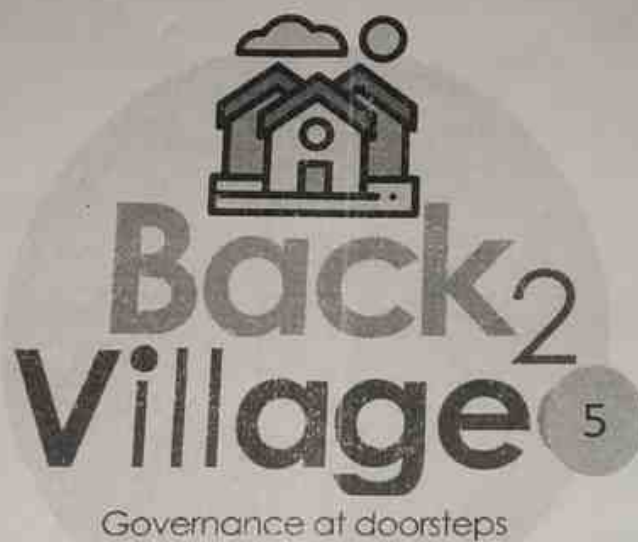


INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)
(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Mr. LATEEF
2	Designation	LECTURER
3	Department	EDUCATION
4	Place of posting	CHHSS VARI PORA
5	Mobile No	7006166833
6	Email ID	SHAIKH.LATIEF1011@gmail.com
7	Home District	KULGAM
8	Dates of visit	7 and 8 Nov.

B. Locational details of Panchayat: (to be pre-filled, information to be taken from the previous phases booklets/summarized excel sheet uploaded on jkpanchayat.jk.gov.in (to be validated by the visiting officer and missing details to be filled)

S.No	Particulars	
1	Name of the Panchayat	K.B Pora B
2	Local Government Directory(LGD) code of the Panchayat	241608
3	Name of CD Block	Manzgam.
4	Name of Tehsil	D.H. Pora
5	Name of District	Kulgam.

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	one (K.B Pora Jagir)
2	No. of hamlets in the Panchayat	three (bhalpora, Singpora, Bagtal)
3	No. of households in the Panchayat	700
4	Population (approx) of the Panchayat	3880

QUESTIONNAIRE FOR B2V5

Schedule-I (B)

(Details of Officers/ Officials present in the Panchayat)

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

S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Mohd Ashraf		Present	
2	Education			Present	
3	Food, Civil Supplies and Consumer Affairs	Rizwanul Zaman		Present	
4	Forest	Ahsanul Haq		Present	
5	Health and Medical Education	Yasmeena Akter		Present	
6	ICDS Department	Shahat	A.W.W	Present	
7	Irrigation and Flood Control Department	Mohd Sayeed		Present	
8	Jal Shakti Department				
9	Power Development Department	Nazik ah. Zargar		Present	
10	Public Works Department	Rafi ah. Shah		Present	
11	Revenue	Rafi ah. Shah		Present	
12	Rural Development and Panchayat Raj	Irfan ah.	Accounts Assistant	Present	
13	Skill Development				
14	Social Welfare Department	Sumaira Rashid	Computer operator	Present	
15	Youth Services and Sports Department	Irfan ah. Naik		Present	
16	Others				
17	Sheep Husbandry	Mohd Amin Shah		Present	
18	Chicken Rearing	Ch. Rasool		Present	
19	R.B.B			Present	
20	Coop & mangroves	Khushood		Present	
21	Forest	Ahsanul Zargar		Present	
22	Agriculture	M. Ashraf Ghouse		Present	
23	Vegetation	Ab. Ahmed Shah		Present	
24	Dic	En. Hassan Ghouse		Present	
25	Fisheries	Fareed ah.		Present	
26	Horticulture	Mutaz ah.		Present	
27	P.H.E	Shoaib		Present	
28	Flood	Mohd Syed		Present	

QUESTIONNAIRE FOR B2V5
Schedule-II
(FIRST HAND INFORMATION ON INFRASTRUCTURE -
PANCHAYAT ASSET REGISTER AND ITS UTILIZATION)

1	Infrastructure of Panchayat Ghar				
	a) Govt building/private	Govt Building			
	b) New/need repairs	Yes			
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	No			
	IV. Internet (Y/N)	No			
	V. Telephone (Y/N)	Yes			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes			
	VII. Water (Y/N)	Yes			
	VIII. Electricity (Y/N)	Yes			
2	Educational institutes				
	a) Kindergarten	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	b) Primary		18		Govt Building
	c) Middle		61		
	d) High		39		
	e) Higher Secondary		X		
	f) College		X		
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		9	195		Private
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institute having Govt. building
		0	0	0	0
5	Bank branch (Y/N)				
6	Availability of ATM (Y/N)	No			
7	Khidmat center/ CSC (Y/N)	N.A			
8	Patwar khana (Y/N)	N.A			
9	Village haat (Y/N)	N.A			
10	Playground (Y/N)	N.A			
11	Ration shop (Y/N)	N.A			
		No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1	364	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		2		2	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		2	Bighat bhutpara	good	Yes
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Nil			
15	i. Whether Panchayat assets captured on e-Gram Sampda App (Y/N)	Yes			
	ii. Number of Asset captured	4			
	iii. Please mention assets	Development of Pdt ghar			
	1.	Tile lane at Sharif bhutpara			
	2.	R/wall near grand yard			
	3.	R/wall near Sharif bhutpara			
	4.	R/wall near Sharif bhutpara			
	5.	R/wall near Sharif bhutpara			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Nil	N.A		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Nil	N.A		

QUESTIONNAIRE FOR B2V5

(STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

S. No	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDING
1	Old Age pension	Social Department Welfare			
2	Widow pension	Social Department Welfare	300	67	
3	Disability pension	Social Department Welfare	13	13	
4	Status under Stunting Mukht	Social Department Welfare	17	17	
5	Status under wasting Mukht	Social Department Welfare	1	1	
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department Welfare	1	1	
7	Digital Services provided	IT/ BDO/ CSC	1	1	
8	Daksh Kisan	Agriculture Department	N.A	N.A	
9	Kisan credit card	Agriculture Department	87	24	Under process
10	PM Kisan Sammannidhi	Agriculture Department	408	408	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	70	60	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	one	nil(0)	Under process
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC				
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	500	500	
15	PMAY- Gramin	RDD& PR	22	22	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	180	80	fund not available
17	ODF Plus villages (No)	RDD& PR	100	100	
18	Targeted Sock pit completed	RDD& PR	250	45	rest are ongoing
19	JKRLM:	RDD& PR			(Under process)
	i. Number of Self Help Groups formed		25	11	
	ii. Number of Households involved		8140	55	
20	Land Passbook Saturation	Revenue Department	700	690	rest under process
21	Pending Mutations	Revenue Department	Nil	nil	
22	Domicile Certificates	Revenue Department	800	600	rest under process
23	Persons identified drug addicts	BDO/ Sarpanch	8	8	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	2	2	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	nil	nil	
26	Golden Health Card under Ayushman Bharat	Health Department	2803	2764	(rest under process)
27	Janani suraksha yojana	Health Department	16	16	
28	Status under Anaemia Mukht	Health Department	580	580	
29	Status under Leprosy Mukht	Health Department	2800	2800	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	Nil	nil	
31	Number of Ayushman Sabas held	Health Department	nil	nil	
32	Out of School Children brought to Schools	School Department Education	N.A	N.A	
33	Number of students still out of Schools	School Department Education	N.A	N.A	
34	Persons educated through bridge courses	School Department Education	N.A	N.A	
35	Household using clean cooking fuel (LPG)	FCS & CA	1560	1560	

QUESTIONNAIRE FOR B2V5 Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	
2	Type of building (Govt./ Private)	
3	Availability of Staff	
	a) Doctor	NIL
	b) Paramedical	NIL
4	No of patients attended during the month	NIL
5	Status of medicine availability	
6	Special medical camp held, if any	NIL
7	Status of Immunization	NIL
8	Participation of health worker in Village Health and Nutrition Day	3 95%
9	Institutional deliveries in Panchayat (Current Year)	Yes
10	Non- Institutional deliveries in Panchayat (Current Year)	NIL
11	Other	NIL
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	
2	Type of building (Govt./ Private)	M.S. Bagbaf K.B. Para
3	Availability of Staff as per sanctioned strength	100%
4	Enrolment of the School	143
	a) Boys	70
	b) Girls	73
5	Availability of play ground	N.A
6	Availability of drinking water	Yes
7	Availability of electricity	Yes
8	Availability of functional toilets	Yes
9	Activities undertaken under 'My School My Pride'	Yes. (clean drive, polythene)
10	Other	free drive
11	Remarks of the Visiting Officer	

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	
2	Number of children enrolled a) Boys 94 b) Girls 101	195
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	Yes
7	Availability of timely Ration	Yes
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	Yes
12	Number of children wasted	nil
13	Any Other	nil
14	Remarks of the Visiting Officer	Satisfactory

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Beghal K.B. Para
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	nil
4	No of registered beneficiaries	364 households
5	No of beneficiaries drawing Ration from the store	364 households
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Yes
9	Any Other	
10	Remarks of the Visiting Officer	Dimple Singh

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	N/A
2	No of Accounts in the branch	N/A
3	No of persons applied under various self-employment schemes	N/A
4	No of cases sanctioned under various self-employment schemes	8 applied 5 sanctioned,
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	5
6	Availability of ATM	N/A
7	Any Other	
8	Remarks of the Visiting Officer	(Satisfactory)

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Baghal & Bhalpura
2	Condition of Amrit Sarovar	Good in canal van,
3	Details of repair undertaken, if any	no need
4	Utilization of Amrit Sarovar	Yes (for drinking purpose)
5	Any Other	
6	Remarks of the Visiting Officer	(Satisfactory)

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	N/A
2	Condition of Playground	N/A
3	Utilization of Playground	N/A
4	Any Other	
5	Remarks of the Visiting Officer	need of playground on way out bases

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	N/A
2	Government/ Private building	N/A
3	Land passbook saturation	98%
4	Pending mutations	2% (Under process)
5	Any Other	
6	Remarks of the Visiting Officer	

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Bagbal
2	Name of the beneficiary	(Sagar kumar w/o. E.H. Mond)
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	PMAY houses is in good condition

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Bagbal
2	Name of the beneficiaries	Mond Shaban mika
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	(Satisfactory)
4	Any Other	
5	Remarks of the Visiting Officer	

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Yes (one CSC counter)
2	No of online services provided by the CSC	300
3	No of persons approached for services	600
4	Any Other	
5	Remarks of the Visiting Officer	

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	N/A
7	Any Other	

QUESTIONNAIRE FOR B2V5

Schedule-V
(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
A	Cultural Events/ Programmes	
	1. Debates and Seminars	held painting competition
	2. Skits, Songs, Dramas	NO
	3. Local Folk programme / Show	NO
	4. Discussions with PRI and Senior citizens	YES
	5. Exhibitions	NO
B	Sports Activities	
	1. Sports Event	cricket & volleyball match
	2. Distribution of sports kit	NO
C	Inaugurations (If any)	
	PMAY house	house of Sagar Kumar
	Segregation Sheds	at Baghat and Chanapara
	Amrit Sarovar	
	JJM Assets	
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	C/D lane at lone mohalla
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	N.A
	Land Pass books	under process
	Any other	
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean and green Panchayat
2	Activities undertaken under the Theme (as per instruction manual)	Under this various programmes were held depicting the impact of Clean and green Panchayat
3	Status of activities undertaken	quite satisfactory
4	Visible impact of the Activities	ODF + Statue achieved
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	Plastic free village and Savitri secured village
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No
8	Remarks of the Visiting Officer on the status SDG Theme	Satisfactory

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Urgent need of playground	
2		
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	Demands under B2V1 & B2V4 are	
2	being full filled.	
3		
4	Drinking water provided, composite pits etc	
5		
C	Challenges in the Panchayat	
1	Proper proper electricity be needed	
2	Patwari work khanna be needed	
3	need of childrens park	
4	need of playground	
5		
D	Suggestions if any	
1	Playground should be provided at	
2	an earliest	
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural development department / Revenue dept.
2	
3	
2	LEAST RESPONSIVE DEPARTMENTS
1	Handicraft / Sericulture
2	
3	

ii. FEEDBACK ON UT INITIATIVES

Satisfied

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	need a playground on urgent basis
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	need a playground
3	Overall assessment of the visit and suggestions: (The visiting officer to ensure that the overall assessment is recorded in details along with concrete suggestions)	awareness regarding govt schemes Govt working at door steps Poor people are prioritized
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	10
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	certified that V.O attended the panchayat K.B Pora B for 2 days week - 7 = 11 = 2023 to 8 = 11 = 2023

Signature of Sarpanch

Signature of the Visiting Officer

Name: Latif Ahmed Sheikh