



## **LLG Performance Assessment**

LLG Name: Kameke Subcounty

Pallisa District

(Vote Code: 919)

<b>Assessment</b>	<b>Scores</b>
LLG Performance Assessment	41%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>A. Functionality of Parish Administrative Structures</b>				
1	<p>The LLG has ensured that there are functional PDCs/WDCs in all their respective Parishes/Wards</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG has duly constituted PDCs/WDCs with composition in accordance with the PDM Guidelines, and that PDCs are fully functional as evidenced by mobilization of beneficiaries within a parish/ward, appraisal of all proposals submitted for the revolving funds during the previous FY for all parishes, score 2, else score 0.</p>	<p>PDCs formed in the 6 parishes: There are files with names listed in the following parishes: Kameke, KomoloB, Komolo Manga, Kwari Kwari, Nyakoi, and Omuroka Parishes : They constituted with chairperson,secretary,chairperson women,chairperon youth,PWD representative ,older persons representative ,NRM chairperson and opinion leader</p> <p>PDC minutes in place:Komolo manga minutes on file dated 23/2/2022 attendance attached,omuroka minutes dated 19/2/2022 and 25/2/2022.</p> <p>Komolo B minutes dated 28/6/2022 and 22/2/2022 signed by chairperson and secretary.Nyakoi ,minutes dated 23/2/2022 with attendance and pictorial evidence .Kameke minutes dated 22/2/2022 and Kwari Kwari with minutes dated 20/2/2022</p>	2
2	<p>LLG has ensured that all Parish Chiefs/Town Agents have collected, compiled, and analyzed data on Parish/community profiling as stipulated in the PDM Guidelines.</p> <p>Maximum score is 2</p>	<p>Evidence that all the Parishes/Wards in a LLG have compiled, updated, and analyzed data on community profiling disaggregated by village, gender, age, economic activity among others as stipulated in the PDM Guidelines, score 2 else score 0.</p>	<p>There are data files compiled, data classified by age, gender, village and Economic activity as per PDM guidelines</p>	2
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG:</p> <p>i. Has mapped NGOs, CBOs &amp; CSO operating in the LLG and involved them in raising awareness about the PDM and planning cycle: score 2, or else 0</p>	<p>There is a mapping report available dated 2/2/2022 for NGOs and CBOs operating in the subcounty , but no evidence of participation in raisin awareness about the PDM and the planning cycyle</p>	0

3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>ii. Approved Programmes/activities to be implemented within the Parish for the current FY score 2, else score 0</p>	No evidence was provided.	0
3	<p>The LLG provided guidance and information to the Village Executive Committees and PDCs on strategies for the development of the parish</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG provided guidance and information to the Village Executive Committees and to PDCs on:</p> <p>iii. Priority enterprises that can be implemented in the parish score 2 or else 0</p>	No evidence was provided	0

## B. Planning and Budgeting

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>i. Is consistent with the LLG approved development plan III; score 1 or else 0</p>	<p>Construction of a waiting shade at Kameke HCIII in the Development Plan III page 94 in the annual workplan and budget (allocation of shs.9,949,700).</p> <p>Maintenance of kameke sub-county to Nyakoi trading road in Development Plan III page 101 and in the annual workplan and budget (allocation of shs 10,776,785).</p>	1
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4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>ii. Incorporates ranked priorities from all its respective parish submissions which are duly signed by the Parish Chief and PDC Chairperson score 1 or else 0.</p>	No evidence provided	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>Evidence that prioritized investments in the LLG council approved Annual Work plan and Budget (AWPB) for the current FY:</p> <p>iii. Is based on the outcomes of the budget conference; score 1 or else 0</p>	No evidence of Budget conference	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>iv. That the LLG budget include investments to be financed by the LLG score 1 or else 0</p>	<p>Waiting shade at the health facility with an allocation of shs.9,949,700</p> <p>Maintenance of Kameke sub-county to Nyakoi trading centre with allocation of shs.10,776,785</p> <p>maintenance of pegano community access road with allocation of shs.3,892,875</p>	1

4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>v. Evidence that the LLG developed project profiles for all capital investments in the AWP and Budget as per format in NDP III</p> <p>Score 1 or else score 0</p>	No evidence was provided	0
4	<p>The LLG conducted Annual Planning and Budgeting exercise for the current FY as per the Planning and Budgeting Guidelines</p> <p>Maximum score is 6</p>	<p>vi. That the LLG budget was submitted to the District/Municipality/City before 15th May: score 1 or else 0</p>	No submission was made.	0
5	<p>Procurement planning for the current FY: submission of request for procurement</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG prepared and submitted inputs into the procurement plan for all the procurements to be done in a LLG for the current FY) to the CAO/TC by the 30th April of the previous FY, Score 2 or else score 0</p>	No evidence of submission	0
6	<p>Compliance of the LLG budget to DDEG investment menu for the current FY</p> <p>Maximum score is 2</p>	<p>Evidence that the investments in the approved LLG Budget for the current FY comply with the investment menu in the DDEG Grant, Budget and Implementation Guidelines, score 2 or else score 0</p>	<p>Construction of a waiting shade at Kameke HCIII</p> <p>Opening of Kameke to Nyakoi trading centre road</p> <p>EIA</p>	2

### C. Own Source Revenue Mobilization and Administration

7	LLG collected local revenue as per budget (Budget realization)  Maximum score is 1	Evidence that the LLG collected OSR for the previous FY within +/- 10% of the budget score 1 or else score 0.	Budget for FY 2021/2022= 15,974,198 Realised : 6,781,798  $6,781,798/15,974,198 \times 100 = 42.5\%$ performance $42.5\% - 100\% = -57.5$  The performance was -57.5	0
8	Increase in LLG own source revenues from last financial year but one to last financial year.  Maximum score 1	Evidence that the OSR collected increased from previous FY but one to previous FY by more than 5 %, score 1 or else score 0	2020/2021 = Not established (no final accounts)  2021/2021 = 6,781,798	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  i. Has remitted OSR to the administrative units, score 1 or else score 0.	The remittance was not planned, and not executed . No evidence seen	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  ii. Did not use more than 20% of the OSR on councilors allowances in the previous FY (unless authority was granted by the Minister), score 1, else score 0	No assesseed	0
9	The LLG has properly managed and used OSR collected in the previous FY  Maximum score 4	Evidence that the LLG:  iii. Have budgeted and used OSR funds on operational and maintenance in previous FY, score 1, else score 0	No evidence seen.	0

9	<p>The LLG has properly managed and used OSR collected in the previous FY</p> <p>Maximum score 4</p>	<p>Evidence that the LLG:</p> <p>iv. Publicised the OSR and how it was used for the previous FY, score 1, else score 0.</p>	No evidence seen	0
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#### D. Financial Management

10	<p>The LLG submitted annual financial statements for the previous FY on time</p> <p>Maximum score is 4</p>	<p>Evidence that the LLG submitted its Annual Financial Statement to the Auditor General (AG) on time (i.e., by August 31), score 4 or else score 0</p>	AFS submitted and acknowledged by OAG Mbale regional Office ON 19/08/022	4
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>i. Q1 by 15th October score 1 or else 0</p>	No evidence of submission of the Quarterly reports	0
11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>ii. Q2 by 15th January score 1 or else 0</p>	No evidence of submission of the Quarterly reports	0

11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iii. Q3 by 15th April score 1 or else 0</p>	No evidence of submission of the Quarterly reports	0
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11	<p>The LLG has submitted all 4 quarterly financial and physical progress reports including finances for the Parish Development Model (PDM), for the previous FY on time and in the prescribed format</p> <p>Maximum score is 6</p>	<p>Evidence that the LLG submitted all four quarterly financial and physical progress reports, for the previous FY to the LG Accounting Officer including on the funding for the PDM on time:</p> <p>iv. Q4 by 30th July score 3 or else 0</p>	No evidence of submission of the Quarterly reports	0
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#### **E. Human Resources Management for Improved Service Delivery**

12	<p>Appraisal of all staff in the LLG in the previous FY</p> <p>Maximum score is 6</p>	<p>Evidence that the SAS/Town Clerk appraised staff in the LLG:</p> <p>(i) All staff in the LLG including extension workers in the previous FY (by 30th June): score 2 or else 0</p>	No evidence of appraisal	0
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12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (ii) Primary School Head teachers in public primary schools in the previous school calendar year (by 31st December) – score 2 or else 0	No evidence of appraisal	0
12	Appraisal of all staff in the LLG in the previous FY  Maximum score is 6	Evidence that the SAS/Town Clerk appraised staff in the LLG:  (iii) HC III & II In-charges in the previous FY (by June 30th) – score 2 or else	No evidence of appraisal	0
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (i) Publicized the list of LLG staff: score 3 or else 0	Staff lists published on the Noticeboards  Staff attendance Register available and regularly endorsed by staff  Staff structure available and displayed on the Notice board	3
13	Staff duty attendance  Maximum score is 6	Evidence that the LLG has  (ii) Produced monthly analysis of staff attendance with recommendations to CAO/TC score 3 or else 0	No evidence of staff analysis available	0

## F. Implementation and Execution

14	The LLG has spent all the DDEG funds for the previous FY on eligible projects/activities  Maximum score is 2	Evidence that the LLG budgeted and spent all the DDEG for the previous FY on eligible projects/ activities as per the DDEG grant, budget, and implementation guidelines: Score 2, or else score 0	Supply of desks to school at shs 15,343,640  Construction of 3 stance pit-latrine at nyakoi ps shs 11,084,900  Construction of 2 stance pit-latrine at omuroka ps shs 8,121,000  Opening of opedur to idomet road shs 17,000,000  Fencing of kameke HCIII shs 4,100,000  supply of tree seedlings 800,000  All the above are in the eligible menu.	2
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The LLG spent the funds as per budget

Maximum score is 2

Evidence that the execution of budget in the previous FY does not deviate for any of the sectors/main programs by more than +/-10%: Score 2

Final accounts

Budget

Supply of desks to school at shs 15,343,640  
shs 15,343,640

Construction of 3 stance pit-latrline at nyakoi ps shs 11,084,900  
shs 11,084,900

Construction of 2 stance pit-latrline at omuroka ps shs 8,121,000  
shs 8,121,000

Opening of opedur to idomet road shs 17,000,000  
shs 17,000,000

Fencing of kameke HCIII shs 4,100,000  
shs 4,100,000

supply of tree seedlings shs 800,000  
shs 800,000

There was no deviation ,performance was 100% as per final accounts .

Completion of investments as per annual work plan and budget

Maximum score is 3

Evidence that the investment projects planned in the previous FY were completed as per work plan by end of FY (quarter four) :

If more than 90 % was completed: Score 3

If 70% -90%: Score 2

If less than 70 %: Score 0.

Supply of desks to school at shs 15,343,640 completed as per plan 100% and certificate

Construction of 3 stance pit-latrline at nyakoi ps completed as per plan 100% and certificate

Construction of 2 stance pit-latrline at omuroka ps shs 8,121,000 completed as per plan 100% and certificate

Opening of opedur to idomet road shs 17,000,000 completed as per plan.

Fencing of kameke HCIII shs 4,100,000 completed as per plan

supply of tree seedlings shs 800,000 completed as per plan

## G. Environmental and Social Safeguards

17	<p>The LLG has implemented environmental and social safeguards during the previous FY</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG carried out environmental, social and climate change screening where required, prior to implementation of all planned investments/projects, score 2 or else score 0</p>	<p>Environment and social safety management plan for opeduru to idomet road in place prepared by omasai abram (environment officer).Environmental and Social Screening form filled and environment clearance form dully signed by environment officer.</p> <p>Environment and social safety management plan for construction of a 2 stance pit-latrine at omuroka ps in place prepared by omasai abram (environment officer).Environmental and Social Screening form filled and environment clearance form dully signed by environment officer.</p> <p>Environment and social safety management plan for construction of a 3 stance pit-latrine at Nyakoi ps in place prepared by omasai abram (environment officer).Environmental and Social Screening form filled and environment clearance form dully signed by environment officer</p>	2
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(i) If the LLG has specified a system for recording, investigating and responding to grievances, which includes a designated a person to coordinate response to feed-back, complaints log book with clear information and reference for onward action, a defined complaints referral path, and public display of information at LLG offices score 1 or else 0</p>	<p>There is a committee publicized on the notice board which is responsible for grievance handling</p>	1
18	<p>The LLG has an Operational Grievance Handling System</p> <p>Maximum score is 2</p>	<p>(ii) If the LLG has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress score 1 or else 0</p>	<p>There is a committee publicized on the notice board</p>	1
19	<p>The LLG has a functional land management system</p> <p>Maximum score 1</p>	<p>If the LLG has a functional Area Land committee in place to assist the LG Land board in an advisory capacity on matters relating to land, including ascertaining rights on the land score 1 or else 0</p>	<p>No evidence of constituted area land committee.</p>	0

#### H. Basic (Pre & Primary) Education services Management (in public and private schools)

20	Awareness campaigns and mobilization on education services conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and parent's mobilization for improvement of education service delivery score 3, else score 0	No evidence of awareness and mobilization report	0
21	Monitoring of service delivery in basic schools  Maximum score is 4	Evidence that the LLG has monitored schools at least once per term in the previous 3 terms and produced a list of issues requiring attention of the committee responsible for education of the LLG council in the previous FY:  If all schools (100%) - score 4  If 80 – 99% – score 2  If 60 to 79% score 1  Below 60% score 0	The sub-county has two schools  Kameke primary school and omuroka primary school  one monitoring report dated 23/3/2022  minutes of general meeeting for omuroka available dated 21/1/2022	0
22	Existence and functionality of School Management Committees  Maximum score is 3	Evidence that the LLG have functional school management committees in all schools; score 3, else score 0	There was no evidence of SMCs for both schools  No minutes in place	0

### **I. Primary Health Care Services Management**

23	Awareness campaigns and mobilization on primary health care conducted in last FY  Maximum score is 3	Evidence that the LLG has conducted awareness campaigns and mobilized communities for improved primary health care service delivery score 3, else score 0	A report on health promotional activities available dated 4/4/2022 prepared by Engosot John Bosco (Health Assistant).	3
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24	<p>The LLG monitored health service delivery at least twice during the previous FY</p> <p>Maximum score is 4</p>	<p>Evidence that LLG monitored aspects of health service delivery during the previous FY , score 4 or else score 0</p>	No report was available.	0
25	<p>Existence and functionality of Health Unit Management Committee</p> <p>Maximum score is 3</p>	<p>Evidence that the LLG have functional Health unit Management Committee for all Health Facilities in the LLG; score 3, else score 0</p>	There was no evidence of HUMC minutes.	0

#### J. Water & Environment Services Management

26	<p>Evidence that the LLGs submitted requests to the DWO for consideration in the current FY budgets</p> <p>Maximum score is 3</p>	<p>Evidence that the SAS submitted in writing requests to the DWO for consideration in the planning of the current FY score 3, else score 0</p>	There was evidence of request to DWO for a water source for Kareu village.	3
27	<p>The LLG has monitored water and environment services delivery during the previous FY</p> <p>Maximum score is 3</p>	<p>Evidence that SAS/ATC monitored/supervised aspects of water and environment services during the previous FY including review of water points and facilities, score 3 or else score 0</p>	Report on WATSAN activities on file dated 2/9/2021.	3
28	<p>Existence and functionality of Water and Sanitation Committees</p> <p>Maximum score is 2</p>	<p>Evidence that the LLG have functional Water and Sanitation Committees (including collection and proper use of community contributions) score 2, else score 0</p>	No evidence was presented	0

29	<p>Functionality of investments in water and sanitation facilities</p> <p>Maximum score is 2</p>	<p>Evidence that the SAS has an updated lists on all its water and sanitation facilities (public latrines) and functionality status.</p> <p>Score 2 else 0</p>	No evidence was provided.	0
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#### K. Urban Planning and Management (Applicable to Town Councils and Divisions only)

30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(i) If the LLG has a functional Physical Planning Committee in place that: (i) is properly and fully constituted; (ii) considers new investments/ application for development permission on time; and (iii) has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD Score 1 or else 0</p>
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30	<p>Development of the Physical Development Plans as per guidelines</p> <p>Maximum score 2</p>	<p>(i) If the LLG has detailed physical development plan(s) or/and area action plan(s) approved by the Council covering at least the percentage below Score 1 or else 0:</p> <p>20% in 2022/23</p> <p>30% in 2023/24</p> <p>40% in 2024/25</p>
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31	<p>Implementation of the physical planning and building control measures as per guidelines</p> <p>Maximum score 3</p>	<p>(i) If all infrastructure investments implemented by the LLG in the previous FY: (i) are consistent with the approved Physical Development Plan; and (ii) have a planning compliance certificate issued by MoLHUD. Score 1 or else 0</p>
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31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

(ii) Evidence that the LLG has named streets, numbered plots, surveyed and demarcated roads as planned (90% or more implemented) in the previous FY score 1 or else 0

31 Implementation of the physical planning and building control measures as per guidelines  
Maximum score 3

(iii) Evidence that the LLG has a functional Development Control Team score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

(i) If the LLG has prepared status report on the implementation of the approved solid waste management plan during the previous FY score 1 or else 0

32 The LLG has developed and implemented a solid waste management plan  
Maximum score 2

(ii) If the LLG has conducted awareness campaigns on the management of solid waste during the previous FY score 1 or else 0

33 Operation and Maintenance of infrastructure  
Maximum score is 3

(i) If the LLG has prepared Annual Infrastructure inventory and condition survey report score 1 or else 0

33

Operation and Maintenance of infrastructure	(ii) If the LLG has prepared an O&M Annual Plan which is based on the Annual Infrastructure inventory and condition survey
Maximum score is 3	score 1 or else 0

33

Operation and Maintenance of infrastructure	(iii) If the LLG has spent own source revenues of not less than 20% on O&M
Maximum score is 3	score 1 or else 0

#### L. Production Services Management

34	Up to date data on agriculture and irrigation collected, analyzed and reported	If the LLG extension staff have collected, analyzed and reported data on agriculture (i.e., crop, animal and fisheries) and irrigation activities including production statistics for key commodities, data on irrigated land, farmer applications, farm visits etc. as per formats, the reports compiled and submitted to LG Production Office	Production statistics report available dated 23/8/2021 entailing the following, apiary, fruits, maize, cassava, poultry, dairy, piggery and vegetables.	<b>2</b>
	Maximum score is 2	score 2 or else 0.		

35	Farmer awareness and mobilization campaigns carried out through farmer field days and awareness meetings	If the LLG has carried out awareness and mobilization campaigns on all aspects of agriculture through farmer field days and awareness meetings, exchange visits, reports compiled and submitted to LG Production Office	Annual awareness report on file dated 3/9/2021 sensitization report on enterprise selection dated 25/2/2022 available. Distribution list for maize seeds dated 14/9/2021 available.	<b>2</b>
	Maximum score is 2	score 2 or else 0		



36	<p>The LLG has carried out monitoring activities on production activities for crops, animals and fisheries</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has implemented monitoring activities on agricultural production for crops, animal and fisheries covering among others irrigation, environmental safeguards, agricultural mechanization, postharvest handling, pests and disease surveillance, equipment installations, farmers implementing knowledge from trainings, reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>Monitoring report in place dated 1/12/2021 prepared by Omoit Geoffrey (Assistant Agricultural Officer).</p>	2
37	<p>Farmer trainings through training farmer field schools and demonstrations organized and carried out</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff has carried out farmer trainings on irrigated agriculture, agronomy, pests and diseases management, operation and maintenance of equipment, linkage to markets etc. through for example farmer field schools, demonstrations, and field training sessions, reports compiled and submitted to LG Production Office score 2 or else 0.</p>	<p>No evidence provided</p>	0
38	<p>The LLG has provided hands-on extension support to farmers and farmer organizations / groups</p> <p>Maximum score is 2</p>	<p>If the LLG extension staff have provided extension support to farmers and farmer groups on crop management, aquaculture, animal husbandry, irrigation, Operation and Maintenance of equipment, postharvest handling, value addition, marketing etc. reports compiled and submitted to LG Production Office score 2 or else 0</p>	<p>No evidence provided (extension workers reported that there was e-dairy been rolled by the ministry)</p>	0