

INSTRUCTION MANUAL FOR B2V5



to 16th NOVEMBER 2023.

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

INSTRUCTIONS FOR THE VISITING OFFICER

Activity	INSTRUCTIONS	ACTION POINTS
Activity 1	Seeking details from the District team	<ol style="list-style-type: none"> Take print outs of filled booklets of B2V1, B2V2 and B2V3& B2V4 from www.jkpanchayat.jk.gov Also take print outs of the summarized excel sheets of the previous phases from www.jkpanchayat.jk.gov ATRs on issues raised during previous 4 phases of B2V and feedback on deliverables of last year from the office of Deputy Commissioner Take prints of blank 2 booklets of B2V5 from www.jkpanchayat.in Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads: <ul style="list-style-type: none"> • PRI grants • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work Plans/ beneficiary lists: <ul style="list-style-type: none"> • MGNREGA draft plan document for the year 2023-24. • List of Awaas+ beneficiaries alongwith IHHL Convergence • List of pension beneficiaries. • List of SHGs • List of agriculture scheme beneficiaries Lists of beneficiaries for: <ul style="list-style-type: none"> • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

Activity 2	Reach the Panchayat on day of visit.	<ol style="list-style-type: none"> 1. To hold meeting with PRIs, Officers/officials of the department and General Public to have firsthand information about the Infrastructure and implementation of Schemes as per Schedule 1A, 1B & schedule-II. 2. Ensure that all front line workers of different deptts are present. 3. Ensure exhibition by different depts. about individual beneficiary schemes. 4. Inspect JKB/PSB counters/outlets. 5. Participate/ensure organization of sports activity in playfield, talent hunt/cultural event/youth activity. 6. Ensure awareness generation about PM Vishwakarma scheme and Ayushman Bhav. 7. Ensure saturation of soil health card and Golden Health Card under Ayushman Bharat, saturation of Old Age Pension Scheme, Domicile Saturation, KCC Saturation, and saturation of land passbooks. 8. Visit government establishments i.e Health facility, Education Institute, Aganwadi centers ,CAPD store, Bank/Extension counter, Amrit Sarovar, Play ground, PatwarKhana, etc. 9. Inspect Khidmat (CSC) Centres and create/generate awareness online schemes especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&K, etc. 10. Check effectiveness of Centrally sponsored schemes through field visit of PMAY houses, Compost/Soak pits, JJM etc. 11. To assess status of connectivity, Transport, Electrification, Drinking water, cleanliness etc in the panchayat. 12. Wherever possible, distribute employment letters for peoples elected under various government employments. 13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs & AMRITSAROVARS. 14. Prepare Village Development Plan, Inconsultancy with Gram Panchayat, discuss it in Gram Sabha and get it approved. 15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc. 16. Organize a village level cultural event to engage Panchayat members 17. Obtain a candid assessment about performance of various deptts including fair feedback about discrepancies in functioning 18. Open discussion on Nasha Mukta Abhiyan, corruption free Panchayat etc. 19. Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per there solution passed by that Gram Panchayat.
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1. 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 observation should be based on a fair and analytical view emerging from his/her interaction in the village.
2. He/She is going to the Panchayat as planning officer, not for sanctioning any works or for making any commitments.
3. While preparing Gram Panchayat development plan, he/she has to ensure that, demands are prioritized and reflected under available schemes, wherever necessary the larger works are to be referred to administrative deptt under CSS/UT plans under intimation to DCs and rest of the works to DCs for reflecting it under district/CSS plans
4. His/her work shall be hard core planning and audit and is not a PR exercise.
5. 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.
6. The BDO has to ensure that Gram Sabha is held during the visit of the officer in the panchayat and uploaded on Vibrant Gram Sabha Portal.
7. 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.jk.gov.in portal.
8. Focus of visit are youth, skills, self-employment, nashamukt, bhrashtacharmukt, Rozgaryukt J&K, besides to carry forward the activities during Jan Abhiyan and saturate them.
 1. In addition attention may be given to the following areas
 - a. Make full use of Centrally Sponsored Schemes
 - b. Saturation of individual beneficiary schemes \
 - c. Self-employment schemes
 - d. Bank linked schemes-including departmental subsidy schemes
 - e. Empowerment and transparency through digital initiatives
 - f. Effectiveness of grass roots machinery-
 - i. Patwari, VLV 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. NashaMukt, J&K
9. 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 em-powered. He/she shall ensure that the BDC chairperson and Sarpanch/Panch are present at the time of inauguration and ceremonies.
10. Visiting officer shall not leave the district without handing over hardcopy of the report to the Rural Development official (BDO/Panchayat Secretary) for further uploading of the report on the www.jkpanchayat.in portal within week's time positively.

Instruction for Field visit**FIELD VISIT**

Facility	Purpose
KhidmatCentres	Create /Generate awareness on online services particularly G2C schemes Aapki Zamin Aapki Nigraani, Beams, Janbhagidari, Digital J&K
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc
Incomplete buildings/projects	Verify whether Identification and redistribution done
PDS	Visit, evaluate, online status
PHC	Visit- evaluate, status of staff, equipment and quality
PMAY	Inspect, Inaugurate
My school, my pride progress; schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff
Swachh SBM	Evaluate
Panchayat play ground, Sports kits distribution Village games	Ensure, verify. Participate in at least one game in the playground
Har Gaon Hariyali, Plantation drive	Evaluate status, feedback
Village cultural event	Participate in ensure that it is held
Dangal/ Haat/Mela	
Exhibition of schemes	Ensure that every department participates and that it continues for the entire duration of B2V
Jal Jeewan Mission verification- WSS/JSD Electricity supply	Verify

AWARENESS GENERATION ABOUT FLAG SHIP SCHEMES

The Visiting Officer shall create awareness about the following schemes:

FLAG SHIP SCHEMES

- | | |
|---|--|
| 1. Ayushman Bharat- PMJAY | |
| 2. Deen Dayal Antyodaya Yojana-
National Rural Livelihood
Mission | |
| 3. PM Awas Yojana (Rural) | |
| 4. PM Ujjawala Yojana | |
| 5. PM Vishwakarma | |
| 6. PM KisanSamman Nidhi | |
| 7. Kisan Credit Card (KCC) | |
| 8. PM Poshan Abhiyan | |
| 9. Har Ghar Jal- Jal Jeevan Mission | |
| 10. Survey of Villages and Mapping
with improvised technology in
Village areas (SVANMITVA) | |
| 11. Jan Dhan Yojana | |
| 12. Jeevan Jyoti Bima Yojana | |
| 13. Suraksha Bima Yojana | |
| 14. Atal Pension Yojana | |

ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS

- | | |
|--|--|
| 1. Enrolment in Eklavya Model
residential school | |
| 2. Scholarship schemes | |
| 3. Forest Rights Title: Individual
and Community Land | |
| 4. Van Dhan Vikas Kendra: Self
Help Groups | |

Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the solution passed by that Gram Panchayati.

1. SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY MARCH 2024

2. STATUS OF WORKS UNDER THE FOLLOWING SCHEMES

1 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 solar, biogas
- Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest within the Gram Panchayat been done? Yes/No. If No, reason, thereof
- 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 irrigation, water conservation measures and conservation of wetlands.
- Whether schools have started segregating waste
- Whether schools have their own compost/soakage pits for solid/liquid waste management

2 Healthy 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?
- Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal checkups?
- Whether all the deliveries were Institutionalized or conducted by trained Midwives?

3 Water sufficient village

- Do all the IHHs in the Gram Panchayat have water pipeline connections?
- Whether Gram Panchayat has taken steps for grey water management. If Yes please specify
- Do all the IHHs in the Gram Panchayat have toilets?
- Are all the IHHs toilets functional or not?
- Do all the Schools/Anganwadi centers have a toilet facility or not?
- Are all the toilets in the schools/Anganwadi functional or not?
- Whether Gram Panchayat Bhawan has separate toilets for women or not?

4 Child Friendly village

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

5 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 wall or not?

- iii) Does the Gram Panchayat has its building or not?
- iv) Is the Gram Panchayat office functional or not?
- v) Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not?
- vi) Is Social Audit of earlier Schemes/Programs carried out or not?

6 Poverty free and enhanced livelihood village

- i) Has Gram Panchayat developed any criteria for the identification of the poor?
Yes/ No if yes specify
- ii) Have all the eligible households registered in PDS or not?
- iii) Has Gram Panchayat provided space for Self-help Groups in Panchyat Ghar for holding meetings or not?
- iv) Have all the eligible households been registered for Pension or not?
- v) Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement?
- vi) Has Job Cards been distributed to all the eligible individuals under MGNREGA?
- vii) Has Gram Panchayat facilitated SHGs for Bank Account Linkages?

7 Socially secured village

- i) Whether Gram Panchayat is maintaining data related to Differently Abled People?
- ii) Is Gram Panchayat Office Disabled Friendly or not?
- iii) Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not?
- iv) Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like toilets, barrier-free access, etc., or not?
- v) Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc?
- vi) Are all the eligible households getting benefits from IAY or not?

8 Engendered Development in Village

- i) How many Mahila Sabhas were organized in the Gram Panchayat
- ii) Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan(Yes/ No)
- iii) Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No)
- iv) Number of women beneficiaries headed households covered under PDS system
- v) Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana

9 Self-sufficient infrastructure in the village

- i. Whether GP has a Community Hall with access to electricity, furniture, watersupply, toilet
- ii. Whether the Disastermanagement plan is available at the GP Level(Yes/No)
- iii. Whether the Disastermanagement plan is available in GP (Yes/No)
- iv. Whether child-friendly park with required facilities is available in GP (Yes/No)
- v. Whether the GP has easy access to Godown for storage(Yes/No)
- vi. Whether street lights are provided in public places for ensuring safety(Yes/No)

Deliverables:

S/No	Department	Deliverable
1	Agriculture Production Department	<ul style="list-style-type: none"> i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. ii. Ensuring saturation of Kissan Credit Cards (KCC) & Soil Health Cards (SHC). iii. Awareness about G.I. Tagging of agriculture crops. iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment. v. Distribution of seedling and seeds including Rabi seeds, lavender seeds. vi. Implementation of FasalBeemaYojna (Crop Insurance) vii. Issuing sanction letters for insurance of the Cattle
2	Rural Development Department	<ul style="list-style-type: none"> i. Establishment of AmritSarovar per Panchayat (Target/Achievement) ii. Saturation of all households in SHGs across all panchayats. iii. Number of works verified and completed during B2V-I, II, III & IV. iv. Achieving 100% social audit of PMAY. v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households vi. Achieving PMAY/IHHL Saturation. vii. Status of Drug Free/Corruption free Panchayats viii. Organizing of various sports events at the Panchayat level.
3	Information Technology	<ul style="list-style-type: none"> i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated. ii. Awareness about BEAMS, Janbhagidari& E-UnnatPortal etc. iii. Hoardings, Wall paintings in all panchayats about Digital J&K & Services. iv. Organizing of one CSC Camps per panchayat. v. Assistance to be provided in enrolment for User Services, Golden Card, Domicile Certificates etc.
4	Finance Department	<ul style="list-style-type: none"> i. Number of Aadhaar Linked accounts under PMJJY, PMSBY, APY & PMJDY. ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&K Bank, EDI and Labour. iii. Setting up of counters by Banks at Panchayat level for verification, Sanctioning and disbursement of cases and also accepting fresh application under all individual subsidy schemes. iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc.
5	Revenue Department	<ul style="list-style-type: none"> i. Awareness programme about Management legacy data of registration & Delivery of registration documents online to the citizens by the Tehsildar concerned. ii. Information campaign for popularization of "AapZameenAap Ki Nigrani". iii. Achieving saturation of land passbooks. iv. Pending inheritance mutations to be completed. v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)
6	Health & Medical Department	<ul style="list-style-type: none"> i. Saturation of Golden Cards under PMJAY/ SEHAT Scheme. ii. Swachh Hospitals- Clean Toilets and Junk free premises. iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. iv. Screening of School Children. v. Awareness about screening of NCD (Non communicable disease).
7	Social Welfare	<ul style="list-style-type: none"> i. Geo-tagging of established Child Care Institutions. ii. Saturation of Old Age Pension ISSS/NSAP. iii. Number of Disability Cards (UDID) digitized. iv. 500 Anaemia check-up camps to be conducted. v. Number of Aanganwari Beneficiaries Aadhar Seeded.

		vi. Number of BetiBachaoBetiPadhao events held. vii. Saturation of left out cases under disability pension, implants & tricycles etc. viii. Awareness about Drug Mukht Panchayats.
8	Forest, Ecology & Environment	i. Plantation drives under "Har Gaon Haryali" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green J&K drive" campaign.
9	Tourism	i. Identification & Registration of Home Stays. ii. Providing support for tourism activities under village cooperatives. iii. Promotion for augmenting the tourist inflow. iv. Identification, delineation and demarcation of at least 5 tour destination/ circuits/ themes tracks per district. v. Plastic free tourism destinations.
10	Culture Department	i. Organizing school talent hunt competitions. ii. Cultural event at panchayat level under Har Din Tivhar. iii. Promotion of local artists by way of organizing KaviSamaylan, Paint competitions etc.
11	Labour & Employment	i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fares per District. iii. Awareness about Self Employment Schemes under Seed Capital Fund Youth Start-up Loan Scheme.
12	School Education Department	i. Number of students covered under Nipun Bharat & Padega Bharat ii. Identification of out of school Children and their enrolment. iii. My School My Pride-Cleanliness and Maintenance drives to be organized iv. Holding of at least 200 Parent Teacher meetings per district. v. Number of schools having access to Drinking Water, Separate Toilet & Electricity facility.
13	Higher Education	i. Digital push for Open & Distance Learning (ODL) and online courses. ii. My college my pride (NashaMukht Camps, Eco Clubs, Sports & Games) iii. Careers counselling and Job placements.
14	Youth Services & Sports	i. Organizing sports activities/games in every panchayat. ii. Distribution of sports kits. iii. Stadium / Flood Lights
15	Transport	i. Steps taken to reduce the occurrence of road accidents. ii. Cases under MUMKIN scheme to be finalized.
16	Tribal Affairs	i. Organizing of Tribal Artisan Mela in each District. ii. Saturation of Scholarship Schemes.
17	Power Development Department	i. Distribution of Transformers. a) Check Unique Number b) Identify DTS with low oil and top oil c) Identify DTS with load imbalance d) Replace Non Standard fuses standard fuses. e) All pending electrical accidental claim cases to be resolved and disbursed. f) Removal of damaged transformers.
18	Food, Civil Supplies and consumer affairs	i. Achievement made under opening of fare price shops. ii. Saturation of Aadhaar Seeded Ration Cards. iii. 100% grievance redressal to be ensured. iv. Awareness about the schemes of the Department
19	Skill Development	i. Training of left out SHG members registered with NRLM/Tribal Affairs. ii. Skill Training of B2V4/MTMP2 youth. iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of JK UT. iv. 100% admission Polytechnic/ITI.

		v. 100% Implementation of Skill strengthening for industrial value enhancement Scheme.
20	Cooperative	i. Formation of Primary Agriculture Credit Society (PACS) & Farmer Producer Organization (FPO) at Block level. ii. Holding Awareness Camps iii. Registration of new cooperative societies.
21	Science & Technology	i. Public awareness events (IEC) under Rooftop Solar Residential Sector. ii. Outreach and training of farmers for PM-KUSUM Scheme. iii. Installation of Stall for solar gadgets for mass awareness.
22	Public Works Department(R&B)	i. Connectivity of left out habitations under PMGSY. ii. Safe audit and inspection of all roads. iii. All major roads pothole free in the district.
23	ARI Trainings	i. Inspections carried to evaluate quality of work and grievances disposal, record keeping & Inventory management.
24	Mining	i. Monthly monitoring of E-Challans. ii. Awareness programmes about illegal mining. iii. Grant of quarry licence. iv. Identification of new minor mineral blocks.
25	Disaster Management	i. Number of grievances disposal of Relief Commissioner's Portal. ii. Training of 250 APDA MITRAS. iii. Training of volunteers under SDRF.
26	GAD	i. Ensuring Biometric attendance. ii. Online portal for purchase of property by J&K Government employees. iii. Monitoring complaints through fixed line telephone grievance cell PUKAR. iv. Action against false complaints.
27	Jal-Shakti Department	i. Providing of Functional Household Tap Connection (FHTC) to the left out areas. ii. Smart Billing- Online collection of water charges. iii. Ease of water connection amendment in legal provisions. iv. Implementation of JalJeevan Mission & Regular testing of all Schools & Aanganwaris for potable water.
28	Law Justice & Parliamentary affairs.	i. To start work on E-assembly project. ii. Mechanism for monitoring of cases at district level. iii. Steps for decriminalization of laws.
29	Public Grievance	i. Satisfaction level for grievances redressal. ii. Assessment of perception of departments among public iii. Key issues of concern leading to grievances to be identified.
30	Estates Department	i. Vacation/identification of all unsafe buildings. ii. Eviction of unauthorized occupants.
31	Hospitality & Protocol	i. Awareness programmes regarding eat right. ii. Capacity building/ training of the staff.
32	Floriculture Department	i. Awareness about yoga. ii. Training and awareness camps for farmers in commercial floriculture.
33	Information Department	i. Training of the Departmental Officials in Media and Communications. ii. Launch of Musical Talents. iii. Organizing photograph competition under Badalta J&K for public.
34	Industries & Commerce Department	i. PMEGP cases in which marginal money disbursed. ii. MSME registration on single window portal. iii. Registration of Artisans and weavers. iv. Training of youth in handicrafts and Handloom cooperatives. v. Achievements made under Vishwa Karma Scheme.
35	Planning Development & Monitoring Department	i. Monitoring of CSS / Flagship Programmes. ii. Physical verification of completed projects/ works. iii. Monitoring of Aspirational Panchayat, Block and District programmes. iv. Awareness programme about registration of Births & Deaths.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Sh. SUBASH CHANDER
2	Designation	Senior Lecturer
3	Department	Education Department
4	Place of posting	Girls Higher Secondary School Kathua
5	Mobile No	9858631563
6	Email ID	subashmath@gmail.com
7	Home District	Kathua
8	Dates of visit	8/11/23 and 9/11/23

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	Khanpur
2	Local Government Directory(LGD) code of the Panchayat	240958
3	Name of CD Block	Marheer
4	Name of Tehsil	Marheer
5	Name of District	Kathua

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	3
2	No. of hamlets in the Panchayat	3
3	No. of households in the Panchayat	$(278 + 165 + 142) = 585$
4	Population (approx) of the Panchayat	2799

QUESTIONNAIRE FOR B2V5

Schedule-5 (a)

(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	Rakesh Kumar	AEA	Present	
2	Education	Dalvinder Singh	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	-	-	Absent	
4	Forest	Rajinder Singh	FGP	Present	
5	Health and Medical Education	Dr. Anshu Sharma	MLHP	Present	
6	ICDS Department	Rakha Sharma	AWW	Present	
7	Irrigation and Flood Control Department			Absent	
8	Jal Shakti Department	Rakesh Kumar	DRW	Present	
9	Power Development Department	Shashi Paul Singh	PFW	Present	
10	Public Works Department	Raj Kumar	N/S	Present	
11	Revenue	Sudarshan Khajuria	Patwari	Present	
12	Rural Development and Panchayati Raj	Akash Sharma	PAA	Present	
13	Skill Development	-	-	Absent	
14	Social Welfare Department	-	-	Absent	
15	Youth Services and Sports Department	-	-	Absent	
16	Others				
17	Floriculture Dept.	Yash Paul	C/L	Present	
18	Social Forestry	Tara Singh	Jr. Mali	Present	
19	Unmanned	Vandana Kumari	Com	Present	
20	Fishery Dept.	Manohar Lal	Field Supervisor	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/needing repairs		New		
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)		Yes, Part of Panchayat Ghar		
VII. Water (Y/N)		Yes		
VIII. Electricity(Y/N)		Yes		
2 Educational institutes				
		No. of Schools	Enrollment	Teacher vacancies
a) Kindergarten		1	07	-
b) Primary		4	68	Nil
c) Middle		0	Nil	Nil
d) High		01	112	2
e) Higher Secondary		0	0	0
f) College		0	0	0
3 Anganwadi Centre		No. of Anganwari Centres	Total Children Enrolled	Govt Building/ Private Building
		6	174	Private
4 Healthcare facility		No. of sub centers	No of PHCs	No of Institute having Govt. building
		Nil	Nil	Nil
5 Bank branch (Y/N)		Yes (Marheen)		
6 Availability of ATM (Y/N)		Micro ATM		
7 Khidmat center/ CSC (Y/N)		Yes		
8 Patwarkhana(Y/N)		Yes		
9 Village haat (Y/N)		No		
10 Playground(Y/N)		Yes		
11 Ration shop (Y/N)		No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not
		1	575	Yes
12 Government offices- details, whether functional or not		No. of Govt Offices	Functional	
		4	Yes	
13 Amrit Sarovars - details, location, condition		Details	Location	Condition
		Nil	Nil	Nil
14 Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc		Nil		
15 i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)		Yes No		
ii. Number of Asset captured		01 Nil		
iii. Please mention assets				
1. House		Nil		
2. House		Nil		
3. Play ground		Nil		
4. House		Nil		
5. House		Nil		
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 ELECTRIC BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL ELECTRIC LINES ALSO AWARDED FOR BENEFIT OF THE SCHEME	REMARKS AND OBSERVATION
1	Old Age pension	Social Welfare Department	-	107	
2	Widow pension	Social Welfare Department	-	19	
3	Disability pension	Social Welfare Department	-	15	
4	Status under Stunting Mukht	Social Welfare Department	Nil	Nil	
5	Status under wasting Mukht	Social Welfare Department	Nil	Nil	
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Welfare Department	-	01	
7	Digital Services provided	IT/ BDO/ CSC	2799	1980	People doesn't benefit
8	Daksh Kisan	Agriculture Department	24	24	
9	Kisan credit card	Agriculture Department	-	160	
10	PM Kisan Sammannidhi	Agriculture Department	350	350	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	-	-	No official attended the meeting
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	No official attended the meeting
13	JJM Implementation	Jai Shakti Department			
	i. No of Household provided FITC		330	130	
	ii. Har Ghar Jal village(s) certified (No.)		Pending	Pending	Due to Road widening
14	No of Households electrified	PDD	585	585	
15	PMAY- Gramin	RDD& PR	67	67	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	555	555	
17	ODF Plus villages (No)	RDD& PR	3	3	
18	Targeted Sock pit completed	RDD& PR	15	15	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		45	35	Pending upload
	ii. Number of Households involved		-	152	
20	Land Passbook Saturation	Revenue Department	625	625	
21	Pending Mutations	Revenue Department	Nil	Nil	
22	Domicile Certificates	Revenue Department	-	-	No official attended meeting
23	Persons identified drug addicts	BDO/ Sarpanch	Nil	Nil	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Nil	Nil	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Nil	Nil	
26	Golden Health Card under Ayushman Bharat	Health Department	5926	760	Website not working
27	Janani suraksha yojana	Health Department	48	48	
28	Status under Anaemia Mukht	Health Department	28	28	
29	Status under Leprosy Mukht	Health Department	Nil	Nil	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	4	4	
31	Number of Ayushman Sabas held	Health Department	2	2	
32	Out of School Children brought to Schools	School Education Department	03	03	
33	Number of students still out of Schools	School Education Department	Nil	Nil	
34	Persons educated through bridge courses	School Education Department	Nil	Nil	
35	Household using clean cooking fuel (LPG)	FCS & CA	-	-	No official attended meeting

QUESTIONNAIRE FOR PDSVS

Schedule-IV

(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health and Wellness Centre Khanpur
2	Type of building (Govt./ Private)	Rented
3	Availability of Staff a) Doctor b) Paramedical	1 2
4	No of patients attended during the month	380
5	Status of medicine availability	Sufficient
6	Special medical camp held, if any	Health camps organized every Saturday of month
7	Status of Immunization	40 people immunized / month
8	Participation of health worker in Village Health and Nutrition Day	15 members
9	Institutional deliveries in Panchayat (Current Year)	Nil
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	Nil
12	Remarks of the Visiting Officer	visit remaining satisfactory

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. High School Khanpur
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	NO
4	Enrolment of the School a) Boys b) Girls	43 69
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	Nil
11	Remarks of the Visiting Officer	Exemplary staffs and performance.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Near Durga Mandir W.No-1 Kharapur
2	Number of children enrolled	
	a) Boys	12
	b) Girls	14
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	1 worker, 1 Helper
5	Maintenance of record of children	maintained
6	Availability of sufficient ration	sufficient Ration available
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	Nil
14	Remarks of the Visiting Officer	visit is satisfactory

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Ward No-3, Kharapur
2	Government / Private	Govt
3	Name of the dealer (in case of Private)	Ashwini Kumar
4	No of registered beneficiaries	575
5	No of beneficiaries drawing Ration from the store	575
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	1500 kg
9	Any Other	Nil
10	Remarks of the Visiting Officer	visit remains satisfactory.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Sonji morh, masheen
2	No of Accounts in the branch	39,574
3	No of persons applied under various self-employment schemes	3
4	No of cases sanctioned under various self-employment schemes	3
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	3
6	Availability of ATM	micro-ATM near Post office Khanpur
7	Any Other	Nil
8	Remarks of the Visiting Officer	visit remaining satisfactory

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Nil
2	Condition of Amrit Sarovar	Nil
3	Details of repair undertaken, if any	Nil
4	Utilization of Amrit Sarovar	Nil
5	Any Other	Nil
6	Remarks of the Visiting Officer	Nil

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	ward no. 7 Chak Wazir labad
2	Condition of Playground	Good
3	Utilization of Playground	well utilized for conducting sports tour naments
4	Any Other	Nil
5	Remarks of the Visiting Officer	visit remaining satisfactory

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	old Panchayat Ghar, Khanpur
2	Government/ Private building	Govt
3	Land passbook saturation	82.5
4	Pending mutations	Nil
5	Any Other	Nil
6	Remarks of the Visiting Officer	visit remaining satisfactory

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Ward No. 7, Chak Wazir Indrapur
2	Name of the beneficiary	Karnail Chand S/o Kaku Ram
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	Nil
5	Remarks of the Visiting Officer	visit remaining satisfactory

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Dev Roy S/o W. No. 1 Khanpur
2	Name of the beneficiaries	Dev Roy S/o Channo Ram
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	Nil
5	Remarks of the Visiting Officer	visit remaining satisfactory

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmat center/ CSC counter	Khanpur
2	No of online services provided by the CSC	20
3	No of persons approached for services	2000
4	Any Other	Nil
5	Remarks of the Visiting Officer	visit remaining satisfactory

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Road widening work going on
2	Transport	Available
3	Electricity	Available
4	Drinking water	Available
5	Cleanliness	Cleanliness is maintained in Panchayat
6	Sports facility (Playground)	Playground available at block
7	Any Other	Nil

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	Not Yes
	2. Skits, Songs, Dramas	Organised at GHS Khanpur
	3. Local Folk programme / Show	Organised
	4. Discussions with PRI and Senior citizens	Organised at Panchayat Ghas
	5. Exhibitions	Nil
B	Sports Activities	
	1. Sports Event	Organised at GHS Khanpur (volleyball match)
	2. Distribution of sports kit	Nil
C	Inaugurations (If any)	
	PMAY house	Nil
	Segregation Sheds	Nil
	Amrit Sarovar	Nil
	JJM Assets	Nil
	Compost/ Soak Pits	Nil
	PMGSY / MGNREGA works	Nil
	Any other	Inaugurated under CAPEX at Panchayat Khanpur
D	Distribution of certificates	Nil
	Self Employment Schemes	Nil
	Land Pass books	Nil
	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	spread Awareness at Gram Sabha at Panchayat Ghas Khanpur

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	1) Clean and Green Village 2) Self Sufficient Infrastructure in Village
2	Activities undertaken under the Theme (as per instruction manual)	- Installation of Dustbins at different locations in Panchayat. - Construction of SWM shed at different locations in Panchayat. - Installation of SWM Bailing machine at Panchayat.
3	Status of activities undertaken	- Regular Door to door collection of waste is done on daily basis.
4	Visible impact of the Activities	- Cleanliness in Panchayat. - People are aware of segregating waste material and keeping Panchayat clean.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	24
7	Bottlenecks, if any, faced in the achievement of SDG Theme	None
8	Remarks of the Visiting Officer on the status SDG Theme	Activities covering both SDG themes are performed efficiently on regular basis.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Widening of Road from Sanjawan to Sanjmare.	
2	Street lights given to village.	
3	Transformer installed opposite Duga Mandi Khanpur.	
4	Construction of road from Duga Mandi to house of 2nd	
5	H.M.O. 4.	
B	Impact of B2V1 to B2V4	
1	Maximum demands solved.	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Training should be given to Panchayat	
2	members and their role should be maximum	
3	in their hands.	
4		
5		
D	Suggestions if any	
1		
2		
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-V111

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	1- Education deptt.
2	2- Agriculture.
3	3- R.D.D.
2	LEAST RESPONSIVE DEPARTMENTS
1	1- Bari Tari Irrigation deptt.
2	2- P.W.D.
3	3- Employment deptt.

ii. FEEDBACK ON UT INITIATIVES

People and PRI members of Panchayat Kharpur appreciated and admired various initiatives of govt. such as PMAY, online land passbooks, e-loans under PMEGP, online registration for SC certificate etc.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Building of health deptt.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Separate toilet at Pry. School Chack Labju Chack.
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)	There is not co-ordination of PRI members of Panchayat. Spirit of team work indicated among the PRIs.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	06.
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that say visiting officer stayed for one night and the days spent in the panchayat.

Panch
Satpaul
Panchayat
Signature of Sarpanch

Name..... Sat Paul

Signature of the Visiting Officer

Name..... Subash Chander

Note:- Subash is on Tour and did not attend the B2V5.