

INSTRUCTION MANUAL FOR B2V5



**Back²
Village⁵**

Governance at doorsteps

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	darjahangir12178@gmail.com
1	Name	Mr. Jahangir Ahmad Dar
2	Designation	Senior Lecturer P.T. Science
3	Department	School Education Department
4	Place of posting	Hort. H.S.S. Qaimoh, Kulgam
5	Mobile No	9906465960
6	Email ID	darjahangir12178@gmail.com
7	Home District	Kulgam
8	Dates of visit	07/08/10/12/2023 (Nov. 2023)

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	Boh
2	Local Government Directory(LGD) code of the Panchayat	241630
3	Name of CD Block	D.K. Mang
4	Name of Tehsil	D.H. Porat
5	Name of District	Kulgam

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	01
3	No. of households in the Panchayat	480
4	Population (approx) of the Panchayat	3900

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	Riyaz Ahmad	J.A	Present	
2	Education	Bashir Ah. Bhat	U.M.I.M/S.	Present	
3	Food, Civil Supplies and Consumer Affairs	Bilal Manzoor	Salaman	Present	
4	Forest	Farooq Ahmad	J.A	Absent	
5	Health and Medical Education	Pirkees Aara	F.M.P.H.W	Present	
6	ICDS Department	Reema Akter	Worker	Present	
7	Irrigation and Flood Control Department	Ah. Rashid Wari	R.E.W	Present	
8	Jal Shakti Department	Samantak Gani	Supervisor	Present	
9	Power Development Department	Khusaid Ahmad	Liceman	Present	
10	Public Works Department	Riyaz Ahmad	W/Supervisor	Present	
11	Revenue	Syed Shah	Patwari	Present	
12	Rural Development and Panchayat Raj	Kulsum Bano	V.L.W	Present	
13	Skill Development	Mushtaq Ah. Malik	Skill Develop.	Present	
14	Social Welfare Department	Iffkhan Amin	Crypt. Teacher	Absent	
15	Youth Services and Sports Department				Absent
16	Others				
17		Mushtaq Ah.	Soiculture	Present	
18		Farooq Ah. Wari	Fisheries	Present	
19		Farooq Kuchay	Horticulture	Present	
20		Rejeed Hajira	A/Handloom	Present	

[Signature]
V.O. Box.
7/8/11/2023

QUESTIONNAIRE FOR B2V5

Schedule-II

(FIRST HAND INFORMATION ON INFRASTRUCTURE - PANCHAYAT ASSET REGISTER AND ITS UTILIZATION)

1	Infrastructure of Panchayat Ghar	Panchayat Ghar Bk.			
	a) Govt building/private	Govt			
	b) New/need repairs	Needs repairment.			
	II. Furniture(Y/N)	N			
	III. Computer/printer(Y/N)	N			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	yes			
	VII. Water (Y/N)	yes			
	VIII. Electricity(Y/N)	yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	2	21	N/A	Govt
	b) Primary	2	42	N/A	Govt
	c) Middle	1	109	N/A	Govt
	d) High	N/A	N/A	N/A	N/A
	e) Higher Secondary	N/A	N/A	N/A	N/A
	f) College	N/A	N/A	N/A	N/A
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		8	195	1	Private
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institute having Govt. building
		N/A	N/A	N/A	N/A
5	Bank branch(Y/N)	N	N	N	
6	Availability of ATM (Y/N)	N	N	N	
7	Khidmat center/ CSC (Y/N)	Y	Y	Y	
8	Patwarkhana(Y/N)	N	N	N	
9	Village haat (Y/N)	Y	Y	Y	
10	Playground(Y/N)	Y	Y	Y	
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1	408	380	
		No. of Govt Offices		Functional	
		4		3	
12	Government offices- details, whether functional or not	Details	Location	Condition	Utilization
		4	Bk	2 Capital 2 ongoing	
13	Amrit Sarovars - details, location, condition	Fishes & Biry farming Can be encouraged.			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	yes			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	yes			
	ii. Number of Asset captured	Whole Panchayat Building			
	iii. Please mention assets	Related works completed.			
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		NO	NO		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Patwarkhana To be set up in village School Building	2017		

QUESTIONNAIRE FOR B2V5

Schedule III
(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	98	98	127 Total
2	Widow pension	Social Department Welfare	12	12	
3	Disability pension	Social Department Welfare	170	17	
4	Status under Stunting Mukht	Social Department Welfare	100%	100%	
5	Status under wasting Mukht	Social Department Welfare	100%	100%	
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare	2	2	
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department	12	12	
9	Kisan credit card	Agriculture Department	337	289	Process on
10	PM Kisan Sammanidhi	Agriculture Department	291	291	
11	Employment Saturation (PMEGP, Tejaswani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	130	671	Process going on
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	Nil	Nil	
13	JAM Implementation	Jal Shakti Department	100%	100%	
	i. No of Household provided FHTC		yes	yes	
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	100%	100%	
15	PMAY- Gramin	RDD& PR	36	22	Process on
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	100%	100%	
17	ODF Plus villages (No)	RDD& PR	yes	yes	
18	Targeted Sock pit completed	RDD& PR	90	90	
19	JKRLM;	RDD& PR	30	30	
	i. Number of Self Help Groups formed		150	150	
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	100% Complete	100% Complete	
21	Pending Mutations	Revenue Department	100% Complete	100% Complete	
22	Domicile Certificates	Revenue Department			
23	Persons identified drug addicts	BDO/ Sarpanch	Nil	Nil	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	yes	yes	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	No drug addicts	No drug addicts	
26	Golden Health Card under Ayushman Bharat	Health Department	100%	100%	
27	Janani suraksha yojana	Health Department	70%	70%	
28	Status under Anaemia Mukht	Health Department	100%	80%	
29	Status under Leprosy Mukht	Health Department	100%	100%	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	2	2	
31	Number of Ayushman Sabas held	Health Department	2	2	
32	Out of School Children brought to Schools	School Department Education	100% Completed	100% Completed	
33	Number of students still out of Schools	School Department Education	Nil	Nil	
34	Persons educated through bridge courses	School Department Education	10	6	going fast
35	Household using clean cooking fuel (LPG)	FCS & CA	100%	100%	

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & Wellness Centre Salskhan
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	1 Burns doctor available 02 Paramedical Staffers available
4	No of patients attended during the month	200
5	Status of medicine availability	Satisfactory
6	Special medical camp held, if any	No
7	Status of Immunization	100% Completed
8	Participation of health worker in Village Health and Nutrition Day	Satisfactory
9	Institutional deliveries in Panchayat (Current Year)	17
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	The HWC for Bch needs to be separated from Pradhan and established Govt Bch

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	1) Middle School 2) Primary Schools
2	Type of building (Govt./ Private)	Govt Buildings
3	Availability of Staff as per sanctioned strength	Yes
4	Enrolment of the School a) Boys b) Girls	M/S B-60 G-29 P/S B-25 G-29
5	Availability of play ground	Nil
6	Availability of drinking water	Yes
7	Availability of electricity	Yes, Partially limited
8	Availability of functional toilets	Yes
9	Activities undertaken under 'My School My Pride'	Schools functioning normally.
10	Other	Schools are properly functioning.
11	Remarks of the Visiting Officer	Wall needs to be constructed for the Schools.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Total 08
2	Number of children enrolled a) Boys b) Girls	96 Boys 98 Girls
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	But the Centre not having helper
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	N/A
12	Number of children wasted	Nil
13	Any Other	
14	Remarks of the Visiting Officer	Utensils need to be arranged for the Centres. Also some furniture items.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Boh
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Birad Manzoor
4	No of registered beneficiaries	408
5	No of beneficiaries drawing Ration from the store	380
6	Whether store is functioning through Aadhar biometric system	yes (Kyc Enabled)
7	Whether record/register maintained in the store	Online mode
8	Availability of ration	yes
9	Any Other	The CAPD store is working well.
10	Remarks of the Visiting Officer	Dumping godowns are daily needed for the daily areas.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	No Bank at Boh
2	No of Accounts in the branch	Accounts maintained with D.K. Singh Branch
3	No of persons applied under various self-employment schemes	17 & As per information
4	No of cases sanctioned under various self-employment schemes	06 Shown by the
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	05 Bank officials of D.K. Singh Branch
6	Availability of ATM	No ATM at Boh
7	Any Other	
8	Remarks of the Visiting Officer	A Bank Branch & an ATM needs to be setup at Boh.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Boh.
2	Condition of Amrit Sarovar	2 Completed / 2 going on.
3	Details of repair undertaken, if any	work going on at 2 Amrit Sarovars
4	Utilization of Amrit Sarovar	fully utilized for Public
5	Any Other	
6	Remarks of the Visiting Officer	All Amrit Sarovars need to be covered from top to help them keep safe things.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Boh.
2	Condition of Playground	work going on.
3	Utilization of Playground	fully completed work going on
4	Any Other	
5	Remarks of the Visiting Officer	The remaining portion of the work needs to be completed on priority.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Boh.
2	Government/ Private building	Land identified for Partwarkhana
3	Land passbook saturation	100% VIII
4	Pending mutations	
5	Any Other	
6	Remarks of the Visiting Officer	Revenue dept is fully working & ground level work is completed.

IX. PMAY house:		Status
S. No	Particulars	
1	Location of PMAY house constructed	Boh
2	Name of the beneficiary	36 PMAY Cases / 25 completed
3	Status of the house (completed/ in-use/ under-construction)	25 Completed
4	Any Other	
5	Remarks of the Visiting Officer	People are extremely happy with the PMAY scheme and are living in their houses.

X. Soak pits/Compost pits:		Status
S. No	Particulars	
1	Location of Soakpits/ compost pits	Boh
2	Name of the beneficiaries	90 Total / 90 Completed
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	90 Completed.
4	Any Other	
5	Remarks of the Visiting Officer	The village has turned beautiful given the cleanliness these pits have maintained.

XI. Khidmatcenter / CSC:		Status
S. No	Particulars	
1	Location of Khidmatcenter/ CSC counter	Boh.
2	No of online services provided by the CSC	All Services are online
3	No of persons approached for services	70% Population
4	Any Other	
5	Remarks of the Visiting Officer	Basic Branch and ATM is needed for the village.

XII. Observation of field officer on basic amenities:		Observations
S. No	Particulars	
1	Connectivity Road	Satisfactory / Modernized.
2	Transport	Satisfactory
3	Electricity	Satisfactory
4	Drinking water	work on JFM going on.
5	Cleanliness	Satisfactory
6	Sports facility (Playground)	work on the playground going on.
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	Events held at School level.
	2. Skits, Songs, Dramas	held at School level.
	3. Local Folk programme / Show	Cultural event organised.
	4. Discussions with PRI and Senior citizens	effectively held.
	5. Exhibitions	Potam Abhiyan.
B	Sports Activities	
	1. Sports Event	Local Sports event held.
	2. Distribution of sports kit	Already done.
C	Inaugurations (If any)	
	PMAY house	One PMAY inaugurated.
	Segregation Sheds	
	Amrit Sarovar	
	JJM Assets	work on 2 AS going on.
	Compost/ Soak Pits	work going on (24 cont).
	PMGSY / MGNREGA works	90% Completed.
	Any other	work going on.
D	Distribution of certificates	
	Self Employment Schemes	
	Land Pass books	people made aware.
	Any other	100% Satisfaction.
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	An awareness programme regarding all these issues was held in which all people along with PRI members actively participated. Some pamphlets containing information regarding the same were distributed amongst the people.

QUESTIONNAIRE FOR B2V5 Schedule-VI (SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Theme adopted. Mainstreaming Sustainable Development and Climate Resilience for Collective Action
2	Activities undertaken under the Theme (as per instruction manual)	People are made aware of the importance of achieving SDGs locally.
3	Status of activities undertaken	Activities going on.
4	Visible impact of the Activities	People seem to be more inclined towards the issues.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	08.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	People's awareness; Local Support and PRI's Lack of training.
8	Remarks of the Visiting Officer on the status SDG Theme	The PRI members shall be given more Training. People must be given more awareness and local youth must be monitorily engaged in the process of achieving SDGs.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	JJM Started and work going on	
2	May Cases cleared.	
3	Sanitary / Compost pits Completed.	
4	Dung ground identified and work going on.	
5	All other issues addressed	
B	Impact of B2V1 to B2V4	
1	People seems to be empowered.	
2	Local issues have got addressed.	
3	Electricity, drinking water, roads, playground.	
4	Health care and education all improved a lot.	
5	People are having more trust in govt. now.	
C	Challenges in the Panchayat	
1	Bank and ATM availability.	
2	Upgradation of MLs to H/S level.	
3	Nagan trend needs to be bust.	
4	A Sub Centre (Health) needs to be set-up.	
5		
D	Suggestions if any	
1	As visiting officer, I have personally felt	
2	that things have changed for sure over the	
3	past years and the same dedication is	
4	needed on part of the district administration	
5	to improve the life standard of the local	

people. RDD is doing a commendable job at the ground level and people seem to be more inclined towards developmental schemes of the govt. The need is to further cement that bond between the people and the local/district administration.



QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	ROD
2	EDUCATION
3	PHE
2	LEAST RESPONSIVE DEPARTMENTS
1	Fisheries
2	Forests
3	Fire & Emergency

II. FEEDBACK ON UT INITIATIVES

The Schemes launched by the UT administration have been satisfactorily availed by the people and have got benefitted. People are now feeling more involved in Govt Schemes. They seem to be satisfied by the way the local/district administration treats them. They are all praises for the UT initiatives.

III. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No.	Particulars	Station
1	Any major complaint brought to the notice of the Visiting Officer	1) Upgradation of mps to High School level 2) Embankment of Bashi Nallah 3) Bank ATM facility
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far	1) Embankment of Bashi Nallah 2) Upgradation of mps 3) Bank / ATM facility
3	Overall assessment of the visit and suggestion (The visiting officer to ensure that the overall assessment is recorded in details along with concrete suggestions)	→ Governance at the floor stop of the people is not now a reality, says local population here. → The need is to further improve people's trust they have in the District administration. → PRA members need to be imparted training in local governance & administration.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	09
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Already received and the same is attached.

Signature of Sarpanch

Name: Jhator



Signature of the Visiting Officer

Name: Jaganjit Singh

Jaganjit Singh