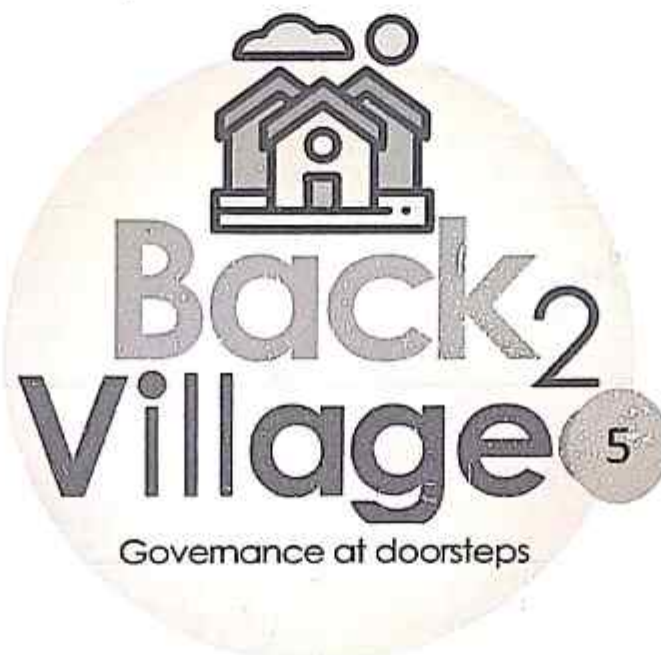


# INSTRUCTION MANUAL FOR B2V5



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

Activity	INSTRUCTIONS	ACTION POINTS
Activity 1	Seeking details from the District team	<p>a. 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></p> <p>b. 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.</p> <p>c. 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></p> <p>d. Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads:</p> <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> <p>e. Plans/ beneficiary lists:</p> <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> <p>f. Lists of beneficiaries for:</p> <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>

Activity 2	Reach the Panchayat on day of visit.	<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 IA, IB &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 Mukta, Bhrashtachar Mukta, Rozgar yukt J&K, besides carrying forward the activities during Jan Abhiyan and saturating them.

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 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 Mukta J&K.
    - vi. Nasha Mukta, 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/pro- jects	Verify whether identification and redistribution done
PDS	Visit, evaluate, online status <i>yes</i>
PHC	Visit- evaluate, status of staff, equipment and quality <i>NA</i>
PMAY	Inspect, Inaugurate <i>yes</i>
My school, my pride progress; schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff <i>yes</i>
Swachh SBM	Evaluate <i>yes</i>
Panchayat play ground, Sports kits distribution Village games	Ensure, verify. Participate in at least one game in the playground
Har Gaon Hariyali, Planta- tion drive	Evaluate status, feedback
Village cultural event	Participate in ensure that it is held <i>yes</i>
Dangal/ Haat/Mela	<i>yes</i>
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 <i>Verified</i>



## 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 improved 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	

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. ✓ *No Segregation Sheds & compost pits*
- 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. 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 ✓
- 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 *GP started Const of soakage pits for grey water management*
- 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. 2



- 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 ✓
- ii. Have all the eligible households registered in PDS or not? Yes/No ✓
- iii. Has Gram Panchayat provided space for Self-help Groups in Panchayat Ghar 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 Mahila Sabha's were organized in the Gram Panchayat 2 ✓
- 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. 26 ✓
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana . 0 ✓

**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:

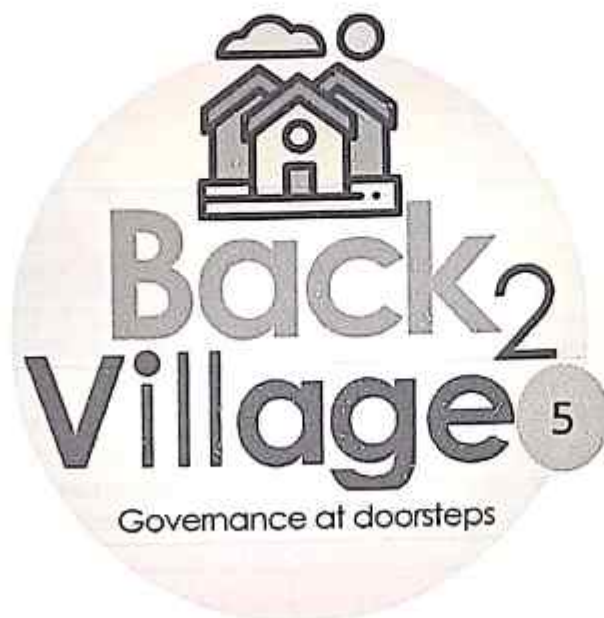
S/No	Department	Deliverable
1	Agriculture Production Department	<ul style="list-style-type: none"> <li>i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. <i>Yes</i></li> <li>ii. Ensuring saturation of Kissan Credit Cards (KCC) &amp; Soil Health Cards (SHC). <i>Yes</i></li> <li>iii. Awareness about G.I. Tagging of agriculture crops. <i>Yes</i></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) <i>will</i></li> <li>ii. Saturation of all households in SHGs across all panchayats. <i>✓</i></li> <li>iii. Number of works verified and completed during B2V-I, II, III &amp; IV. <i>(10)</i></li> <li>iv. Achieving 100% social audit of PMAY. <i>✓</i></li> <li>v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households <i>✓</i></li> <li>vi. Achieving PMAY/IHHL Saturation. <i>✓</i></li> <li>vii. Status of Drug Free/Corruption free Panchayats <i>✓</i></li> <li>viii. Organizing of various sports events at the Panchayat level. <i>✓</i></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. <i>✓</i></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. <i>✓</i></li> <li>ii. Swachh Hospitals- Clean Toilets and Junk free premises. <i>✓</i></li> <li>iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. <i>✓</i></li> <li>iv. Screening of School Children. <i>✓</i></li> <li>v. Awareness about screening of NCD (Non communicable disease).</li> </ul>
7	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 TabhiBadega 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 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. v. Panchayat development index rating verification.





11 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	JAVAI D HUSSAIN BHAT
2	Designation	LECTURER
3	Department	EDUCATION
4	Place of posting	GOVT GIRLS HRS SCHOOL PAMPOR
5	Mobile No	7006629630
6	Email ID	Javaidbhatkmi@gmail.com
7	Home District	Pulwama
8	Dates of visit	09-11-2023 and 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 (to be validated by the visiting officer and missing details to be filled))

S.No	Particulars	
1	Name of the Panchayat	MACHHAMA - A
2	Local Government Directory(LGD) code of the Panchayat	005051 - A 242910
3	Name of CD Block	TRAL
4	Name of Tehsil	TRAL
5	Name of District	PULWAMA

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	02
3	No. of households in the Panchayat	472
4	Population (approx) of the Panchayat	2155



# 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	Bashir Ahmad	JAEo	P	
2	Education	Syed Mohammad	Teacher	P	
3	Food, Civil Supplies and Consumer Affairs	Khurshed Ah. Kar	Dealer	P	
4	Forest	Ab Rashid Baba	Watchers	P	
5	Health and Medical Education	Shamim, Ab Asha	LHV	P	
6	ICDS Department	Fancy	A-W-W	P	
7	Irrigation and Flood Control Department	Shabir Ahmad Resh	Supervisor	P	
8	Jal Shakti Department	Ali Mohd Dar	Helper	P	
9	Power Development Department	Farooq, Ah. Zaboo	Lineman	P	
10	Public Works Department	Aushiq Hussain	R-W	P	
11	Revenue	Ajaz Ahmad	pathwari	P	
12	Rural Development and Panchayati Raj	Ab Rashid Lone Mushtaq, Ah. Jan	VLW GRS	P P	
13	Skill Development				
14	Social Welfare Department	Shahid Ah		P	
15	Youth Services and Sports Department				
16	Others				
17	Animal Husbandry	Mohd. Ameen Bhat	SVP	P	
18	Sheep Husbandry	Nisra Ahmad Haja	Block Supervisor	P	
19	Fisheries Deptt	Mohd. Shafi Guter	Field supervisor	P	
20	Inshid Ahmad	Sericulture	Mulberry man	P	
21.	Soil Conservation	Mohd. Abbas Gajer	Helper	P	
22.	Horticulture	Nasreena AKhu	H/T	P	
23.	Co-operatives	Younis Ahmad	MTS	P	

# QUESTIONNAIRE FOR B2V5

## Schedule-II

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

1	Infrastructure of Panchayat Ghar	PRIVATE			
	a) Govt building/private	NA			
	b) New/need repairs	YES			
	II. Furniture (Y/N)	YES			
	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			
	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	NILL	NILL	NILL	NILL
	b) Primary	02	99	-	GOVT
	c) Middle	01	96	-	GOVT
	d) High	01	141	04	GOVT
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		05	05	NILL	PRIVATE
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		NILL	NA	NA	ONLY 5 schools
5	Bank branch (Y/N)	NO			
6	Availability of ATM (Y/N)	NO			
7	Khidmat center/ CSC (Y/N)	CSC			
8	Patwarkhana (Y/N)	YES PRIVATE			
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	
		02	417	YES	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		2	1		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		NILL	NILL	NILL	NILL
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	GP Having potential of Tourism Cultural potential is present among ST youths			
15	i. Whether Panchayat assets captured on e-Gram Sampda App (Y/N)	yes			
	ii. Number of Asset captured	5			
	iii. Please mention assets	Get Composite pit Segregation sheds PMAY House MLA NREGA works PRI works			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		High School Machhama	2022 started		
17	List of Underutilized Buildings- names	Name	NA		



# 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 Welfare Department	136	136	Nil
2	Widow pension	Social Welfare Department	24	24	Nil
3	Disability pension	Social Welfare Department	16	16	Nil
4	Status under Stunting Mukht	Social Welfare Department	Nil	-	-
5	Status under wasting Mukht	Social Welfare Department	Nil	-	-
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Welfare Department	Nil	-	-
7	Digital Services provided	IT/ BDO/ CSC	1600 / 600	600	NA
8	Daksh Kisan	Agriculture Department	39	0	Not applied yet
9	Kisan credit card	Agriculture Department	350	350	28 Not applied
10	PM Kisan Sammanidhi	Agriculture Department	333 / 180	180	Forest land holders
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	Nil	-	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	NA	NA	NA
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		450 / 442	442	pipes not available
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	363 / 353	353	Not willing for agreement
15	PMAY- Gramin	RDD& PR	62 / 33	33	Not deserve
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	472 / 350	350	Self constructed
17	ODF Plus villages (No)	RDD& PR	3	3	-
18	Targeted Sock pit completed	RDD& PR	150 / 140	140	Under progress
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		11 / 07	02	Payment problem
	ii. Number of Households involved		372 / 280	02	Not willing
20	Land Passbook Saturation	Revenue Department	300 / 300	Nil	Nil
21	Pending Mutations	Revenue Department	1360 / 1360	Nil	Nil
22	Domicile Certificates	Revenue Department	2500 / 1800	1800	Under age
23	Persons identified drug addicts	BDO/ Sarpanch	04 / 04	1 failed	Counselling
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	05 / 05	04	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	05 / 04	04	NA
26	Golden Health Card under Ayushman Bharat	Health Department	2228 / 1870	21	NA
27	Janani suraksha yojana	Health Department	16 / 16	11	Under process
28	Status under Anaemia Mukht	Health Department	Nil	Nil	Nil
29	Status under Leprosy Mukht	Health Department	Nil	Nil	Nil
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	48 / 48	48	Nil
31	Number of Ayushman Sabas held	Health Department	24 / 24	24	Nil
32	Out of School Children brought to Schools	School Education Department	02 / 02	02	Nil
33	Number of students still out of Schools	School Education Department	02 / 02	0	Handicapped
34	Persons educated through bridge courses	School Education Department	Nil	Nil	Nil
35	Household using clean cooking fuel (LPG)	FCS & CA	472 / 450	450	22 NA

# QUESTIONNAIRE FOR B2V5

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

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NA
2	Type of building (Govt./ Private)	NA
3	Availability of Staff a) Doctor b) Paramedical	NA
4	No of patients attended during the month	NA
5	Status of medicine availability	NA
6	Special medical camp held, if any	NA
7	Status of Immunization	NA
8	Participation of health worker in Village Health and Nutrition Day	NA
9	Institutional deliveries in Panchayat (Current Year)	NA
10	Non- Institutional deliveries in Panchayat (Current Year)	NA
11	Other	NA
12	Remarks of the Visiting Officer	None of the Health Centre is available in Gp. But they need the Health Unit to be started in Gp as soon as possible

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt High school Maethama / upper primary school
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	Sanctioned: 13 Available: 10
4	Enrolment of the School a) Boys b) Girls	70 Boys 71 Girls
5	Availability of play ground	Yes for Volley ball
6	Availability of drinking water	Yes
7	Availability of electricity	Yes
8	Availability of functional toilets	Yes
9	Activities undertaken under 'My School My Pride'	Yes
10	Other	
11	Remarks of the Visiting Officer	The High school Maethama needed mechanized road connectivity and completion of sanctioned school building as soon as possible

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Machhama / Bagundi / Zahraud
2	Number of children enrolled a) Boys b) Girls	45 boys 10 girls
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	No
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	NA
14	Remarks of the Visiting Officer	Anganwadi Center needed chain, table utensils, and Toilet separate for boys and girls, and erect building for these AWW Center

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Zahraud / Machhama
2	Government / Private	private both
3	Name of the dealer (in case of Private)	Khurshed Ahmad 1805
4	No of registered beneficiaries	417
5	No of beneficiaries drawing Ration from the store	417
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	The left out ration card holders should be given ration cards as soon as possible,



V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	NA CSC
2	No of Accounts in the branch	293
3	No of persons applied under various self-employment schemes	Not Covered by JK bank Tiral Nain
4	No of cases sanctioned under various self-employment schemes	Nil
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	Nil
6	Availability of ATM	Nil
7	Any Other	Nil
8	Remarks of the Visiting Officer	on the first day of BVS none of the bank Employee was present so the detail is pending in Gaspet bank. on second day bank is present.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	NA
2	Condition of Amrit Sarovar	NA
3	Details of repair undertaken, if any	Nil
4	Utilization of Amrit Sarovar	Nil
5	Any Other	
6	Remarks of the Visiting Officer	The Gp. Machhama having one Amrit Sarovar the Available Spring of Gp also Covered by PHE Deptt for potable water Supply.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Machhama / Zakerad
2	Condition of Playground	Under progress / best for Volley ball game
3	Utilization of Playground	Nil / Good
4	Any Other	
5	Remarks of the Visiting Officer	There is a land problem in Gp. so the both above mentioned play fields executed on hills needed more funds.

VIII. Patwarikhana:

S. No	Particulars	Status
1	Location of Patwarikhana	Machhama
2	Government/ Private building	private
3	Land passbook saturation	Nil
4	Pending mutations	Nil
5	Any Other	
6	Remarks of the Visiting Officer	As per the Demands of people patwarikhana should be available at Gp atleast 2 days in a week

## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Adapathu Nachanar
2	Name of the beneficiary	Mustafa Almaral Gajjar
3	Status of the house (completed/ in-use/ under-construction)	Under Construction
4	Any Other	
5	Remarks of the Visiting Officer	This PMAY House is so good its construction on ground is exceptional though it is a later level.

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Madhama
2	Name of the beneficiaries	Ab Aziz Sheikh
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Functional properly.
4	Any Other	
5	Remarks of the Visiting Officer	More Soak pits needed for others as well. This scheme is applied properly on ground through NREGA

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Madhama
2	No of online services provided by the CSC	Yes
3	No of persons approached for services	600
4	Any Other	
5	Remarks of the Visiting Officer	It should be upgraded as Khidmat Centre

## XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes.
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	Yes.
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	Held at High school Mathhura
	2. Skits, Songs, Dramas	UPS Zahirabad
	3. Local Folk programme / Show	Guest UPS Zahirabad
	4. Discussions with PRI and Senior citizens	Good.
	5. Exhibitions	I. e. D. S.
B	Sports Activities	-
	1. Sports Event	Yes
	2. Distribution of sports kit	No
C	Inaugurations (If any)	-
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	No
	JJM Assets	No
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	-
D	Distribution of certificates	No
	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	Conducted properly



# 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	Road Connectivity Improved 60% in GP	
2	At least 90% of PDD works completed through PRI funds	
3	But Department of PDD not utilizing their own funds	
4	School building for High School Sanctioned but is under const.	
5	Other lanes/drainage completed by RDD Dept only.	
<b>B Impact of B2V1 to B2V4</b>		
1	The impact in respect of Health, Animal Sheep units was the	
2	- demand of people yet to same impact of programme is null.	
3	people demands for more & more funds in B2V	
4	only RDD is utilizing so impact for other Dept is null	
5	Other Dept should have to do more things in GP other -	
<b>C Challenges in the Panchayat</b>		
1	Panchayat Bldg Building is not available	
2	Gr. High School Machhama having road & accommodation problem	
3	Health, Sheep, Animal Husbandry units should be established	
4	Lalpora, Nagbal road a big issue & challenge	
5	Network problem in GP is serious challenge.	
<b>D Suggestions if any</b>		
1	Previous demands should be fulfilled first	
2	Forest Right Act should be implement on ground.	
3	More and more funds should be made	
4	available during Back to Village programmes.	
5	Children with special needs should be provided	

The overall performance of M.G. Equipment needs tools  
Grs Concerned of PPT Halpa Machhama is exceptional.  
Enhancement of monthly salary and absorbing in RDD,  
should be taken consideration. So dedicated Grs.  
Helpful and efficient in respect of all elements.  
② ATM, Health, Centre, Network, and roads incomplete is  
The main problem in GP.



# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD
2	Education
3	ICDS + ASHA
2	LEAST RESPONSIVE DEPARTMENTS
1	J.K. BANK
2	SKILL Development
3	Youth Service & Sports

## ii. FEEDBACK ON UT INITIATIVES

So, far as Developmental Scenario is concern. It is Satisfactory, More Initiatives should be taken in respect of, Un Employment, Tourism, Agriculture & other Economic, Developments, as for the Gram panchayat is concern, it is located in hills so special programmes should be organised in GP for Economic boosts

## iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	potholes & Tar, wires, problem at baganahar. Modernization of road from Kehlil to Narghal
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Health Sub Centre, Animal, Husbandry, and Sheep Centre at Machhama 2. Network issue for GP Machhama
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 overall Assessment of back to village programme is beneficial, and the progress of different department is Excellent. and also the demands of people are solved at their door steps so for Good Achievement of this programme more and more funds should be made available for BLV
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	1. RDD, 2. Education, 3. ICDS 4. CAPD 5. Agriculture 6. Health, 7. Social welfare 8. PDD. 9. Sheep husbandry.
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	It is Certified that visiting officer has stayed 2 days in panchayat Excellent, (c. 2019-PHE

Signature of Sarpanch

Signature of the Visiting Officer

Name

MOHD. HALIK GOJJAR

Name

Jawaid Hussain Bhat

Design. Lecturer - Al-Hussaini