











## INSTRUCTIONS FOR THE VISITING OFFICER (DAY WISE)

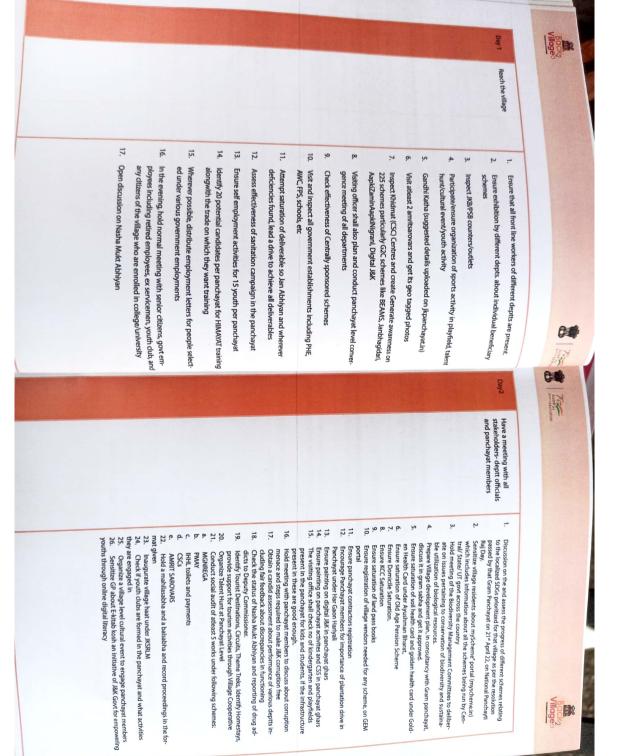
#### **ACTION POINTS** INSTRUCTIONS DATE a. Take print outs of filled booklets of B2V1, B2V2 and B2V3 from Meeting with deputy Day 0 www.jkpanchayat.in commissioner and his/her team b. Also take print outs of the summarized excel sheets of the previous phases from www.jkpanchayat.in Collect ATRs on issues raised during previous 3 phases from the office of Deputy Commissioner (Planning deptt) Take prints of blank 2 booklets of B2V4 from www.jkpanchayat.in Take plans for 2 previous years and ATRs from the planning deptt Complete trainings on different components of B2V4 being organized by respective Deputy Commissioners Collect List of new works started/ongoing/completed during the previous and current Financial year under the following heads: PRI grants District Plan UT plan MGNREGA Other schemes of other departments Any other work Plans/ beneficiary lists: MGNREGA draft plan document for the year 2022-23. List of Awaas+ beneficiaries alongwith IHHL Convergence List of pension beneficiaries. List of SHGs List of agriculture scheme beneficiaries Lists of beneficiaries for: · Various certificates/ benefits to be distributed by the visiting officer. Any other activities identified by different departments

### **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	LATEST BY	REMARKS
Jan abhiyan	All departments	Oct 15 -26 <sup>th</sup>	Going on
Deputation of Sectt staff/ HoDs	GAD	Oct 14	Done
Deployment of Staff to Panchayats and serving of orders on deployed officers	DCs	Oct 25	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	Oct 26	
Training of visiting officers	DCs	Oct 27	
Field Visits to be completed by	Visiting Officers	Nov 3	DCs to supervise and ensure that each Panchayat is visited within the period specified
Data of B2V4 to be uploaded by	Visiting Officers	Nov 10	DCs to supervise and ensure that data of all Panchayats is upload- ed by the visiting officer within the period specified









# GENERAL INSTRUCTIONS

- 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 government and shall adopt an unbiased attitude in reporting issues. As far as possible, his/her government and shall adopt an unbiased attitude in reporting from his/her interaction in the observation should be based on a fair and analytical view emerging from his/her interaction in the village.
- He is going to the village as planning officer, not for sanctioning any works or for making any commitments.
- 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 adminitrative deptt under CSS/UT plans under intimation to DCs and rest of the works to DCs for reflectin it under district/CSS plans
- 4. His work shall be hard core planning and audit and is not a PR exercise.
- Every Deputy Commissioner has to ensure that atleast 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.
- 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.
- Focus of visit are youth, skills, self-employment, nasha mukt, bhrashtrachar mukt, Rozgar yukt 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
- Saturation of individual beneficiary schemes
- c. Self-employment schemes
- Bank linked schemes-including departmental subsidy schemes
- e. Empowerment and transparency through digital initiatives
- f. Effectiveness of grass roots machinery
  - 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. BrashtacharMukt J&K
- vi. Bhai Mukt J&K
- vii. NashaMukt J&K

- 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 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.
- O. Visiting officer shall not leave the district without uploading the report, duly signed on the www. ikpanchayat.in portal. Every Deputy Commissioner has to ensure that.

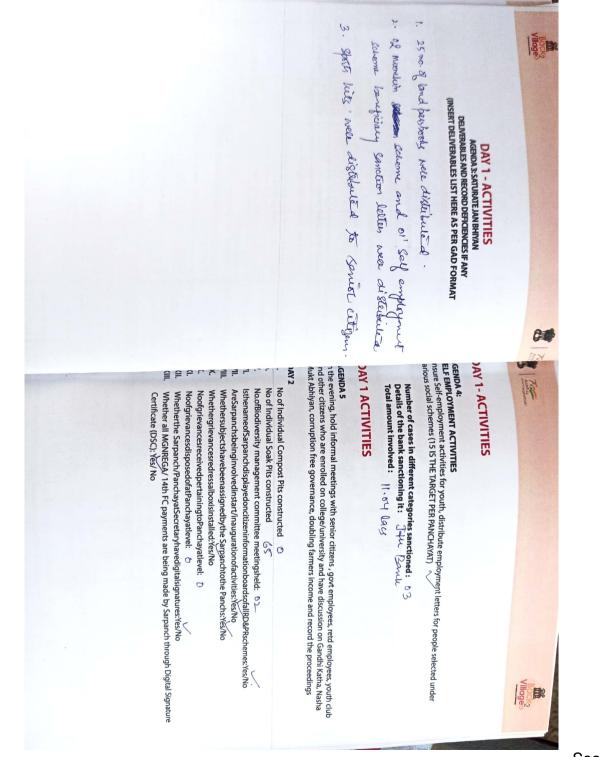






A)	Name: Kahul sings in for Conservation officer halting	art-II: o be filled up by the Visiting Off led by the Visiting Officer before rontline Officers/Officials who	the position is flatface over to	
	Department process	Department	Name	Designation
	Mobile No: 9419152895	Health	Saisha Deni	FMFHW
	Mobile No:	Health	Ammeet your	MIHP
	Email ID:	SWD	Toxtile Devi	Chat leacher
	ralling !	PWD	Mukesh Kemae	.⊤. €
	Home District:	Injection	Anlush Cruba	J.E
	Dates of visit: 01/11/2022 & 02/11/2022	education	Chalander Singh	Jeacher
		POD	Niemal Singh.	cosual Lasor
B)	Locational details of Panchayat: (to be pre-filled, information to be taken from the previous	FGSGA	Taxamiest singh	Carnal Lasor
	phases booklets/summarized excel sheet uploaded on jkpanchayat.in/b2v4.php) (to be val		Reete Deur	Asia worker
	dated by the visiting officer and missing details to be filled)	PHE	Sue et 8mgn	Daily wager
	Name of the Panchayat: Rakh Lachi pur.	Social foresty	om paelcash	S. Ghard
		Social focusti	Puran chand	S. Guard
	Local Government Directory(LGD) code of the Panchayat: 24090	Foreigh.	Nazinder Kym	
	Name of CD Block:   Calting	Agriculture Details of absent employees	vis-à-vis list furnished by the	
	Name of Tehsil: Kalluia	Department	Name	Designation
				1
	Name of District: Kalting	(Action Control of the Control of th		1
		THE PARTY OF THE P		1
C)	Panchayat Profile:	MESSAGE CO.	/	
	No. of revenue villages in the Panchavate 03		/	
	No. of revenue villages in the Panchayat:		/	
	No. of hamlets in the Panchayat:			
	lun			
	No. of households in the Panchayat: 445			
	Population (approx) of the Panchavat: 1963			
	Population (approx) of the Panchayat: 1963	AS LONG.		
		100015		

N)	List of Incomplete Buildings- names, year of construction List of Underutilized Buildings- names, year of construction	little details or	Ration shop (Y/N)  Places of tourism importance - names little details - Clusue du Sura La Grande La Grand	b. Total children enrolled    q  Amrit Sarovars – details, location, condition    N     Government offices- details, whether function    N	a. (govt/private)	d. College (Y/N) e. University (Y/N) Annanuedi Control (Y/N)	b. Primary (Y/N)	a. Kindergarten (Y/N)	13. Playground (Y/N) 14. School-		9. Bank branch (YN) 10. CSC (YN)	7. Water (YNN)  8. Electricity (YNN)		a. Gov building/private b. New/needing repairs 2. Furniture (Y/N) 3. Computer/natater (Y/N)	Infrastructure:	DAY 1- ACTIVITIES AGENDA 1: PANCHAYAT ASSET REGISTER	
Jal Jeewan Mission verifica- tion-WSS/JSD Electricity supply	Exhibition of schemes	Village cultural event Dangal/ Haat/Mela	Har Gaon Hariyali, Planta- tion drive	Panchayat play ground, Sports kits distribution Village games	Swachh SBM	My school, my pride progress; schools- water, toilets, staff	PMAY	SHG	Youth clubs	PHC	PDS	Incomplete buildings/pro- jects	JKB/PSB counters/outlets	Khidmat Centres	AMRIT SAROVARS	)AY 1-ACTIVITIES GENDA2: HFFERENT INSTITUTIONS/IN	S AMERICAN
Verify	Ensure that every department participates and that it continues for the entire duration of B2V	Participate in; ensure that it is held	Evaluate status, feedback	Ensure, verify. Participate in at least one game in the playground	Evaluate	VIsit, check for water, electricity, sanitation, meet students and staff	Inspect, Inaugurate	Meet, identify problems, seek suggestions	Meet, interact, seek suggestions	Visit- evaluate, status of staff, equipment and quality	Visit, evaluate, online status	Verify whether identification and redistribution done	a) Status of counter b) Number of visitors	Create /Generate awareness on 225 schemes particularly G2C schems Aapki Zamin Aapki Nigrani, Beams, Janbhagidari, Digital J&K	Visit, verify	)AY 1-ACTIVITIES  GENDA2: NFFERENT INSTITUTIONS/INFRASTRUCTURE PROJECTS TO BE VISITED	
recipied and four	shar on 0/202/22	N) / .	sargaelony.	completed	Sood	satisfactory,	Sone	Ni)	Donond of Idayaya	711	fully functional	2)	2	trailable of rell functional	COMMENTS		



BACK TO VII I ACE BURGE	ANY OTHER DEPARTMENT  PINTO. J.E	ATHIC DOCTOR / M CHP	HEALTH: 62	BANDARY ARCA INTE CLOSS. (Vey) 0   SOCIAL WELFARE  COLYT (FACULA) 0	FOOD & CIVIL SUPPLIES  DEALLE & CONTROL HUS.	PDD: LINEMAN  JE  ANYOTHER (C·C)  O  O	Daily Nagel	SCHOOL EDUCATION: TEACHER HEAD MASTER ANY OTHER	BDO O O O O O O O O O O O O O O O O O O	S/	HUMAN RESOURCE AVAILABLE AT THE FORESTAFF NUMBERS NAMES	Backy Villages
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	muliesh lumas	ATE RAW!  Arrest how	Suman Dell	Vikramper Row	Talanjeet Singh	Radbey Stam	suejeet singh	Rayana kumali	Ranesmal Sings Ralesh Mersa.	Paskeck sings	NAMES	VATIEVEL
Whether Gram Pachachayat Bhawan has separate toilets for women or not?	Do all the IHHs in the Gram Panchayath have toilets? \\\&\epsilon_\epsilon \\\&\epsilon_\epsilon \\\&\epsilon_\epsilon \\\\&\epsilon_\epsilon \\\&\epsilon_\epsilon \\\\&\epsilon_\epsilon \\\\&\epsilon_\epsilon \\\&\epsilon_\epsilon \\\\&\epsilon_\epsilon \\\\&\epsilon_\epsilon \\\\&\epsilon_\epsilon \\\\&\epsilon_\epsilon \\\&\epsilon_\epsilon \\\\&\epsilon_\epsilon \\\\&\epsilon_\epsilon \\\&\epsilon_\epsilon \\&\epsilon_\epsilon \\&\ep	Water sufficient village  Do all the IHHs in the Gram Panchayat have water pipeline connections? \( \fo \fo \),  Whether Gram Panchayat has taken steps for grey water management. If Yes please specify \( \bigcirc \fo \fo \),	Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal checkups? Yes Whether all the deliveries were Institutionalized or conducted by trained Midwives?	Realthy village  Are meetings related to Village Health and Sanitation Committee being held regularly?  Do all the eligible individuals been provided the Golden Card?  Are all the Children being immunized as per the Schedule recommended by Govt. of India?  Are all the eligible individuals been vaccinated against COVID-19?	irrigation, water conservation measures and conservation of wetlands. Hey Whether schools have started segregating waste Yey Whether schools have their own compost/soakage pits for solid/liquid waste management Yey	Has the Climate Resilience Plan been developed for the GP? Yes /No steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip	Has mapping of land use, water bodies, forest, slopes, wet lands, Panchayat been done? Yes/No. If No, reason, thereof	Clean and green village  Clean and green village  Initiatives taken by the Panchayat for managing Solid and Liquid Waste, Initiatives taken by the Panchayat for using green sources of fuel like sol	anchayours;  jram Swaraj Month)  jram Swaraj Month)  SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY MARCH2024;  SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY MARCH2024;	GENDA to the and assess the progress or universit schemes relating to the localized SDGs prior- viscussion on the village as per the resolution passed by that Gram Panchayat on 21st April 22, on National vized for that village as per the resolution to be taken from www.jkpanchayat.in portal under the link of the control of the resolution to be taken from www.jkpanchayat.in portal under the link of the control of the resolution to be taken from www.jkpanchayat.in portal under the link of the control of the contr	DAY 2-ACTIVITIES	The second secon









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- Child Friendly village

  Do all the children under the age of 0-6 years been enrolled in the Anganwadi centers for preschooling? Yes/NO
- How many Bal Sabha's were organized in the Gram Panchayat-
- Whether the issues raised by Bal Sabha are addressed during the Gram Sabha. Yes/NO
- Whether the issues raised by the data related to dropout children and children with irre/.
  Whether Gram Panchayat is tracking the data related to dropout children and children with irre/.
- Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/No

#### Village with good governance

- Is CSC located in the Gram Panchayat Bhawan or not?
- Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram panchayat w
- Does the Gram Panchayat has its building or not? Yes
- iv) Is the Gram Panchayat office functional or not? (e)
- Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gra
- vi) Is Social Audit of earlier Schemes/Programs carried out or not? Les

## Poverty free and enhanced livelihood village

- Has Gram Panchayat developed any criteria for the identification of the poor? Yes/No if yes spectory 2 ACTIVITIES Have all the eligible households registered in PDS or not?
- Has Gram Panchayat provided space for Self-help Groups in PanchyatGhar for holding meetings GENDA NO.2
- iv) Have all the eligible households been registered for Pension or not?
- Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement?  $N^{\dagger}$
- Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes
- vii) Has Gram Panchayat facilitated SHGs for Bank Account Linkages?

## Socially secured village

- Whether Gram Panchayat is maintaining data related to Differently Abled People? Is Gram Panchayat Office Disabled Friendly or not? Nり
- Are provisions for a separate Budget under the Resource Envelope for Women and Children mac
- Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like toilets, barrier-free access, etc., or not? Bathwooms are not differently Abled Civil-Grendy
- Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Are all the eligible households getting benefits from IAY or not?

## **Engendered Development in Village**

How many Mahila Sabha's were organized in the Gram Panchayat How many Marina Substitutions have been provided space for meetings in the Panchayat Bhawan (Yes/

whether GPs have taken steps for increasing women's participation in Gram Sabha(Yes/No) Number of women beneficiaries headed households covered under PDS 57

system......

Number of beneficiaries (out of total eligible population) receiving social protection benefits under

#### colf-sufficient infrastructure in the village

Whether GP has a Community Hall with access to electricity, furniture, water supply,

Whether the Disaster management plan is available at the GP Level (Yes/No)

Whether child-friendly park with required facilities is available in GP (Yes/No) Whether the GP has easy access to Godown for storage (Yes/No)

Whether street lights are provided in public places for ensuring safety (Yes/No)

sensitize village residents about myScheme" portal (myscheme.in) which includes information about all he schemes being run by Central/ State/ UT govt across the country

Scheme Material available from https://jkpanchayat.in/b2v4.php)

### **DAY 2 ACTIVITIES**

#### AGENDA NO.3

Hold meeting of the Biodiversity Management Committees to deliberate on issues pertaining to conservation of biodiversity and sustainable utilization of biological resources. He should check People Biodiversity register (PBR) of that panchayat and review if Biodiversity Management Committee constituted for that dpanchayat is holding minimum 4 meetings in a year and meeting once in every 3 months (Role of BMC available at https://jkpanchayat.in/b2v4.php) **COMMITTEE MEMBERS** 

**PRESENT** 

**BIODIVERSITY REGISTER PHOTOS** 

PAST 4 MEETING DETAILS- DATES, MINUTES PHOTOS

Kisan credit card  PM kisan sammannidhi	Domicile certificate	Disability pension	Widow pension	OLD AGE pension	Janani suraksha yojana	Golden Health Card under Ayushman Bharat		NAME OF THE SCHEME	AGENDA 5  Ensure saturation of following schemes and give status: 2639	DAY 2 ACTIVITIES	training is to be given	Specific product which need Tourism-home stays 20 candidates for training un	In addition GPDP plan shall also include: Touriet places which need to be deve	Visiting officer shall also plan and convoice proposed in consultancy prepare Village development plan for village, in consultancy prepare Village development plan for village, in consultancy prepare Village development plan for village development plan for village development available on https://jkpanchayat.in/b2v4.php) (GPDP format available on https://jkpanchayat.in/b2v4.php)	DAY 2 ACTIVITIES	NATIES.	Books
178		3	2	109	42	1996	VILLAGE	TOTAL ELIGIBLE BENEFICIARIES IN THE	owing schemes and		Made awas on	Specific product which needs to be developed fourism-home stays (**).  20 candidates for training under Himayat scher	l also include : need to be developed	plan for village, in con tps://jkpanchayat.in/b.	and conduct panchavi		
SI 8L1	26	V.	109		42	1926	AVAILED THE BENEFITS OF THE SCHEME	TOTAL BENEFICIARIES WHO	give status: 28		training is to be given Made awar and They had Lowelle of	Specific product which needs to be developed Specific product which needs to be developed Tourism-home stays  Nill. 20 candidates for training under Himayat scheme alongwith trade in which	ition GPDP plan shall also include: Townist places which need to be developed Pash Incas Gustadusase	Visiting officer shall also plan and consuct remaining the part of	at level convergence meetir		
							PENDENCY	REASONS FOR		IGE				yat, discuss it in gran Res	ng of all don Reg	\	
						5. Whether repo	4. How many dr	3. Whether all a	2. Details of acti	IGENDA 6 JASHA MUKT ABHIYAN  1. Whether gran	DAY 2 ACTIVITIES	ncomplete buildings/pro- jects	Registration of village con- tractors on PWD portal	the dors on the dors of village con- registration of village con- tractors on jktenders portal	Land pass by Registration of village ven-	hook	And the second
						Whether reported to the Deputy Commissioner  How many registered for rehabilitation under go	How many drug addicts in the village	ctivities and GS resolut	vities conducted R	r ABHIYAN  Whether gram sabha resolution passed √€€√		27	bo	p	2	580	
						Whether reported to the Deputy Commissioner  V-2  How many registered for rehabilitation under government programme Nil	Je Hand Z	Whether all activities and GS resolution uploaded on jkpanchayats.in portal	Details of activities conducted Rally, Disauring	sed Les		2:	94	400	2	25	
						rogramme Z).		hayats.in portal	9743 ·			N.	2.	Z))	None elegible.	Prepared L.T.	Village
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Any other to be identified at district level	JJM assets/projects	Village cultural events	Sports kits	Amrit sarovars	Swachh gram projects- segregation sheds etc		pMAY houses if any ready for inaugration		VILLAGE HAAT under JKSRLM (SUN- DAY MARKET)	ASSETS /ACTIVITIES SR INAUGRATED NO.	AGENDA TO INAUGURATIONS	DAY 2 ACTIVITIES	The state of the s
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CK TO VILLAGE PHASE-IV (15™ OCT TO 3™ NOV)	back of pushitromport.		Gohnsonach &		S.NO. Particulars	1 head of adduland purphy station.	5 upgradation of 100 km trompomes	withering of culver at factifue	3 New Tustines ( Thomp station -to-	2 widowny of thridey near Guernamea	, Construction of Read & culvet on come	II. Urgent Public Requirements/ Demands- B2V2	7	0 0	· And Earlishermen aux	3 PAC	2 Kully Bridge at Ray Conser		L Urgent Public Requirements/ Demains	S.NO. Particulars	from www	(Dre filled excel sheet to be taken from district level/ and also to be down	OW LIP OF (B2V1, B2V2 & B2V3):		Villages Villages
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