

# INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> NOVEMBER 2023.

Ratsum-A  
(9<sup>th</sup>-10<sup>th</sup> Nov - 2023)

# QUESTIONNAIRE FOR B2V5

Schedule-I (A)  
(Details of Reporting Officer and Reporting Panchayat)

## A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Junaid Aziz
2	Designation	Assistant Engineer
3	Department	PMGSY (JKRRDA)
4	Place of posting	Budgam
5	Mobile No	7780906661
6	Email ID	<a href="mailto:jabhat279@gmail.com">jabhat279@gmail.com</a>
7	Home District	Budgam
8	Dates of visit	9th - 10th November 2023

B. Locational details of Panchayat: (to be pre-filled, information to be taken from the previous phases booklets/summarized excel sheet uploaded on [jkpanchayat.jk.gov.in](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	Rathsun A
2	Local Government Directory(LGD) code of the Panchayat	241298
3	Name of CD Block	Rathsun
4	Name of Tehsil	Beerwah
5	Name of District	Budgam

## C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	1
2	No. of hamlets in the Panchayat	-
3	No. of households in the Panchayat	460
4	Population (approx) of the Panchayat	3142 (5907 in Rathsun A and B)

## 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 Wani	JEO	Present	
2	Education	Nazir Ahmad Dar	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Ishfaq Ahmad Bandy	Depot Asst	Present	
4	Forest				
5	Health and Medical Education	Sheikh Muzaffar	Dental Technician	Present	
6	ICDS Department	Nayeema	Worker	Present	
7	Irrigation and Flood Control Department	Mohammad Ramzan Dhobi	Helper	Present	
8	Jal Shakti Department	Ghulam Mohammad Sofi	Asst Line Man	Present	
9	Power Development Department				
10	Public Works Department	Nazir Ahmad Dar	RW	Present	
11	Revenue	Mushtaq Rashid	Patwari	Present	
12	Rural Development and Panchayat Raj	Zulfiqar Khanday	Asst Eng	Present	
13	Skill Development				
14	Social Welfare Department	Abdul Waheed Wani	NYC	Present	
15	Youth Services and Sports Department				
16	Others- Handicrafts	Haneefa Bano	SCI	Present	
17	NRLM	Jahrat Rasool		Present	
18	NRLM	Lala Arifa		Present	
19	Soil and Water Conservation	Abdul Hameed		Present	
20	Horticulture	Dr Shazia Hayat	HDO	Present	
21	CPS	Syed Ajaz Ah		Present	
22	Model CSC	Tashif Muzaffar	Operator	Present	

*[Signature]*  
H (AE)



# QUESTIONNAIRE FOR B2V5

Schedule-II

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

1 Infrastructure of Panchayat Ghar					
a) Govtbuilding/private		Under construction			
b) New/needingsrepairs					
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)		No			
VII. Water (Y/N)		No			
VIII. Electricity(Y/N)		No			
2 Educational Institutes					
		No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private
a) Kindergarten					
b) Primary					
c) Middle		1	164	4	Govt
d) High		1	217	9	Govt
e) Higher Secondary		1	135	10	Govt
f) College					
3 Anganwadi Centre					
		No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private
		5	144	10	Private
4 Healthcare facility					
		No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		Nil	1	1	1
5 Bankbranch(Y/N)		Yes			
6 Availability of ATM (Y/N)		Yes			
7 Kioskcenter / CSC (Y/N)		Yes			
8 Postoffice(Y/N)		Yes			
9 Village haat (Y/N)		No			
10 Playground(Y/N)		Yes			
11 Ration shop (Y/N)					
		6	No. of Registered beneficiaries	Connected with online biometric system or not	
		2	434	Yes	
12 Government offices- details, whether functional or not					
		No. of Govt Offices	Functional		
		9	9		
13 Amrit Sarovars - details, location, condition					
		Details	Location	Condition	Utilization
		Nil			
14 Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc					
Shrine of Baba Hanief U Din (RA) at the top of RATHSUN Hillock, can be turned into pilgrimage tourism if properly developed. Also the locals of the area are good at Shawl embroidery, if encouraged and well trained can help them to elavate from economic sufferings					
15 I. Whether Panchayat assets captured on e-Gram SampadaApp (Y/N)					
Yes					
II. Number of Asset captured					
10					
III. Please mention assets					
1 Main Road					
2 Solar Lights					
3 Shrine of Baba Hanief U Din (RA)					
4 Panchayat Ghar					
5 High School					
16 List of Incomplete Buildings- names, year of construction					
		Name	Year of construction		
		Sheep Husbandry Building	2019		
17 List of Underutilized Buildings- names					
		Name	Year of construction		
		Nil			

For  
(No)

## (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				
2	Widow pension	Social Department	Welfare	185	185	
3	Disability pension	Social Department	Welfare	24	24	
4	Status under Stunting Mukh	Social Department	Welfare	20	20	
5	Status under wasting Mukh	Social Department	Welfare	0	0	
6	Equipment's provided to specially abled persons( implants, tricycles etc.)	Social Department	Welfare	0	0	
7	Digital Services provided	IT/ BDO/ CSC	Welfare	5	5	
8	Dalit Kisan	Agriculture Department		15	15	
9	Kisan credit card	Agriculture Department		25	15	Non cooperation
10	PM Kisan Sammanvidhi	Agriculture Department		300	130	Krest have availed
				300	300	
11	Employment Saturation (PHEGP, Tejaswani, Mumbin, Maslon Youth, Himayat, etc)	Employment Department		NA	NA	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department		NA	NA	
13	13M Implementation					
	L. No of Household provided PMTC	3rd Shakti Department		92	0	LJM in progress
	B. Har Ghar 3rd village(s) certified (No.)			1	0	
14	No of Households electrified	POD		460	460	
15	PMAY- Gramin	BDO& PR		13	7	Rest doesn't meet eligibility criteria
16	SRM Gramin- INHL functional (Household toilet)	BDO& PR		150	150	Locals not interested
17	ODF Plus villages (No)	BDO& PR		1	1	
18	Targeted Bock pit completed	BDO& PR		160	150	Locals not interested
19	JKRLN: L. Number of Self Help Groups formed B. Number of Households involved	BDO& PR		14	14	
				140	140	
20	Land Feedback Saturation	Revenue Department		1700	1700	
21	Pending Mutations	Revenue Department		0	0	
22	Domicile Certification	Revenue Department		500	500	
23	Persons identified drug addicts	BDO/ Sarpanch		0	0	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch		1	1	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch		0	0	
26	Golden Health Card under Ayushman Bharat	Health Department		4917	4819	Locals not approaching
27	Janani suraksha yojana	Health Department		75	75	
28	Status under Anemia Mukh	Health Department		15	15	
29	Status under Lapsey Mukh	Health Department		0	0	
30	Number of Ayushman Helas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department		8	8	
31	Number of AyushmanKobas held	Health Department		1	1	
32	Out of School Children brought to Schools	School Department	Education	0	0	
33	Number of students still out of Schools	School Department	Education	0	0	
34	Persons educated through bridge courses	School Department	Education	NA		
35	Household using clean cooking fuel (LPG)	PCS & CA		460	460	

#Sine  
Do



# QUESTIONNAIRE FOR B2V5

## Schedule-IV

### (FIELD VISITS IN THE PANCHAYAT)

#### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NTPHC
2	Type of building (Govt./ Private)	Government Building
3	Availability of Staff a) Doctor b) Paramedical	1 4
4	No of patients attended during the month	398
5	Status of medicine availability	Available
6	Special medical camp held, if any	Nil
7	Status of Immunization	All covered and continues
8	Participation of health worker in Village Health and Nutrition Day	Three visits in a month
9	Institutional deliveries in Panchayat (Current Year)	Nil
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	-
12	Remarks of the Visiting Officer	Shortage of Staff, Needs proper walkway and landscaping alongwith compound walling.

#### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt Boys High School, Primary School and Girls Middle School
2	Type of building (Govt./ Private)	All Schools housed in Govt Building
3	Availability of Staff as per sanctioned strength	GBHS-15, Primary-04 and GMS-9
4	Enrolment of the School a) Boys b) Girls	GBHS-70;Primary-100;GMS-85 GBHS-65;Primary-64;GMS-132
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'	Carried Out and still continues
10	Other	
11	Remarks of the Visiting Officer	Seperate Functiona; toilets to be provided for Girl Students and staff, Compound walling of all the three schools.

*gfor*  
PO

## III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Rathsun-A (A,D,F,I,J)
2	Number of children enrolled a) Boys b) Girls	68 86
3	Status of Building (Private/ Govt.)	All the five AWC's housed in Private Buildings
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	No
7	Availability of timely Ration	No
8	Availability of Functional toilet	No
9	Availability of tap connection	Yes
10	Availability of electricity connection	No
11	Number of children stunted	Nil
12	Number of children wasted	Nil
13	Any Other	
14	Remarks of the Visiting Officer	Timely and sufficient Ration may be provided, proper sanitation facilities is lacking at the centres and utensils be provided.

## IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Rathsun A
2	Government / Private	Govt-01 No and FPS-01 No
3	Name of the dealer (in case of Private)	Reyaz Ahmad s/o: Asadullah Sheikh
4	No of registered beneficiaries	434
5	No of beneficiaries drawing Ration from the store	434
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Available
9	Any Other	
10	Remarks of the Visiting Officer	Functioning Properly

g/h  
# Po



V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Rathsun Village
2	No of Accounts in the branch	15000
3	No of persons applied under various self-employment schemes	420
4	No of cases sanctioned under various self-employment schemes	410
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	350
6	Availability of ATM	Yes
7	Any Other	
8	Remarks of the Visiting Officer	Functioning Properly

VI. Amrit Sarovar:

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

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Rathsun
2	Condition of Playground	Good
3	Utilization of Playground	Availed by the local youth for participation in games and for organising the tournaments
4	Any Other	Needs Further Development
5	Remarks of the Visiting Officer	Needs proper fencing and change room and sitting arrangement for the audience

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Temporarily stationed in Rathsun B Panchayat Ghar
2	Government/ Private building	Government Building
3	Land passbook saturation	Achieved 100%
4	Pending mutations	Nil Pending
5	Any Other	
6	Remarks of the Visiting Officer	Old Patwarkhana in Shambles, needs new Patwarkhana as the Patwari is using the panchayat ghar for officiating his duties.

*[Signature]*  
Po  
(Rathsun-A)



## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Rathsun A
2	Name of the beneficiary	Mohd Yousuf Kambay, Farooq Ah Dar, Mohd Shafi Akhoun, Mohd Yousuf Ganai, Fayaz Ah Ganai, Tariq Ah Sheikh, Mohd Ismail Parray.
3	Status of the house (completed/ in-use/ under-construction)	Seven under construction and one yet to be started
4	Any Other	
5	Remarks of the Visiting Officer	Next Installments be released

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Rathsun A
2	Name of the beneficiaries	
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	(100+50) Individual Soakpits Completed, 02 No Community Soakpits Completed, 01 Community Compost Completed
4	Any Other	
5	Remarks of the Visiting Officer	Locals to be made aware of the scheme and benefits of the soakpit and compost pits

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Stationed in Rathsun B Panchayat Ghar
2	No of online services provided by the CSC	14 Workable
3	No of persons approached for services	142 previous month
4	Any Other	
5	Remarks of the Visiting Officer	Service is being availed by the locals

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

S. No	Particulars	Observations
1	Connectivity Road	Village Connected, but inner links need further development by way of macadamization
2	Transport	Bus and Sumo Service available
3	Electricity	All households connected, conductor still on wooden poles, needs to be replaced with permanent poles
4	Drinking water	Drinking Water supply badly effected, JJM under progress pipeline yet to be laid and connection to be made
5	Cleanliness	Improvemet in cleanliness, Awareness is being made
6	Sports facility (Playground)	Good Playgournd available, but needs further development for all round participation from all the age groups.
7	Any Other	Village can be transformed into pilgrimage tourist spot if steps/stairs provided and shrine developed.

*Handwritten signature*

# QUESTIONNAIRE FOR B2V5

Schedule-V

(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS /INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
<b>A</b>	<b>Cultural Events/ Programmes</b>	
	1. Debates and Seminars	Not Conducted
	2. Skits, Songs, Dramas	Not Conducted
	3. Local Folk programme / Show	Not Conducted
	4. Discussions with PRI and Senior citizens	Yes awareness made
	5. Exhibitions	Not Conducted
<b>B</b>	<b>Sports Activities</b>	
	1. Sports Event	Hampered due to rain
	2. Distribution of sports kit	No Distribution
<b>C</b>	<b>Inaugurations (If any)</b>	
	PMAY house	All under construction
	Segregation Sheds	Completed in the previous year and inaugurated previous B2V
	Amrit Sarovar	NA
	JJM Assets	Under construction
	Compost/ Soak Pits	Completed and inaugurated
	PMGSY / MGNREGA works	Development in Eidgah
	Any other	
<b>D</b>	<b>Distribution of certificates</b>	
	Self Employment Schemes	No Distribution
	Land Pass books	No Distribution
	Any other	
<b>E</b>	Awareness generation on digital services, transparency,  Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Corruption free and NashaMukt Bharat pledge taken and awareness was made about the impact of these menaces on the society.

*Handwritten signature/initials*  
PO

# 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; Self Sufficient Infrastructure
2	Activities undertaken under the Theme (as per instruction manual)	Segregation shed completed and youth are encouraged to take self employment schemes
3	Status of activities undertaken	Plantation done and Plantation of Rathsun Hillock requested to the Soil Conservation deptt.
4	Visible impact of the Activities	There is clear improvement in cleanliness, greenery and self empowerment of the local youth
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	10
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Door to Door Collection and waste segregation at the shed being the main challenge
8	Remarks of the Visiting Officer on the status SDG Theme	There is lot to be done to the Achieve the Goal and make the village clean and green and self sufficient to improve the economic sufferings of the residents

  
 H/RO



**QUESTIONNAIRE FOR B2V5**  
**Schedule-VII**  
**(IMPACT OF B2V1 TO B2V4 PHASES)**

S. No	Particulars	Status
<b>A</b>	<b>Demands/ Grievances addressed by the Administration</b>	
	1	Laying of Electric Poles
	2	Laying of PHE Pipelines
	3	
	4	
	5	
<b>B</b>	<b>Impact of B2V1 to B2V4</b>	
	1	Improved redressal of Public Grievance
	2	Good Governance as there is monthly meeting with all the concerned depts
	3	Effective implementation of various govt schemes
	4	Awareness of Various Govt Schemes and their impact on the overall social fabric of the area
	5	Sensitization of the locals about the Drug menace and corruption.
<b>C</b>	<b>Challenges in the Panchayat</b>	
	1	Locals not cooperating with the PRI's
	2	
	3	
	4	
	5	
<b>D</b>	<b>Suggestions if any</b>	
	1	Locals are dismayed for the non fulfillment of their demands, if some urgent demands may be met their interest in the programme can be encouraged
	2	There should be awareness created by the RDD in the panchayat over the convergence programs
	3	
	4	
	5	

*For*  
*PO*

# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS	
1		
2		Department of Agriculture
3		Department of Animal Husbandry
		Rural Development Deptt and Panchayat Raj
2	LEAST RESPONSIVE DEPARTMENTS	
1		
2		Irrigation and Flood Control
3		Power Development Department
		Soil Conservation Department


## ii. FEEDBACK ON UT INITIATIVES

There is visible improvement in rural road connectivity and supply of safe drinking water supply to the village, although the supply from JJM is yet to be commenced. But the work has been completed except laying of pipeline. Healthcare system in the area has also improved.

## iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Frequent power curtailment, deteriorated condition of inner link roads
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Improvement in power supply and macadamization of inner links, development of playground, fencing of schools, stair to the Shrine of Baba Hanief U Din (RA)
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 area is economically impoverished, there is urgent need of sensitizing the locals about the Services/schemes offered by the Govt. The area has huge potential for horticulture related activities, there is need to properly utilize the natural resources of the area in that regard. Most of the people in the area are artisans mainly doing the shawl embroidery, can give huge financial impetus to the area if the locals are covered under some schemes.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	8
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	It is certified that the Visiting Officer/ Prabhari Officer Mr Junaid Aziz (AE PMGSY) stayed in the Panchayat Halqa (Rathsun-A) for two days from 09/11/2023 to 10/11/2023

Signature of the Visiting Officer Name.....

  
10<sup>th</sup> Nov - 2023

Er. Junaid Aziz (Assistant Engineer),  
Prabhari Officer  
(Visiting Officer)  
(Rathsun-A)

  
Sarpanch  
Gh. Mohi-ud-Din Bag  
Halqa Rathsun-A

(Sarpanch  
Rathsun-A)

## "Certificate of Stay"

It is Certified that the Visiting officer/Prashai officer  
Mr. Junaid Azir (AE Pmgst) Stayed in Panchayat  
Halga - A (Ratsun-A) for two days from  
09-11-2023 to 10-11-2023 .

Junaid  
(AE)

Prashai officer,  
Ratsun - A.

Sarpanch  
Gd. Mohd-ul-Din Png  
Halga Ratsun.



Ratsun-A  
(Demands Raised by Panchayat Body).

Demands

- 1). Improvement of LT Ratsun-A.
- 2). Installation of 04 no's transformers in Diff. wards.  
in Ratsun-A (Malpora, Dangerspora, Dramun, Baghpore).  
mol.
- 3). Construction of stairs from P/s to Ziyarat Sharief.
- 4). Construction of Public Park near Jamis Majid Ratsun-A.
- 5). Macadamising of Inner links of Ratsun-A.
- 6). Construction of ~~ten~~ ten no. Culverts at diff. spots at Ratsun-A.
- 7). Construction of fencing around graveyard Malpora with two no. gates Ratsun-A.
- 8). Construction of Bps for High School / P/s at Ratsun-A.
- 9). Construction of Drain at Adlin Dard's.
- 10). Panchayat Ghar Fencing. Ratsun-A.
- 11). Const. of Road from Ziyarat Sharief to Shabir Shah via under.
- 12). Public Park Darul Uloom Masjid Dangerspora.
- 13). Playground Ratsun-A.
- 14). Construction of 05 no's Tube-wells.
- 15). Const. of P/Bund from H/o Gulzar Ali Dar to Gh. Mohd Ganie.

Sardar  
Gh. Mohd Ganie  
Mol. Ratsun-A