

# INSTRUCTION MANUAL FOR B2V5



**Back<sup>2</sup>  
Village** **5**

Governance at doorsteps

7<sup>th</sup> to 16<sup>th</sup> 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

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



<p>Reach the Panchayat on day of visit.</p>	<ol style="list-style-type: none"> <li>1. To hold meetings with PRIs, Officers/officials of the department, and General Public to have firsthand information about the Infrastructure &amp; implementation of Schemes as per Schedule 1A, 1B &amp; Schedule-II.</li> <li>2. Ensure that all front line workers of different deptts are present.</li> <li>3. Ensure exhibition by different depts. about individual beneficiary schemes.</li> <li>4. Inspect JKB/PSB counters/outlets.</li> <li>5. Participate/ensure organization of sports activity in playfield, talent hunt cultural event/youth activity.</li> <li>6. Ensure awareness generation about PM Vishwakarma scheme and AyushmanBhav.</li> <li>7. Ensure saturation of soil health card and Golden Health Card under AyushmanBharat, saturation of Old Age Pension Scheme, Domicile Saturation, KCC Saturation, and saturation of land passbooks.</li> <li>8. Visit government establishments, i.e., Health facility, Education Institute, Aganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc.</li> <li>9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&amp;K, etc.</li> <li>10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JJM, etc.</li> <li>11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat.</li> <li>12. Wherever possible, distribute employment letters for people selected under various government employments.</li> <li>13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs &amp; AMRIT SAROVARS.</li> <li>14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved.</li> <li>15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc.</li> <li>16. Organize village-level cultural events to engage panchayat members.</li> <li>17. Obtain a candid assessment about the performance of various deptts, including fair feedback about discrepancies in functioning.</li> <li>18. Open discussion on Nasha Mukht Abhiyan, corruption-free Panchayat, etc.</li> <li>19. Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.</li> </ol>
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## GENERAL INSTRUCTIONS

1. The visiting officer shall spend at least three days in a Gram Panchayat to assess the details of the Gram Panchayat comprehensively.
2. He/She shall refrain from 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.
3. He/She is going to the Panchayat as a planning officer, not for sanctioning any works or for making any commitments.
4. While preparing the 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 the rest of the works to DCs for reflecting it under district/CSS plans.
5. His/her work shall be hard-core planning and audit and is not a PR exercise.
6. Every Deputy Commissioner has to ensure that at least one RDD official (ideally Panchayat Secretary) is present in every panchayat with relevant panchayat records, to ensure the conduct of all activities as planned. Panchayat-wise orders need to be issued in advance.
7. 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.
8. The 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 the [www.jkpanchayat.jk.gov.in](http://www.jkpanchayat.jk.gov.in) portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Muk, Bhrashtachar Muk, Rozgar yukt J&K, besides carrying forward the activities during Jan Abhiyan and saturating them.

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 grassroots machinery:
    - i. Patwari, VLW 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. Bhrashtachar Muk J&K.
    - vi. Nasha Muk, 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 empowered. He/she shall ensure that the BDC Chairperson and Sarpanch/Panch are present at the time of inauguration and ceremonies.



10. The visiting officer shall not leave the district without handing over a hard copy of the report to the Rural Development official (BDO/Panchayat Secretary) for further uploading of the report on the [www.jkpanchayat.in](http://www.jkpanchayat.in) / [www.jkpanchayat.jk.gov.in](http://www.jkpanchayat.jk.gov.in) portal within a week's time, positively.

## Instruction for Field visit

### FIELD VISIT

Facility	Purpose
Khidmat Centres	Create /Generate awareness on online services particularly G2C schemes Aapki Zamin Aapki Nigrani, 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 Jeevan Mission verification- WSS/JSD Electricity supply	Verify

## WARENESS 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 Kisan Samman 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. | PM KUSUM Yojana   |
| 14. | Suraksha Bima Yojana  |
| 15. | 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            |



## SDG Theme & Goals

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

1. SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY MARCH 2024
2. STATUS OF WORKS UNDER THE FOLLOWING GOALS

### 1. Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste. ✓
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. ✓
- iii. Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest within the Gram Panchayat been done? Yes/No. If No, reason thereof. ✓
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No ✓
- v. 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. ✓
- vi. Whether schools have started segregating waste. Yes/No ✓
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No ✓

### 2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? Yes/No ✓
- ii. Do all the eligible individuals been provided the Golden Card? Yes/No ✓
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? Yes/No ✓
- iv. Are all the eligible individuals been vaccinated against COVID-19? Yes/No ✓
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? Yes/No ✓
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? Yes/No ✓

### 3. Water-sufficient village

- i. Do all the IHHs in the Gram Panchayat have water pipeline connections? Yes/No ✓
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify ✓
- iii. Do all the IHHs in the Gram Panchayat have toilets? Yes/No ✓
- iv. Are all the IHHs toilets functional or not? Yes/No ✓
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No ✓
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? Yes/No ✓
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No ✓

### 4. Child-Friendly village

- i. Do all the children under the age of 0-6 years been enrolled in the Anganwadicenters for pre-schooling? Yes/NO ✓
- ii. How many BalSabha's were organized in the Gram Panchayat. ✓



- iii. Whether the issues raised by BalSabha are addressed during the Gram Sabha. Yes/NO ✓
- iv. Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? Yes/NO ✓
- v. Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/No ✓

5. **Village with good governance**

- i. Is CSC located in the Gram Panchayat Bhawan or not? Yes/No ✓
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram panchayat wall or not? Yes/No ✓
- iii. Does the Gram Panchayat has its building or not? Yes/No ✓
- iv. Is the Gram Panchayat office functional or not? Yes/No ✓
- v. Are the activities approved under the Halaqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No ✓
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? Yes/No ✓

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? Yes/No ✓
- iii. Has Gram Panchayat provided space for Self-help Groups in PanchayatGhar for holding meetings or not? Yes/No ✓
- iv. Have all the eligible households been registered for Pension or not? Yes/No ✓
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No ✓
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No ✓
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No ✓

7. **Socially secured village**

- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes/No ✓
- ii. Is Gram Panchayat Office Disabled Friendly or not? Yes/No ✓
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/No ✓
- iv. Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like toilets, barrier-free access, etc., or not? Yes/No ✓
- v. Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes/No ✓
- vi. Are all the eligible households getting benefits from IAY or not? Yes/No ✓

8. **Engendered Development in Village**

- i. How many MahilaSabha's were organized in the Gram Panchayat : 02 ✓
- 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. All
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana - All

9. **Self-sufficient infrastructure in the village**



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



		vi. Number of BetiBachaoBetiPadhao events held. vii. Saturation of left out cases under disability pension, implants and 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 tourist 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, Painting 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 and 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 VishwaKarma 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. v. Panchayat development index rating verification.





# Back<sup>2</sup> Village<sup>5</sup>

Governance at doorsteps

to 16<sup>th</sup> 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	Dr. Sarvag Ahmad Pandit
2	Designation	lecturer
3	Department	Education
4	Place of posting	MHSS, Tokuna Gulzarwa
5	Mobile No	8491887948
6	Email ID	sfarvagpandit@gmail.com
7	Home District	Punwama
8	Dates of visit	09-11-2023 to 10-11-2023

## 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](http://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	Ukhoo Kakapora-B
2	Local Government Directory(LGD) code of the Panchayat	24-2811
3	Name of CD Block	Kakapora
4	Name of Tehsil	Kakapora
5	Name of District	Punwama

## ∴ Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	3
2	No. of hamlets in the Panchayat	8
3	No. of households in the Panchayat	482
4	Population (approx) of the Panchayat	2677



# 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	Ab. Rashid Dar	F/Asst-III	Yes	
2	Education	Pratap Ah. Bhat	Teacher	Yes	
3	Food, Civil Supplies and Consumer Affairs	Tang Ah. Bhat	SK	Yes.	
4	Forest	Mohd. Mayy Bhat	Forest Guard	Yes.	
5	Health and Medical Education	Neelof az	Health H/S	Yes	
6	ICDS Department	Dulques Yoneuf	A.W.W	Yes	
7	Irrigation and Flood Control Department	Umar Nargis Bhat	Work Supervisor	Yes	
8	Jal Shakti Department	Mohd. Afzal	Line man	Yes	
9	Power Development Department	Abtaf Hussain	L/M	Yes	
10	Public Works Department				
11	Revenue	Ashq Hussain Bhat	Patwari	Yes	
12	Rural Development and Panchayati Raj	Sameer Ah.	Secretary Panchayat	Yes	
13	Skill Development				
14	Social Welfare Department	Amir Hussain	SIFL	Yes	
15	Youth Services and Sports Department	Jesal Ah.	PEM	Yes	
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) Govt building/private	Yes			
	b) New/needing repairs	Yes			
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	Yes			
	IV. Internet (Y/N)	Yes			
	V. Telephone (Y/N)	Yes			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes No			
	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				
	b) Primary	01	28	Nil	Govt
	c) Middle	01	209	Nil	Govt
	d) High				
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		09	267	09	Govt Building/ Private Building
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		Nil	Nil		
5	Bank branch (Y/N)	Yes			
6	Availability of ATM (Y/N)	Yes			
7	Khidmat center/ CSC (Y/N)	Yes			
8	Patwarkhana (Y/N)	Yes			
9	Village haat (Y/N)	Yes			
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	
		01	1865	1865	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Nil			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Panchayat is carrying out cultural activities, Awareness about different Govt Schemes			
15	i. Whether Panchayat assets captured on e-Gram Sampda App (Y/N)	No			
	ii. Number of Asset captured				
	iii. Please mention assets				
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Nil			
17	List of Underutilized Buildings- names	Name	Year of construction		
		Two buildings at primary school	2014-15		



# 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	144	144.	
2	Widow pension	Social Department Welfare	32	32	
3	Disability pension	Social Department Welfare	57	57	
4	Status under Stunting Mukht	Social Department Welfare			
5	Status under wasting Mukht	Social Department Welfare			
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Department Welfare	6 (Tricycles) 4 (Implants)	+ lost books.	
7	Digital Services provided	IT/ BDO/ CSC	Yes		
8	Daksh Kisan	Agriculture Department	175	175	
9	Kisan credit card	Agriculture Department	150	150	
10	PM Kisan Sammannidhi	Agriculture Department	140	140	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmat, etc)	Employment Department	Nil	Nil	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	Nil		
13	JJM Implementation	Jal Shakti Department			
	I. No of Household provided FHTC		No Data		
	II. Har Ghar Jal village(s) certified (No.)		No Data available		
14	No of Households electrified	PDD	414	414.	
15	PMAY- Gramin	RDD& PR	08	08	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	120	120	
17	ODF Plus villages (No)	RDD& PR	03	03	
18	Targeted Sock pit completed	RDD& PR	60	60	
19	JKRLM:	RDD& PR			
	I. Number of Self Help Groups formed		30	13.	
	II. Number of Households involved		No Data		
20	Land Passbook Saturation	Revenue Department	908	904	
21	Pending Mutations	Revenue Department	Nil	Nil	
22	Domicile Certificates	Revenue Department	3528	3528	
23	Persons identified drug addicts	BDO/ Sarpanch	Nil		
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Nil		
26	Golden Health Card under Ayushman Bharat	Health Department	677	677.	
27	Janani suraksha yojana	Health Department			
28	Status under Anaemia Mukht	Health Department	Nil	Nil	
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	09	09	
31	Number of Ayushman Sabas held	Health Department	03	09	
32	Out of School Children brought to Schools	School Department Education	02	02	
33	Number of students still out of Schools	School Department Education	Nil		
34	Persons educated through bridge courses	School Department Education	NA		
35	Household using clean cooking fuel (LPG)	FCS & CA			

## QUESTIONNAIRE FOR B2V5

### Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

#### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	PHC at Kakapora
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	07 22
4	No of patients attended during the month	
5	Status of medicine availability	YES NO
6	Special medical camp held, if any	100% YES
7	Status of Immunization	100%
8	Participation of health worker in Village Health and Nutrition Day	YES
9	Institutional deliveries in Panchayat (Current Year)	YES NO
10	Non- Institutional deliveries in Panchayat (Current Year)	NO
11	Other	
12	Remarks of the Visiting Officer	The Panchayat has no PHC or sub centre.

#### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Boys primary school, Govt PM Shiksha Kendra School
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	3 + 12
4	Enrolment of the School a) Boys b) Girls	BPS (12+16) GPMMS (113+16)
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 (Cleanliness drive, Drug Detection, Anti-rabies etc)
10	Other	
11	Remarks of the Visiting Officer	It was observed that the line in the middle school is running above the play ground, which should be diverted or protection guard should be installed. Also these classrooms are functional in tin sheds.



### Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Kumbhari, UKhori, Hanyani, Motala
2	Number of children enrolled a) Boys b) Girls	135 132
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	40
12	Number of children wasted	NO
13	Any Other	
14	Remarks of the Visiting Officer	The link roads to ICDS Centers are in shabby conditions. It is sufficient for children to reach the ICDS centers.

### CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Kakapura
2	Government / Private	Govt
3	Name of the dealer (in case of Private)	
4	No of registered beneficiaries	1865
5	No of beneficiaries drawing Ration from the store	1865
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	Nil

# Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	J & K Kakapora (A)
2	No of Accounts in the branch	38120
3	No of persons applied under various self-employment schemes	1700
4	No of cases sanctioned under various self-employment schemes	1700
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	1700
6	Availability of ATM	Yes
7	Any Other	SBI & EDB
8	Remarks of the Visiting Officer	

## Amrit Sarovar: Nil

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	

## I. Playground:

S. No	Particulars	Status
1	Location of Playground	UK hoo
2	Condition of Playground	Under development
3	Utilization of Playground	Yes
4	Any Other	
5	Remarks of the Visiting Officer	The playground should be bened.

## II. Partwarkhana: Yes

S. No	Particulars	Status
1	Location of Patwarkhana	OK Hanjira Mohalla
2	Government/ Private building	Mohalla Govt
3	Land passbook saturation	100%
4	Pending mutations	Nil
5	Any Other	
6	Remarks of the Visiting Officer	Patwarkhana is currently operating from Tehsil office



**PMAY house:**

S. No	Particulars	Status
1	Location of PMAY house constructed	Okhor, Hampimolalle, Basihad.
2	Name of the beneficiary	Atimad name, Ward No. 1, Hampimolalle, Basihad.
3	Status of the house (completed/ In-use/ under-construction)	Completed.
4	Any Other	Similar construction.
5	Remarks of the Visiting Officer	Visited the PMAY House & verified.

**Soak pits/ Compost pits:**

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Basihad, Okhor, Hampimolalle.
2	Name of the beneficiaries	Atimad name, Ward No. 1, Hampimolalle, Basihad.
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed/ in use.
4	Any Other	
5	Remarks of the Visiting Officer	Visited & verified.

**Khidmatcenter / CSC: yes**

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Hampimolalle.
2	No of online services provided by the CSC	The concerned was absent & did not provided the Data.
3	No of persons approached for services	
4	Any Other	
5	Remarks of the Visiting Officer	The concerned official being Khidmat Centre was absent.

**Observation of field officer on basic amenities:**

S. No	Particulars	Observations
1	Connectivity Road	The connectivity Road is in shabby condition.
2	Transport	NO.
3	Electricity	Yes.
4	Drinking water	Yes.
5	Cleanliness	Yes.
6	Sports facility (Playground)	Yes.
7	Any Other	As interconnecting Roads are often water lodged.

# 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	
	2. Skits, Songs, Dramas	
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens ✓	Yes
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	Tug of war held.
	2. Distribution of sports kit	Already Distributed.
C	Inaugurations (If any)	
	PMAY house	Yes.
	Segregation Sheds	Yes.
	Amrit Sarovar	
	JJM Assets	
	Compost/ Soak Pits	
	PMGSY / MGNREGA works ✓	Yes.
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	Nil
	Land Pass books	Already Distribution.
	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	People are were found to lack awareness about the various digital services & employment schemes. Concerned officials were pressed to carryout awareness programmes in near future.



## QUESTIONNAIRE FOR B2V5

Schedule-VI  
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean & Green village with good Governance.
2	Activities undertaken under the Theme (as per instruction manual)	Maska Muket Abhiyan Cleanliness drive Monthly Gram Sabha.
3	Status of activities undertaken	Ongoing
4	Visible impact of the Activities	<del>Increased</del> Awareness among people about cleanliness & Redressal of grievances.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes.
6	How many activities of SDG have been covered under GPDP	20-25
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Lack of approach of people in the participation of activities.
8	Remarks of the Visiting Officer on the status SDG Theme	Visited & checked the ways to maintain cleanliness.

## QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
<b>A Demands/ Grievances addressed by the Administration</b>		
1	Development of May ground	
2	Drinking water facility provided to all household.	
3	Golden cards pending to some were issued.	
4	Kanchan centre provided.	
5		
<b>B Impact of B2V1 to B2V4</b>		
1	Cleanliness provisions were taken. Segregation sheds were constructed	
2	Soak pits & Compost pits were constructed.	
3	Identification of works were carried out.	
4	Audit have been found to be proof	
5		
<b>C Challenges in the Panchayat</b>		
1	Connectivity Road in Shambles. Locals face difficulty particularly during rainy seasons.	
2	Filtration plant pump should be upgraded to 60 kph.	
3	Filtration plant (2) 100% filtration efficiency not obtained	
4	due to some mechanical issue. Sometimes unfilted water supplied.	
5		
<b>D Suggestions if any</b>		
1	There is lack of health centre in the Panchayat Halga.	
2	At least there should one Sub-centre.	
3	The interconnecting Roads should be	
4	repaired / mended. They present a	
5	grave look.	

# The adjoining paddy fields remain mostly unirrigated. Due to which the yield is decreased almost by 70%. To address this issue, a pile steps should be constructed & advanced machinery will be installed to overcome the excessive water level & consequently the lack of irrigation.

*[Signature]*



# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDA
2	PPA
3	PLK
2	LEAST RESPONSIVE DEPARTMENTS
1	Labor & Employment
2	Co-operative
3	R & D

## II. FEEDBACK ON UT INITIATIVES

The Back to village initiative is very successful programme. But there are certain concerns which should be addressed. Often concerned Dept. send MTS or clerk to employees which results in development of miscommunication b/w dept & people. Higher officials should be made to deliberate to V.O & also to people.

## III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	The connectivity Road work shabby difficult to travel on. Resident of halga, had some monetary expenditure from 2018 with P.O. The issue may need be resolved immediately.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Macadamization of Road. Govt schemes/ benefit did not reach to common people.
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 halga UKHOP - Kakapora is present a shabby work. The interconnecting roads were in bad situation. Pnni Road shall be the preference of the concerned Dept but is left in shambles.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	05
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes.

Signature of Sarpanch

Name: Gh. Mahudeen Bhat

Gh. Mahudeen Bhat  
Sarpanch  
Kakapora - B

Signature of the Visiting Officer

Name: Dr. Suresh H. Pandit