

Checklist — Panchayat / Block Development Office

Pre-Visit Section

2A Institution-specific particulars [PRE]

- BDO listing reference (state panchayati-raj portal) — text
- Visit type (from public listing): BDO office / Gram Panchayat office / Gram Sabha meeting
- Block name (from public listing) — text
- GP name (from public listing) — text
- Number of Gram Panchayats in block (from public listing) — integer
- Composite or stand-alone (from public listing): Stand-alone BDO / Co-located with tehsil

2B Public displays expected at this institution [PRE — informational]

- VB-G RAM G job card register / queue
- PMAY-G beneficiary list
- Social audit schedule for VB-G RAM G
- 15th Finance Commission grant utilisation (GP-wise)
- Grievance contact (DoRD portal write2rdminister.dord.gov.in + CPGRAMS)
- Gram Sabha meeting calendar / latest minutes-summary
- Citizen Charter / GP list of services

2C Pre-loaded scheme list [PRE — informational, no Kobo field]

- VB-G RAM G — Viksit Bharat — Guarantee for Rozgar and Aajeevika Mission (Gramin) — 125 days/year
- PMAY-G — Pradhan Mantri Awas Yojana (Gramin)
- 15th Finance Commission grants
- Social audit (under VB-G RAM G)
- State certificate issuance (residence / caste / income)
- Gram Sabha — quarterly meeting norm

Section 1 — On-arrival logging

Standard.

Section 2 — Observation: Infrastructure

2.2 Institution-specific facilities [OBS]

- Dedicated BDO chamber + office space? — Y/N [photo]

- VB-G RAM G programme office functional? — Y/N [photo]
 - Computers with NREGA / PMAY-G portal access? — Y/N
 - Number of working portal-access computers — integer
 - Public notice board with scheme activities? — Y/N [photo]
 - (Gram Panchayat) GP building open + operational? — Y/N [photo]
 - (Gram Panchayat) Panchayat Bhavan constructed and maintained? — Y/N [photo]
 - (Gram Panchayat) Photo of VB-G RAM G work site (if work running today)? — Y/N/NA [photo]
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Section 3 — Observation: Documents displayed

3.2 Institution-specific displays [DOC]

- VB-G RAM G job card register / queue visible? — Y/N [photo]
 - PMAY-G beneficiary list displayed? — Y/N [photo]
 - Social audit schedule for VB-G RAM G displayed? — Y/N [photo]
 - 15th Finance Commission grant utilisation (GP-wise) displayed? — Y/N [photo]
 - Grievance contact (DoRD portal + CPGRAMS) displayed? — Y/N [photo]
 - (Gram Panchayat) Gram Sabha meeting calendar / latest minutes-summary displayed publicly? — Y/N [photo]
 - (Gram Panchayat) Citizen Charter / GP list of services displayed? — Y/N [photo]
 - Work site visible with muster roll (if visit-day activity)? — Y/N/NA
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Section 4 — Interview: Admin

4.1 Identification — institution-specific dropdowns

- Designation of person met (dropdown): BDO / Additional BDO / Programme Officer VB-G RAM G / Block Accountant / Junior Engineer (Works) / Gram Pradhan (Sarpanch) / Gram Panchayat Secretary (Sachiv) / Gram Rozgar Sahayak / ADO-Panchayat / Other
- Reporting line: District Collector / CDO / DDC

4.5 Institution-specific quantitative items [ADMIN]

- Number of VB-G RAM G job cards active in block — integer [not_known_allowed]
- Number of VB-G RAM G person-days generated last FY — integer [not_known_allowed]
- Number of households completing ≥ 125 days last FY (target under new VB-G RAM G Act 2025) — integer [not_known_allowed]
- Number of PMAY-G houses sanctioned last year — integer [not_known_allowed]
- Number of PMAY-G houses completed last year — integer [not_known_allowed]
- PMAY-G waiting list — integer [not_known_allowed]
- 15th FC grants received current FY — integer ₹ [not_known_allowed]
- Average number of Gram Sabhas held per GP in last 12 months (norm ≥ 4) — integer [not_known_allowed]
- Date of last social audit — date [not_known_allowed]

- Number of works audited at last social audit — integer [not_known_allowed]
 - Average days for job card issuance (target ≤ 14) — integer days [not_known_allowed]
 - Average days delay past 15-day VB-G RAM G wage payment norm — integer days [not_known_allowed]
 - PMAY-G fund-release tranches on schedule? — Y/N
 - Average days for state certificate issuance (residence / caste / income) — integer days [not_known_allowed]
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Section 5 — Interview: Beneficiary

5.1 Beneficiary type — institution-specific dropdown

- Beneficiary type: VB-G RAM G worker / PMAY-G beneficiary / Gram Sabha participant
- **Target:** interview 3 across categories.

5.5 Institution-specific beneficiary items [USER]

- Scheme engaged (dropdown): VB-G RAM G / PMAY-G / Both / Other
 - Job card number / PMAY beneficiary ID (optional; privacy) — text
 - Number of days of work received last FY (VB-G RAM G) — integer [not_known_allowed]
 - Wage rate actually received per day — integer ₹ [not_known_allowed]
 - Number of days from work to wage (norm 15) — integer [not_known_allowed]
 - Number of PMAY-G tranches received (of 3 + top-up) — integer [not_known_allowed]
 - Has your Gram Sabha met in last 6 months? — Y/N
 - Approximate Gram Sabha attendance — integer [not_known_allowed]
 - Did Gram Sabha discuss VB-G RAM G or PMAY-G? — Y/N
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Section 6 — Closing

Standard.