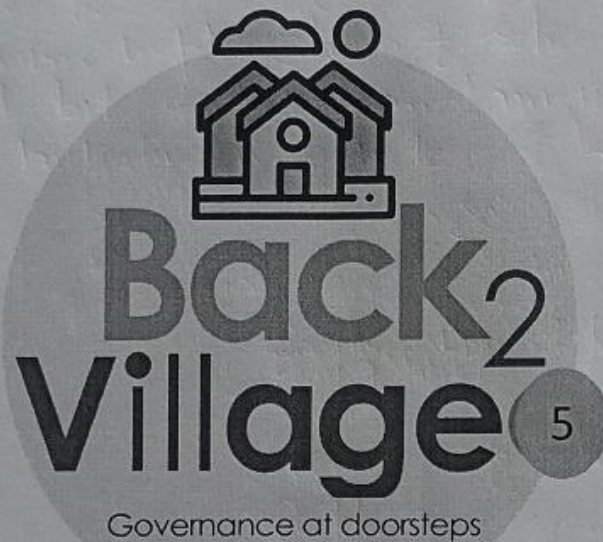


INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

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. Yes
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. NO
- 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 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. NO
- 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 90% 1180 (1332)
- 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 HHs in the Gram Panchayat have water pipeline connections? Yes/No 80% covered
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify. NO
- iii. Do all the HHs in the Gram Panchayat have toilets? Yes/No ✓
- iv. Are all the HHs toilets functional or not? Yes/No ✓
- v. Do all the Schools/Anganwadcenters have a toilet facility or not? Yes/No ✓
- vi. Are all the toilets in the schools/Aanganwadfunctional 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 Anganwadcenters for pre-schooling? Yes/No ✓
- ii. How many Baisabha's were organized in the Gram Panchayat. 09

- 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 Halqa 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 420
 - ii. Have all the eligible households registered in PDS or not? Yes/No
 - iii. Has Gram Panchayat provided space for Self-help Groups in PanchayatChar 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 - Nil
 - 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. Nil
 - v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana Nil
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) ✓ *Non functional*



4th to 16th NOVEMBER 2023.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars
1	Name
2	Designation
3	Department
4	Place of posting
5	Mobile No
6	Email ID
7	Home District
8	Dates of visit

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

C. Panchayat Profile:

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

QUESTIONNAIRE FOR B2V5

Schedule-1 (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 handbook is handed over to the DC)

S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Mr. Ickhel Bhand	JAEO	Present	—
2	Education	Tasig Hussain Bhai	Teacher	Present	—
3	Food, Civil Supplies and Consumer Affairs	Shamwerna Bane	Stockkeeper	Present	—
4	Forest	Mamgan Ah. Phad	Forest Guard	Present	—
5	Health and Medical Education	Ms. Shaker Ahmed Mr. Mehrezdin	MDPH do.	Present Present	—
6	ICDS Department	Imlyis, Pevewa	Worker	Present	—
7	Irrigation and Flood Control Department	GM. Rasool Das	Worker	Present	—
8	Jal Shakti Department	Bastur Ah. Das	Alm.	Present	—
9	Power Development Department	Gulpa Ah. Das	Line man	Present	—
10	Public Works Department	Bastur Ah.	Line man	Present	—
11	Revenue Department	Tasig Ahmed	Patwari	Present	—
12	Rural Development and Panchayat Raj	Bastur Ah.	WU	Present	—
13	Skill Development	Musliker Ah.	Field worker	Present	—
14	Social Welfare Department	Mahd Ickhel now	SWO	Present	—
15	Youth Services and Sports Department	Mr. Nawang Ahm	Rek.	Present	—
16	Others Industries	Ameena Akter	Contracting	Present	—
17	Sheep Husbandry	Ms. Sonal Ah. Gane	SAT	Present	—
18	Fisheries	Mahd Shucet	Helper	Present	—
19	Health	Mamgan Ah. Phad	Health worker	Present	—
20	Agriculture	Shahd Overlap	Tea. Act.	Present	—

Satisfactory

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			
	b) New / need repairs	Need repairs			
	II. Furniture (Y/N)	NO.			
	III. Computer / printer (Y/N)	NO			
	IV. Internet (Y/N)	NO			
	V. Telephone (Y/N)	NO			
	VI. Toilet (CSC / part of panchayat ghar) (Y/N)	Yes, Functionless			
	VII. Water (Y/N)	No.			
	VIII. Electricity (Y/N)	No.			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building / Private Building
	a) Kindergarten	-	-	-	-
	b) Primary	01	16	3+2	Govt.
	c) Middle	-	-	-	-
	d) High	-	-	-	-
	e) Higher Secondary	-	-	-	-
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
		03	-	-	-
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institute having Govt. building
		Nil	Nil	Nil	Nil
5	Bank branch (Y/N)	Nil			
6	Availability of ATM (Y/N)	Nil			
7	Khidmat center / CSC (Y/N)	Nil			
8	Patwar khana (Y/N)	Nil			
9	Village haat (Y/N)	Nil			
10	Playground (Y/N)	Nil			
11	Ration shop (Y/N)	No. of Ration Shop 1 (Pvt)	No. of Registered beneficiaries 248	Connected with online biometric system or not	
12	Government offices - details, whether functional or not	Functional			
13	Amrit Sarovars - details, location, condition	02			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	People are mostly belongs to agriculture.			
15	I. Whether Panchayat assets captured on e-Gram Sampada app (Y/N)	Yes			
	II. Number of Asset captured	06			
	III. Please mention assets	1. MGNREGS, 2. P.M. Work under open budget 3. S.M. 4. Sakshat 5. PMAY			
16	List of Incomplete Buildings- names, year of construction	Nil			
17	List of Underutilized Buildings- names	Nil			

QUESTIONNAIRE FOR BZVS

Schedule-III
(STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

S. No.	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDING
1	Old Age pension	Social Department	43	43	
2	Widowpension	Social Department	12	12	
3	Disabilitypension	Social Department	08	08	
4	Status under Sterilizing Mkt	Social Department	—	—	
5	Status under weaning Mkt	Social Department	—	—	
6	Equipment's provided to specially abled persons (implants, bicycles etc)	Social Department	01	01	
7	Digital Services provided	IT / BDO / CSC	N/A	27	Under process
8	Dahan Kisan	Agriculture Department	162	155	Under process
9	Kisan credit card	Agriculture Department	162	55	Under process
10	PM KisanSammanidhi	Agriculture Department			
11	Employment Saturation (PPTC), Tegaseen, Munkin, Madon Youth	Employment Department			
12	Ministry of Skill Development and Entrepreneurship (MSE) Formation	Cooperative Department	N/A	N/A	N/A
13	20M Implementation	Jai Shakti Department			
14	I. No of Households provided FHTC II. Per Ebar Jai village(s) certified (No.)		360	193	Not reported
15	PMAY - Gramin	POD	260	260	
16	SAKSHI - 100L functional (Household toke)	ROOK PR	30	14	Not reported
17	ODF Plus villages (No)	ROOK PR	260	150	
18	Tangled Sock pit completed	ROOK PR	42	54	Depl. Convent.
19	3MELN	ROOK PR	N/A	N/A	
20	I. Number of Self Help Groups formed II. Number of Households involved				
21	Land Pashbook saturation	Revenue Department	1329	1317	Rediffication
22	Pending Mutations	Revenue Department	03	02	Not reported
23	Domestic Certificates	Revenue Department	1396	1350	Not reported
24	Persons identified drug addicts	BDO/ Sarpanch	N/A	N/A	
25	Awareness camps for de-addiction conducted	BDO/ Sarpanch	05	05	
26	Drugs Addicts rehabilitated	BDO/ Sarpanch	N/A	N/A	
27	Golden Health Card under	Health Department	1332	1180	Less than 15 Years
28	Agastham Bhagya	Health Department	13	13	
29	Janak Suraksha Yojana	Health Department	150	150	
30	Status under Anasena Mkt	Health Department	N/A	N/A	No case reported
31	Number of Ayushman Bharat Health Insurance Card issued	Health Department	02	02	
32	Number of Ayushman Bharat Health Insurance Card issued	Health Department	02	02	
33	Out of School Children brought to Schools	School Education Department	N/A	N/A	
34	Number of students still out of Schools	School Education Department	N/A	N/A	
35	Persons released through bridge courses	School Education Department	N/A	N/A	
36	Household using clean cooking fuel (LPG)	PCS & CA	260	260	

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NO?
2	Type of building (Govt./ Private)	-
3	Availability of Staff	-
	a) Doctor	
	b) Paramedical	
4	No of patients attended during the month	-
5	Status of medicine availability	Yes
6	Special medical camp held, if any	Yes
7	Status of Immunization	Yes
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	12
10	Non- Institutional deliveries in Panchayat (Current Year)	N/A
11	Other	
12	Remarks of the Visiting Officer	Concerned Panchayat officer is opening Health institution cause no health care is available.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	MS Bepya Govt
2	Type of building (Govt./ Private)	
3	Availability of Staff as per sanctioned strength	5 (Five)
4	Enrolment of the School	B-3 = Total = 16. G-13
	a) Boys	
	b) Girls	
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'	Painting - (Cultural), sports events.
10	Other	
11	Remarks of the Visiting Officer	MS Bepya is located at right side of the road with no fencing, and people demand its maintenance works at classroom, washrooms and level of ground.

III. Anganwadi Center:

S. No	Particulars	Status
1	Location of Anganwadi Center	Debar B-B-C
2	Number of children enrolled	A → B 108 B → B 116 C → B-7 Total Enrolled G 134 237 = 67 =
	a) Boys	
	b) Girls	
3	Status of Building (Private/ Govt.)	A →
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	Yes
7	Availability of Bimely 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	NO.
12	Number of children wasted	NO
13	Any Other	
14	Remarks of the Visiting Officer	As per finding and after visited to one of the Center it has been observed that there should be regular supervision and inspection of a bimonthly functioning.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Relhara
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Sham sarna Banoo
4	No of registered beneficiaries	248.
5	No of beneficiaries drawing Ration from the store	248.
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	Beneficiaries drawing ration from store and no query has been raised and satisfactory remarks were raised from people.

V. Bank / Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	NA
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	NA
6	Availability of ATM	NA
7	Any Other	
8	Remarks of the Visiting Officer	Office, primary Cells like banks provided here no of

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	NA
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	There is no such facility available for development.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	NA
2	Condition of Playground	NA
3	Utilization of Playground	-
4	Any Other	
5	Remarks of the Visiting Officer	There is one need of playground as youth & General pandharyat Halqa are fond of sports.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	GP, Bahara Govt.
2	Government/ Private building	90%
3	Land passbook saturation	2
4	Pending mutations	-
5	Any Other	
6	Remarks of the Visiting Officer	Partwarkhana is located within the premises of Pandharyat Chae, but it is still not well looking upto standard.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Rahpur
2	Name of the beneficiary	Subhas Ah Gromie
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	Ausra kano (wicket)
5	Remarks of the Visiting Officer	Mo late Subhas Ah Rah- pur Rahpur

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	42 approved (12 still pending)
2	Name of the beneficiaries	Maid Attag Day
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	As At Hamud, Zargat
5	Remarks of the Visiting Officer	out of 54 only 42 were approved and completed.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC center	N/A
2	No of online services provided by the CSC	—
3	No of persons approached for services	—
4	Any Other	
5	Remarks of the Visiting Officer	Private Computer Center is available in GP.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good
2	Transport	Good
3	Electricity	Good. Electric poles are leaning. Shortage of drinking water noticed.
4	Drinking water	No public Olatangal/ need to improve.
5	Cleanliness	One dead of playground
6	Sports facility (Playground)	
7	Any Other	

QUESTIONNAIRE FOR B2V5 Schedule-V (AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
A	Cultural Events/ Programmes	
	1. Debates and Seminars	Debates on social media.
	2. Skits, Songs, Dramas	No.
	3. Local Folk programme / Show	No.
	4. Discussions with PRI and Senior citizens	Successfully done.
B	5. Exhibitions	No.
	Sports Activities	
	1. Sports Event	College event at MS. Belpara
C	2. Distribution of sports kit	No.
	Inaugurations (If any)	
	PMAY house	Completed
	Segregation Sheds	Completed
	Amrit Sarovar	Under construction
	JIM Assets	No.
	Compost/ Soak Pits	Installation & water pipes
	PMGSY / MGNREGA works	92% completed.
	Any other	visited.
D	Distribution of certificates	
	Self Employment Schemes	Awareness by different departments.
	Land Pass books	Already issued.
	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	NashaMukt. Awareness drive.

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

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	No Theme were adopted
2	Activities undertaken under the Theme (as per instruction manual)	as per VLV remarks
3	Status of activities undertaken	
4	Visible impact of the Activities	
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes.
6	How many activities of SDG have been covered under GPDP	06.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Nil.
8	Remarks of the Visiting Officer on the status SDG Theme	As per VLV no such Theme were adopted by the Panchayat.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Segregation of Shudh.	
2	Concrete Bungal.	
3	1AY.	
4	Soak pits	
5	250kv. transformer	
B	Impact of B2V1 to B2V4	
1	Satisfactory B2V1	
2	Satisfactory B2V2	
3	minimum implementation B2V3	
4	minimum implementation B2V4.	
5		
C	Challenges in the Panchayat	
1	Drug addiction is biggest challenge.	
2	Playfield.	
3	Cleaness drive is need of the hour.	
4	Unemployment.	
5	Installation of embroidery, knitting, stitching Centres.	
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	B.D.D.
2	Revenue.
3	Education
2	LEAST RESPONSIVE DEPARTMENTS.
1	JK Bank.
2	Skill Department.
3	Brigade.

ii. FEEDBACK ON UT INITIATIVES.

People welcomed B2V5 programmes with zeal and zest.
 ⇒ minimum implementation of schemes has created bit confusion and misunderstanding
 ⇒ UT Initiatives were welcomed nicely.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER.

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Regular classes drive Signature: P.D. department & officials.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	- Play ground. Fencing of school.
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)	⇒ People are eagerly waiting for Govt. Schemes and Implementation. ⇒ Need to develop positive attitudes through Govt. Schemes.
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	Good Remarks (V.L.W.) Satisfactory (V.L.W.) Bashir Ahmad

No active Sarpanch.
in GP.
Signature of Sarpanch

Signature of the Visiting Officer

Name.....

Name..... Sastaj Hussain Rather