

# INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> NOVEMBER 2023.

Visting Officer  
Fayaz Khan

(Signature)

(Signature)

Avil.

## QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

### A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Mr. Fazez Ali Khan
2	Designation	Devised. Sec.
3	Department	Forest -
4	Place of posting	C CCF Kashmir
5	Mobile No	9797001618
6	Email ID	161217@gmail.com
7	Home District	-Srg.
8	Dates of visit	7th 8th 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	Avil -
2	Local Government Directory(LGD) code of the Panchayat	24/618 -
3	Name of CD Block	Mamzgam
4	Name of Tehsil	D.H. Poon -
5	Name of District	Kulgam

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	Three -
2	No. of hamlets in the Panchayat	3.
3	No. of households in the Panchayat	- 490 -
4	Population (approx) of the Panchayat	2830 - App.



## 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				
2	Education				
3	Food, Civil Supplies and Consumer Affairs				
4	Forest				
5	Health and Medical Education				
6	ICDS Department				
7	Irrigation and Flood Control Department				
8	Jal Shakti Department				
9	Power Development Department				
10	Public Works Department				
11	Revenue				
12	Rural Development and Panchayat Raj				
13	Skill Development				
14	Social Welfare Department				
15	Youth Services and Sports Department				
16	Others				
17					
18					
19					
20					

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

1	Infrastructure of Panchayat Ghar				
	a) Govtbuilding/private	- Yes - Avail -			
	b) New/need repairs	- Yes -			
	II. Furniture(Y/N)	- Yes -			
	III. Computer/printer(Y/N)	- Yes -			
	IV. Internet (Y/N)	No -			
	V. Telephone (Y/N)	No -			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	No -			
	VII. Water (Y/N)	- No -			
	VIII. Electricity(Y/N)	No -			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary	2 -	157	10	Yes Govt
	c) Middle	3 -	378	18	Yes Govt
	d) High	Nil -			
	e) Higher Secondary	Nil -			
	f) College	Nil -			
3	AnganwadiCentre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		12 -	187	12 -	Nil -
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
5	Bankbranch(Y/N)	Nil -			
6	Availability of ATM (Y/N)	Nil -			
7	Khidmatcenter/ CSC (Y/N)	- Yes -			
8	Patwarkhana(Y/N)	Nil -			
9	Village haat (Y/N)	Nil -			
10	Playground(Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
11	Ration shop (Y/N)	4	4100	4180 -	
		No. of Govt Offices		Functional	
		Nil -		Nil -	
12	Government offices- details, whether functional or not	Details	Location	Condition	Utilization
13	Amrit Sarovars - details, location, condition	- Nil - Nil -			
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)	2 -			
	ii. Number of Asset captured				
	iii. Please mention assets	Xing N/A Kshipig Rasool Blot Solar lights and Avail.			
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Nil -	Nil -		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Nil -	Nil -		



# 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 PENDENCY
1	Old Age pension	Social Welfare Department	114-	114-	
2	Widowpension	Social Welfare Department	10	10-	
3	Disabilitypension	Social Welfare Department	18	18-	
4	Status under Stunting Mukht	Social Welfare Department	Nil		
5	Status under wasting Mukht	Social Welfare Department	-Nil-		
6	Equipment's provided to Specially abled persons( implants, tricycles etc)	Social Welfare Department	1-	1-	
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department	25	-12-	
9	Kisan credit card	Agriculture Department	196	106-174	
10	PN KisanSammansidhi	Agriculture Department	-Nil-		
11	Employment Saturation (PMEGP, Tejasvani, Munkin, Mission Youth, Himayat, etc)	Employment Department	-Nil-		
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jai Shakti Department	340	225	Short waiting
	I. No of Household provided FHTC				
	II. Har Ghar Jal village(s) certified (No.)				Stationary
14	No of Households electrified	POD	350-	100%	At a glance
15	PMAY- Gramin	RDD& PR	28	28-	Depend on
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	260-	210-	
17	ODF Plus villages (No)	RDD& PR	Nil		
18	Targeted Sock pit completed	RDD& PR	350 -	350	
19	JKRLM:				
	I. Number of Self Help Groups formed		-10-	10-	
	II. Number of Households involved		65-	65	
20	Land Passbook Saturation	Revenue Department	100%	100%	
21	Pending Mutations	Revenue Department	Nil	Nil	
22	Domicile Certificates	Revenue Department	80%		
23	Persons identified drug addicts	BDO/ Sarpanch	-5-	5-	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	-2-		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Nil	Nil	
26	Golden Health Card under Ayushman Bharat	Health Department	2607	2607	
27	Janani suraksha yojana	Health Department	32	32	
28	Status under Anaemia Mukht	Health Department	650-	400-	
29	Status under Leprosy Mukht	Health Department	2716-	100%	
30	Number of Ayushman Helas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	Nil	Nil	
31	Number of AyushmanSahas held	Health Department	Nil	Nil	
32	Out of School Children brought to Schools	School Education Department	-80-	65	
33	Number of students still out of Schools	School Education Department	15	15	
34	Persons educated through bridge courses	School Education Department	10	10-	
35	Household using clean cooking fuel (LPG)	FCS & CA	150	150	



# 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)	- Nil
3	Availability of Staff	Nil.
	a) Doctor	
	b) Paramedical	- Nil
4	No of patients attended during the month	Nil.
5	Status of medicine availability	Nil.
6	Special medical camp held, if any	Anemia Camp
7	Status of Immunization	100%
8	Participation of health worker in Village Health and Nutrition Day	- Yes - 100%
9	Institutional deliveries in Panchayat (Current Year)	32-
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	Health dep is doing well but need of Infrastructure Dev. is required

## II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Primary 2. Middle = 3.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	20-
4	Enrolment of the School	219-
	a) Boys	- 326-
	b) Girls	No-
5	Availability of play ground	- Yes -
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 -
10	Other	
11	Remarks of the Visiting Officer	Need Primary / Steps at Middle School Owl -



### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Nil-
2	Number of children enrolled a) Boys b) Girls	94- 93-
3	Status of Building (Private/ Govt.)	- Private -
4	Availability of Helper/ worker	Yes - 11 - Available
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	Nil-
12	Number of children wasted	Nil-
13	Any Other	
14	Remarks of the Visiting Officer	ICDS has shown good performance in all respects-

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Nil-
2	Government / Private	Govt. (4).
3	Name of the dealer (in case of Private)	Nil-
4	No of registered beneficiaries	4180-
5	No of beneficiaries drawing Ration from the store	4180-
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	



V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Not available in the Panchayat
2	No of Accounts in the branch	-
3	No of persons applied under various self-employment schemes	2 applicants of Panchayat Auit
4	No of cases sanctioned under various self-employment schemes	0
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	0
6	Availability of ATM	NA
7	Any Other	NA
8	Remarks of the Visiting Officer	Branch manager at Amrit Sarovar

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Nil
2	Condition of Amrit Sarovar	Not good
3	Details of repair undertaken, if any	Nil
4	Utilization of Amrit Sarovar	Water Storage + Drinking
5	Any Other	
6	Remarks of the Visiting Officer	Need Restoration & maintenance

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Nil
2	Condition of Playground	Nil
3	Utilization of Playground	
4	Any Other	
5	Remarks of the Visiting Officer	Nil - Need of playground on immediate basis

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Lissers - Panchayat
2	Government/ Private building	Govt.
3	Land passbook saturation	100% 08/12
4	Pending mutations	Nil - 08/12
5	Any Other	
6	Remarks of the Visiting Officer	The dep. is doing well on ground with all sections -



IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Avil.
2	Name of the beneficiary	Epilias Bhat
3	Status of the house (completed/ in-use/ under-construction)	Complete 2
4	Any Other	
5	Remarks of the Visiting Officer	Deserving beneficiary and House Completed on ground in all respects.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Mansoor Ah Lyam / Soakage -
2	Name of the beneficiaries	Mansoor Ah Lyam
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Used the Soakage Pit to Conserve water.
4	Any Other	
5	Remarks of the Visiting Officer	The Scheme helps to catch grey water & it keeps water being clean

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	- Nil
2	No of online services provided by the CSC	- Nil
3	No of persons approached for services	Nil -
4	Any Other	
5	Remarks of the Visiting Officer	CSC should be established in Pandangals

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good -
2	Transport	Good -
3	Electricity	Good -
4	Drinking water	Good -
5	Cleanliness	Good -
6	Sports facility (Playground)	Average -
7	Any Other	Need Play ground



# 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	Yes
	2. Skits, Songs, Dramas	Satisfactory
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens	Yes - PRI Discussion
	5. Exhibitions	No
B	Sports Activities	
	1. Sports Event	Activities Done -
	2. Distribution of sports kit	No
C	Inaugurations (If any)	
	PMAY house	- Yes - Yes - on ground
	Segregation Sheds	- Yes - on ground
	Amrit Sarovar	- Yes - on ground
	IJM Assets	Satisfactory
	Compost/ Soak Pits	Satisfactory
	PMGSY / MGNREGA works	Yes - Satisfactory
	Any other	
D	Distribution of certificates	No
	Self Employment Schemes	Yes
	Land Pass books	
	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	Yes - Awareness made to Gram Panch



# QUESTIONNAIRE FOR B2V5

Schedule-VI  
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean & Green Panchayat
2	Activities undertaken under the Theme (as per instruction manual)	SwM - Soak & Comp. Pits
3	Status of activities undertaken	Good -
4	Visible impact of the Activities	More Clean & Green Panchayat
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	4
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No
8	Remarks of the Visiting Officer on the status SDG Theme	The theme has been targeted very well & impact is visible in ground



## QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Amrit Saranah Constructed	
2	SWM. Constructed	
3	Roads 8 lanes Constructed	
4		
5		
B	Impact of B2V1 to B2V4	
1	JJM Success as Aul was having Western Cais/S	
2	Lanes and Roads build in ground	
3	more awareness among people	
4	Coordination among all departments	
5	Bridge between people & Govt	
C	Challenges in the Panchayat	
1	Need of Play Ground/with School Aul.	
2	Dev. of Infrastructure in Schools -	
3	Road Connectivity -	
4		
5		
D	Suggestions if any	
1	More Such programmes should be organised -	
2	Fencing of middle school Aul -	
3		
4		
5		

# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	
2	
3	
2	LEAST RESPONSIVE DEPARTMENTS
1	
2	
3	

## II. FEEDBACK ON UT INITIATIVES

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## III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	
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)	
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch

Signature of the Visiting Officer

Name.....

Name.....