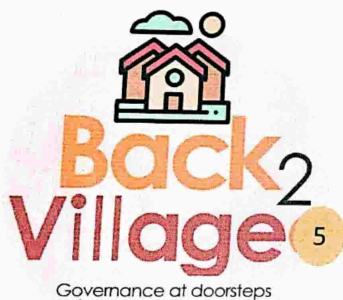


## INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> 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*
- 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. *Yes*
- 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/Aanganwadis have a toilet facility or not? *Yes/No*
- vi. Are all the toilets in the schools/Aanganwadis functional 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 Aanganwadis for pre-schooling? *Yes/NO*
- ii. How many BalSabha's were organized in the Gram Panchayat. - *02*

- 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 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. 43 ✓
  - v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana 15 ✓
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) ✓

## 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-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 should be filled by the visiting Officer before the booklet is handed over to the LG.)

S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Nazim Nazki	A.E.A	Present	
2	Education	Hilal Ahmad Wani	Teacher	Absent	
3	Food, Civil Supplies and Consumer Affairs	Musababul Shajal	Clerk	Present	
4	Forest	Farid Hussain	Forest	Present	
5	Health and Medical Education	Allegu Bano	EMPH	A	
6	ICDS Department				
7	Irrigation and Flood Control Department	Reyaz Ahmad Hakeem	Engineer Flood	Present	
8	Jal Shakti Department	Mohd Shafi	Asst. Engineer	Present	
9	Power Development Department	Tajmool Hussain	Line-man	Present	
10	Public Works Department	Qureshi At-Hakeem	Supervisor	Present	
11	Revenue				
12	Rural Development and Panchayat Raj	Zahid Hussain	GRS	Present	
13	Skill Development				
14	Social Welfare Department	Asim - Raza	M.T.S	Present	
15	Youth Services and Sports Department	Shagufta Akter	NYC	Present	
16	Others				
17	HORTICULTURE	Shabir Ali Shukh	HT4	Present	
18	SERICULTURE	Mamun Ali Basha	N.M.A.S	Present	
19	Animal Husbandry	Fahim Hussain	S.A.T.	Present	
20	Shack do far	Mohd Sidique Nagar	A.S.M.	Present	
21	NRLM	Asim Hussain	Cluster coordinator	Present	
22	cooperative	Rafique Shah	SE-supervisor	Present	
23					
24					

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

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

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## 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)	Private
3	Availability of Staff	
a) Doctor		Doctor
b) Paramedical		
4	No of patients attended during the month	102
5	Status of medicine availability	Sufficient
6	Special medical camp held, if any	NO
7	Status of Immunization	Satisfactory
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	Nil
10	Non-Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	Occupied building is not properly fit having ventilation or light problem. Need to get building construction

#### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	M/S A.H. M/S Paison M/S Brisno
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	17
4	Enrolment of the School	110
a) Boys		108
b) Girls		NO
5	Availability of play ground	Yes except M/S Paison
6	Availability of drinking water	Yes except M/S Paison
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	School running smoothly necessary arrangement be made for electricity & water facilities for M/S Paison.

#### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	A.H.
2	Number of children enrolled	28
a) Boys		16
b) Girls		12
3	Status of Building (Private/ Govt.)	Govt
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	NO
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	
14	Remarks of the Visiting Officer	Functioning of centre is satisfactory but toilet is still not water connected.

#### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Paison
2	Government / Private	Private
3	Name of the dealer (in case of Private)	
4	No of registered beneficiaries	2374
5	No of beneficiaries drawing Ration from the store	2374
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 Store is functioning in a good manner. He of store is a dedicated person and his work is very excellent.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Deethu
2	No of Accounts in the branch	1200
3	No of persons applied under various self-employment schemes	100
4	No of cases sanctioned under various self-employment schemes	100
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	100
6	Availability of ATM	NO
7	Any Other	
8	Remarks of the Visiting Officer	Need of counter branch with ATM facility in the halga.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Near Baisnood dargah-madalla
2	Condition of Amrit Sarovar	Good functional
3	Details of repair undertaken, if any	Nil
4	Utilization of Amrit Sarovar	Yes
5	Any Other	
6	Remarks of the Visiting Officer	Satisfactory

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	N/A
2	Condition of Playground	N/A
3	Utilization of Playground	N/A
4	Any Other	N/A
5	Remarks of the Visiting Officer	Development of Play Ground in the area is need of modern time

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	AT P.Y.T. Ghar
2	Government/ Private building	Govt
3	Land passbook saturation	100%
4	Pending mutations	Nil
5	Any Other	
6	Remarks of the Visiting Officer	Need of separate (Partwarkhana) building

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Asad Ma Brijno
2	Name of the beneficiary	Mohd. Yousuf Khatana
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Shubkagan
2	Name of the beneficiaries	Shewkat Hussain
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Complete
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Near P.Y.T. ghar
2	No of online services provided by the CSC	34
3	No of persons approached for services	2400
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good
2	Transport	Good
3	Electricity	Not upto mark.
4	Drinking water	Good
5	Cleanliness	Not so good.
6	Sports facility (Playground)	NA
7	Any Other	

**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	Conducted
	2. Skits, Songs, Dramas	Yes
	3. Local Folk programme / Show	Yes
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	NO
<b>B</b>	<b>Sports Activities</b>	
	1. Sports Event	Yes
	2. Distribution of sports kit	NO
<b>C</b>	<b>Inaugurations (If any)</b>	
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	Yes
	IJM Assets	Yes
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	
<b>D</b>	<b>Distribution of certificates</b>	NO
	Self Employment Schemes	NO
	Land Pass books	NO
	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	Conducted Yes

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

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Yes
2	Activities undertaken under the Theme (as per instruction manual)	Yes
3	Status of activities undertaken	Satisfactory
4	Visible impact of the Activities	Good
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	11
7	Bottlenecks, if any, faced in the achievement of SDG Theme	NO
8	Remarks of the Visiting Officer on the status SDG Theme	Satisfactory

# 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	LT distribution Network -	
2	Modernization of main Road	
3	Water Filtration plant	
4	Installation of 63KV Transformer at Baidoo	
5	Flood protection bund on Nalla Baidoo	
<b>B Impact of B2V1 to B2V4</b>		
1	Improvement in Electricity distribution system	
2	Improvement in Transport facility	
3	Water Filtration plant under construction	
4	Improvement in installation of extra Transformer	
5	Measures to avoid soil erosion	
<b>C Challenges in the Panchayat</b>		
1	Pending development works of UT & Dist Plan	
2	Less Grant under PRI capex budget	
3	NON Payment of works done in time	
4		
5		
<b>D Suggestions if any</b>		
1	Due to lengthy process of tendering	
2	& late disbursement of payment, people	
3	are suffering. Therefore the process	
4	may be limited so that benefits	
5	to the people be in lesser time	

# QUESTIONNAIRE FOR B2V5 Schedule-VIII

**i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS**

1	BEST PERFORMING DEPARTMENTS
1	PDD
2	Education
3	APP
2	LEAST RESPONSIVE DEPARTMENTS
1	PDD
2	Employment Department
3	Healthcare

**ii. FEEDBACK ON UT INITIATIVES**

Good governance. People are satisfied with developmental works.

**iii. GENERAL ASSESSMENT OF THE VISITING OFFICER**

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	NO
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	No Road from Main Road along with junction road upto MS Patson via Baidoo.
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)	Satisfactory but works under PRI could take much time for execution.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	07.5
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the visiting officer stayed in the Panchayat for two days with effect from 10.11.23 to 11.11.23.

Signature of Sarpanch: *[Signature]* Name: *[Name]*

Signature of the Visiting Officer: *[Signature]* Name: *[Name]*