

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023.



16-17 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	Shahid Mustafa Wani
2	Designation	Accounts Officer (T.O)
3	Department	Revenue
4	Place of posting	Treasury, Anantnag
5	Mobile No	9697019659
6	Email ID	ShahidWani123@gmail.com
7	Home District	Anantnag
8	Dates of visit	9 th & 10 th November 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	Nadimari
2	Local Government Directory(LGD) code of the Panchayat	923462
3	Name of CD Block	Bahibagel.
4	Name of Tehsil	Yaribon
5	Name of District	Kulgam

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	02
3	No. of households in the Panchayat	403
4	Population (approx) of the Panchayat	2000 (Approx.)

QUESTIONNAIRE FOR B2V5

Schedule-1 (B)

(Details of Officers/ Officials present in the Panchayat)
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S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Mukhappa. H.	SAO	Present	
2	Education	Farooq Ahmad	Headmaster	Present	
3	Food, Civil Supplies and Consumer Affairs	Zakir Farooq	ASL	Present	788995741
4	Forest	M. S. S. S. S. S.	S. F. U.	Absent	962256048
5	Health and Medical Education	Dr. Rupa Mehta	Medical Officer	Absent	
6	ICDS Department				
7	Entertainment and Food Control Department				
8	2nd Staff Department	M. S. S. S. S.	SAO	Present	962256048
9	Power Development Department	M. S. S. S. S.	SAO	Present	
10	Public Works Department	Farooq Ahmad	SAO	Present	788995741
11	Revenue	M. S. S. S. S.	SAO	Present	
12	Rural Development and Panchayat Raj	M. S. S. S. S.	SAO	Present	
13	Skill Development				
14	Social Welfare Department	Shahinur Ahmad	NYC	Absent	788995741
15	Youth Services and Sports Department	Rina Ahmad	Physical Education Officer	Absent	962256048
16	Others	Latif Ali Khan	SAO	Present	
17	DIC				
18	Forest	M. S. S. S. S.	SAO	Present	
19					
20	Agro Krishi	Shahinur Ahmad	NYC	Absent	788995741
21	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741
22	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741
23	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741
24	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741
25	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741
26	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741
27	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741
28	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741
29	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741
30	Shahinur Ahmad	Shahinur Ahmad	NYC	Absent	788995741

Sl	name of the	And	UP	Present.	
31	Asghar Hassan Shah	Progrm	JE	Present	7006849306.
32	Tamoor Yamin Shah	Labour	Caravan	Present	7006729930
33	Mushtaq Ali Lone	Imprison	Helper	Present	6005499512
34	Adil Yousuf Shah	Participation	HTF-III	Present	9622743754
35	Shabaneen Aara	Social welfare	NVC	Present	9541260226
36	Fayaz Ahmad Khan	Chief Officer	PS	Present	7051405629
37					7009320102

QUESTIONNAIRE FOR B2V5

Schedule-II

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

1	Infrastructure of Panchayat Ghar	Building under construction			
	a) Govt building/private				
	b) New/needing repairs				
	II. Furniture (Y/N)	N			
	III. Computer / printer (Y/N)	Yes			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	N			
	VII. Water (Y/N)	N			
	VIII. Electricity (Y/N)	N			
2	Educational institutions	No. of schools	Established	Function not open	Govt Building / Private Building
	a) Kindergarten	04	04	N	on Private Building
	b) Primary	04	33	N	-
	c) Middle	02	32	N	Govt Building
	d) High	N	N	N	N
	e) Higher Secondary	N	N	N	N
	f) College	N	N	N	N
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Function / Status	Govt Building / Private Building
		06			
4	Healthcare facility	No. of health centres	No. of PHCs	No. of health & wellness centres	No. of health & wellness centres
		01	1	01	01
5	Bank branch (Y/N)	22	22	2	2
6	Availability of ATM (Y/N)	22	22	2	2
7	Kidmat center / CSC (Y/N)	22	22	2	2
8	Post office (Y/N)	22	22	2	2
9	Village host (Y/N)	22	22	2	2
10	Playground (Y/N)	22	22	2	2
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		02	403	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		03	All		
13	Asset Sanctions - details, location, condition	Location	Condition	Utilization	
		N	N	N	
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc.	NIL			
15	Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Y			
	a. Number of Asset captured	27			
	b. Please mention assets	Tiled lane near H/o M. Shafiqul Haque & M. Yousuf A well around graveyard at Jhonmai Irrigation channel near land of Ch. Hassan Ali Facility of road/crate of grave yard around Fence around graveyard at Ch. Hassan Ali			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Panchayat Ghar	2023-24		
17	List of Underutilized Buildings- names	Name	Year of construction		
		NIL	NIL		

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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 PANCHAYAT
1	Old Age pension	Social Department Welfare	70	70	-
2	Widow pension	Social Department Welfare	11	11	-
3	Disability pension	Social Department Welfare	06	06	-
4	Status under Stunting Mkt	Social Department Welfare	01	01	
5	Status under wasting Mkt	Social Department Welfare	01	01	
6	Equipment's provided to specially abled persons (Implyers, tricycles etc)	Social Department Welfare	02	02	-
7	Digital Services provided	IT/ BDO/ CSC	Y		
8	Kisan Kisan	Agriculture Department	25	12	
9	Kisan credit card	Agriculture Department	264	264	
10	PM Kisan Samman Nidhi	Agriculture Department	264	215	
11	Employment Generation (PMEP, Tejwari, Harkle, Mission Youth, Minmayal, etc)	Employment Department	-	-	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	
13	JDM Implementation	Jal Shakti Department			
	I. No of Household provided FMC		250	250	
	II. For other Jal village(s) certified (No.)		0	0	
14	No of Households electrified	POD			
15	PMAY- Grameen	RDOs PR	07	07	-
16	SBM Under (SBM) Functional (Household toilets)	RDOs PR			
17	ODF Plus villages (No)	RDOs PR	02	02	-
18	Targeted SoC pr completed	RDOs PR	26	26	
19	SOCLG	RDOs PR			
	I. Number of Self Help Groups formed		N		
	II. Number of Households involved		N		
20	Land Possession Subsidy	Revenue Department	416	416	
21	Funding Mutations	Revenue Department	96	96	
22	Damula Certification	Revenue Department	732	732	
23	Persons identified drug addicts	BDO/ Sarpanch	08	08	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	07	07	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	08	02	
26	Golden Health Card under Aapshman Bharat	Health Department	1560	1560	
27	Jamni suksha yojana	Health Department	45	45	
28	Status under Anemia Mkt	Health Department	230	230	
29	Status under Leprosy Mkt	Health Department	0	0	
30	Number of Aapshman Holes organized at Health & Wellness centres /CHCs under Aapshman Bharat	Health Department	15	15	
31	Number of Aapshman Holes held	Health Department	12	12	
32	Out of school Children brought to schools	School Education Department	0	0	
33	Number of students still out of schools	School Education Department	0	0	
34	Persons educated through bridge courses	School Education Department	0	0	
35	Household using clean cooking fuel (LPG)	PCS & CA			

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Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	01 HWC + 01 AYUSH Centre
2	Type of building (Govt./ Private)	HWC a govt. and AYUSH in Panch. building
3	Availability of Staff a) Doctor b) Paramedical	Yes
4	No of patients attended during the month	180 (HWC) / 190 (AYUSH)
5	Status of medicine availability	Available.
6	Special medical camp held, if any	Optical camp Organized Oct 15
7	Status of Immunization	up to the mark.
8	Participation of health worker in Village Health and Nutrition Day	Yes.
9	Institutional deliveries in Panchayat (Current Year)	NIL
10	Non- Institutional deliveries in Panchayat (Current Year)	45
11	Other	
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	H.S./M.S./Pray. Nandanmahal Pandit from
2	Type of building (Govt./ Private)	02 N/A in govt. 01 N/A in Panch. building
3	Availability of Staff as per sanctioned strength	Staff available as per 59
4	Enrolment of the School a) Boys b) Girls	Boys = 103 Girls = 98
5	Availability of play ground	Not available.
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'	11 programmes conducted under MISMP.
10	Other	15 other activities
11	Remarks of the Visiting Officer	

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	06 centres at various locations
2	Number of children enrolled a) Boys b) Girls	Boys = 84 Girls = 67
3	Status of Building (Private/ Govt.)	out of 06 centres 01 centre is private govt. owned
4	Availability of Helper/ worker	Helper for 03 centres not available
5	Maintenance of record of children	Maintained
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 started	01
12	Number of children wasted	01
13	Any Other	01 No 2 Drawing Syndrome
14	Remarks of the Visiting Officer	

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	01 in Noonmati & 01 in Panditpur.
2	Government / Private	Govt. in Noonmati & Private in Panditpur
3	Name of the dealer (in case of Private)	Bashir Ahmad
4	No of registered beneficiaries	403
5	No of beneficiaries drawing Ration from the store	1659
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	✓
2	No of Accounts in the branch	✓
3	No of persons applied under various self-employment schemes	✓
4	No of cases sanctioned under various self-employment schemes	✓
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	✓
6	Availability of ATM	✓
7	Any Other	✓
8	Remarks of the Visiting Officer	

VI. **Amrit Sarovar:**

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

VII. **Playground:**

S. No	Particulars	Status
1	Location of Playground	Near Govt. High School
2	Condition of Playground	Not so good
3	Utilization of Playground	being used for different activities (Sports)
4	Any Other	
5	Remarks of the Visiting Officer	

VIII. **Patwarkhana:**

S. No	Particulars	Status
1	Location of Patwarkhana	✓
2	Government/ Private building	✓
3	Land passbook saturation	✓
4	Pending mutations	✓
5	Any Other	✓
6	Remarks of the Visiting Officer	

Assembly List

S. No	Particulars	Status
1	Location of PHAT house constructed	04 No in Dabhoi locality 03 No in Pindoli locality
2	Name of the beneficiary	1st Batch.
3	Status of the house (completed/ in-use/ under-construction)	03 No completed 02 under construction
4	Any Other	
5	Remarks of the Visiting Officer	

1) A.S. Hamed Mochi
2) Mohd. Iqbal Sar
3) Hafiz Waleed Anagly
4) Wajira Saghar
5) M. Saad Sagar
6) M. Saad Sagar
7) M. Saad Sagar
8) M. Saad Sagar
9) M. Saad Sagar
10) M. Saad Sagar

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	2 are constructed across the village at different locations
2	Name of the beneficiaries	Not in work book
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	All in use
4	Any Other	
5	Remarks of the Visiting Officer	

XI. Rhinmatcenter / CSC:

S. No.	Particulars	Status
1	Location of Khidmatcenter / CSC	02 No ^s at Alwar and Bhiwani
2	No of online services provided by the CSC	All services
3	No of persons approached for services	1200 approx.
4	Any Other	
5	Remarks of the Visiting Officer	

XII. Observation of field officer on basic amenities:

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

Soak Pills / Comforte Pills Prescription List

1. Ab. Asadul Ghat Comforte & Soakage both
2. Manjoor Hdd. Ghat — Soakage only.
3. Lateef Ahmad Ghat Comforte & Soakage both
4. Rakeena Akter — Soakage only.
5. Guljar Ahmed Ghat — Soakage only.
6. Eth. Asadul Ghat Comforte & Soakage both
7. Sara Begum Comforte & Soakage both.
8. Mohd Yusuf Ghat — Soakage only.
9. Ilyas Ahmed Khan — Soakage only.
10. Guljar Ahmed Shergoza — Soakage only.
11. Mohd. Lyous Shergoza — Soakage only.
12. Farooq Ahmed Ghat Comforte & Soakage both
13. Guljar Ahmed Ghat — Soakage only.
14. Nazim Ahmed Ghat — Soakage only.
15. Sohail Ahmed Mooshi — Soakage only.
16. Farooq Ahmed Ali — Soakage only.
17. Manjoor Ahmed Ghat — Soakage only.
18. Shehar Ahmed Ghat — Soakage only.
19. Ab. Asadul Ghat — Soakage only.
20. Mohd. Abdullah Ghat — Soakage only.

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	Conducted
	2. Skits, Songs, Dramas	Conducted
	3. Local Folk programme / Show	Yes
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	NIL
B	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	NIL
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	-
	Amrit Sarovar	-
	IDM Assets	-
	Compost/ Soak Pits	-
	PMGSY / MGNREGA works	MGNREGA works
	Any other	-
D	Distribution of certificates	
	Self Employment Schemes	NIL
	Land Pass books	NIL
	Any other	-
E	Awareness generation on digital services, transparency, Corruption Free, MashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Yes

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Yes
2	Activities undertaken under the Theme (as per instruction manual)	17
3	Status of activities undertaken	All activities undertaken
4	Visible impact of the Activities	10
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	17
7	Bottlenecks, if any, faced in the achievement of SDG Theme	NIL
8	Remarks of the Visiting Officer on the status SDG Theme	

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands / Grievances addressed by the Administration	
1	Development link Road Mon Mei Nelson	
2	Upd. of High School to E-vul Higher Secondary.	
3	Develop. of Irrigation Canal Mon Mei Nelson.	
4	Pipe line for Irrigation at Massar Krodol.	
5	Corridor at Melkhar had on Matibugh road.	
B	Impact of B2V1 to B2V4	
1	In general a good impact has	
2	been observed excepting the	
3	few demands of B2V4 which are	
4	yet to be taken up.	
5		
C	Challenges in the Panchayat	
1		
2		
3		
4		
5		
D	Suggestions if any	
1		
2		
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS	
1	RDD	
2	Education	Sabli
3	Health	
2	LEAST RESPONSIVE DEPARTMENTS	
1	-	
2	-	
3	-	

II. FEEDBACK ON UT INITIATIVES

In general an appreciative and Satisfactory approach has been observed viz-a-viz different UT initiatives, especially developmental aspects.

III. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	No major complaint brought forward.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far.	Out of the demands projected in B2V4 only one demand has been fulfilled. One major demand of making Horticulture mandi & function hall needs to be further.
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.)	The initiative has been found as an excellent chance to interact with the community at their convenience and such initiatives shall be continued in future.
4	Overall Rating of Govt. functioning as given by the Panchayat (Scale of 0 to 10)	On a broader scale the govt. functioning has been found a scale of 10.
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 3 days	

Signature of Sarpanch

Name.....



Signature of the Visiting Officer

Name Shahid... Mustafa wani