajpura	22	12th	9149526143
20	Gourav Sharma	Kuldeep Raj	male	Rajpura	Rajpura	21	12th	9419338033

Suresh Kumar Sarpanch Panchya Halqa Rajpura

Caram Capha
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(h) Preparation of Annual Action Plan jos the Financial year 2013-24 under "Sampith Seems Yoursena" of er the inother other
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