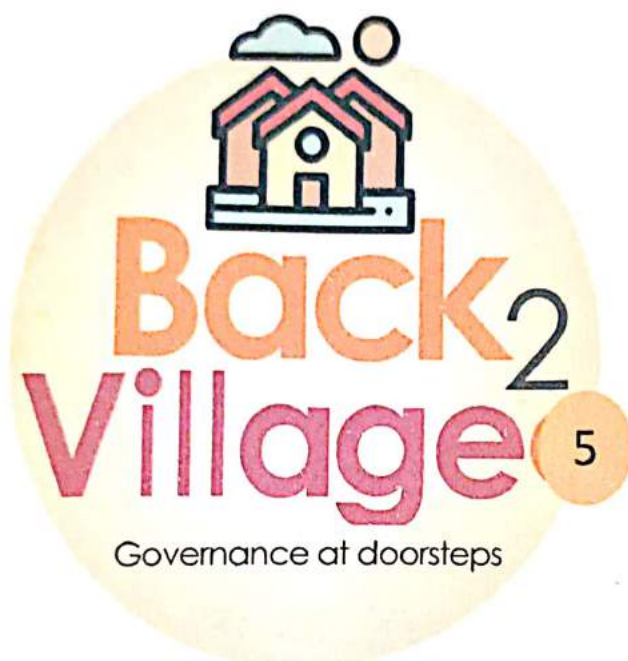


INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

QUESTIONNAIRE FOR B2V5

Schedule 1 (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

Mohd Shafiq Chak (JKAS)
Director
Social Welfare
Director Social Welfare Kashmir
9419106538
dirswkmsr@gmail.com
Kishtwar
10-11-2023 & 11-11-2023

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

Matihindu, Block Larnoo
274748.
Larnoo
Larnoo
Anantnag

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

02

03 07

465

3109

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	Mohd Ashraf Wani	AE O	Present	
2	Education	Zshfaq Ahmad Pala	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Ferdous Ahmed	Store keeper	Present	
4	Forest	Ab Quyum Mir	Forest Guard	Present	
5	Health and Medical Education	Haneefa Akhter	Aasha	Present	
6	ICDS Department	Nasima Akhter	ANW	Present	
7	Irrigation and Flood Control Department	Qh. Hassan Malik	WS	Present	
8	Jal Shakti Department	Bilal Ahmad Khanday	CL	Present	
9	Power Development Department	Manzoor Ahmad Mir	Inspector	Present	
10	Public Works Department	Er. Muzaffar Ahmad	JE	Present	
11	Revenue	Aashif Ahmad Chaudhary	Patwari	Present	
12	Rural Development and Panchayat Raj	Gowhar Ahmad	GRS	Present	
13	Skill Development	Absent	—		
14	Social Welfare Department	Malik Muzaffar Ahmad	DSWO	Present	
15	Youth Services and Sports Department	Ab Rashid Khanday	PET	Present	
16	Others	Gulzar Ahmad Wani	N/man	Present	
17	SC	Rohi Jan	MIP	Present	
18	Health	Dr. Naveed	M.O	Present	
19	Horticulture	Qh. Mohiuddin Pala	HT	Present	
20	Cooperative	Absent	—		

21. J&K Bank — Absent
22. DIC Amnarg Mohd Shafi Jr. Present

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)	Y			
	III. Computer/printer (Y/N)	Y			
	IV. Internet (Y/N)	Y			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Y			
	VII. Water (Y/N)	N			
	VIII. Electricity (Y/N)	N			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	01	72	-	Govt.
	b) Primary	-	-	-	-
	c) Middle	02	342	01	- do -
	d) High	01	65	04	- do -
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	-	02	01 Govt. rented
5	Bank branch (Y/N)	N	-	-	-
6	Availability of ATM (Y/N)	N	-	-	-
7	Khidmat center/ CSC (Y/N)	N	-	-	-
8	Patwarkhana (Y/N)	N	-	-	-
9	Village haat (Y/N)	N	-	-	-
10	Playground (Y/N)	N	-	-	-
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	3092	3092	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		02		Yes	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		NIL	-	-	NIL
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	The panchayat has abundant water & forest resources and enough potential for tourism.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	NO			
	ii. Number of Asset captured	NO			
	iii. Please mention assets	NO			
	1.	NIL			
	2.	NIL			
	3.	NIL			
	4.	NIL			
	5.	NIL			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Govt HS Mathikinda (RMS)	2014		
17	List of Underutilized Buildings- names	Name	Year of construction		
		-	-		

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	70	70	NIL
2	Widow pension	Social Welfare Department	09	09	NIL
3	Disability pension	Social Welfare Department	10	10	NIL
4	Status under Stunting Mukht	Social Welfare Department	-	-	-
5	Status under wasting Mukht	Social Welfare Department	-	-	-
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Welfare Department	Assessment done	100% Saturated	-
7	Digital Services provided	IT/ BDO/ CSC	NA	-	-
8	Daksh Kisan	Agriculture Department	16	16	NIL
9	Kisan credit card	Agriculture Department	217	217	NIL
10	PM Kisan Sammannidhi	Agriculture Department	217	217	NIL
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	06	04	02
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	JJM Implementation	Jai Shakti Department	-	-	-
	i. No of Household provided FHTC		-	-	-
	ii. Har Ghar Jal village(s) certified (No.)		207	38	169
14	No of Households electrified	PDD	220	200	20
15	PMAY- Gramin	RDD& PR	08	08	NIL
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	193	191	2
17	ODF Plus villages (No)	RDD& PR	-	-	-
18	Targeted Sock pit completed	RDD& PR	309	69	240
19	JKRLM:	RDD& PR	-	-	-
	i. Number of Self Help Groups formed		-	-	-
	ii. Number of Households involved		-	-	-
20	Land Passbook Saturation	Revenue Department	100	100	NIL
21	Pending Mutations	Revenue Department	50	50	NIL
22	Domicile Certificates	Revenue Department	All	188	-
23	Persons identified drug addicts	BDO/ Sarpanch	-	-	-
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	24	13	08
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	-
26	Golden Health Card under Ayushman Bharat	Health Department	1167	1050	-
27	Janani suraksha yojana	Health Department	24	22	02
28	Status under Anaemia Mukht	Health Department	-	-	-
29	Status under Leprosy Mukht	Health Department	-	-	-
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	15	15	NIL
31	Number of Ayushman Sabas held	Health Department	01	01	NIL
32	Out of School Children brought to Schools	School Education Department	NA	-	-
33	Number of students still out of Schools	School Education Department	NA	-	-
34	Persons educated through bridge courses	School Education Department	NA	-	-
35	Household using clean cooking fuel (LPG)	FCS & CA	NA	-	-

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 b) Paramedical	Yes me Yes one,
4	No of patients attended during the month	310
5	Status of medicine availability	Yes
6	Special medical camp held, if any	NO
7	Status of Immunization	NO
8	Participation of health worker in Village Health and Nutrition Day	NO
9	Institutional deliveries in Panchayat (Current Year)	24 Registration, 22 New
10	Non- Institutional deliveries in Panchayat (Current Year)	NO
11	Other	-
12	Remarks of the Visiting Officer	The infrastructure of the health centre is inadequate and needs to be upgraded to the desired level.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. High school Matihunda
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	05 Teachers 2MTs posted 04 posts of Masters Vacant
4	Enrolment of the School a) Boys b) Girls	65 35 30
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'	Cultural Activities, Sports activities
10	Other	-
11	Remarks of the Visiting Officer	The school needs uninterrupted electricity facility, Play ground & Shifting of new building.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	AWC Datarpura (Muzipar)
2	Number of children enrolled	29
	a) Boys	14
	b) Girls	15
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	Yes
7	Availability of timely Ration	Yes
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	—
12	Number of children wasted	—
13	Any Other	—
14	Remarks of the Visiting Officer	—

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Matihindu
2	Government / Private	Private
3	Name of the dealer (in case of Private)	NIL
4	No of registered beneficiaries	1546
5	No of beneficiaries drawing Ration from the store	1546
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	—

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	NIL
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	-
6	Availability of ATM	-
7	Any Other	-
8	Remarks of the Visiting Officer	There is need of Bank Branch in PH. The nearest B.S is 12 kms away.

VI. Amrit Sarovar:

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

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	NIL
2	Condition of Playground	NIL
3	Utilization of Playground	NIL
4	Any Other	NIL
5	Remarks of the Visiting Officer	Land for Play ground should be identified and Play ground should be provided on top priority

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	NIL
2	Government/ Private building	NIL
3	Land passbook saturation	NIL
4	Pending mutations	NIL
5	Any Other	NIL
6	Remarks of the Visiting Officer	Funds for Patwar Khana should be earmarked.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Kasan Mohalla
2	Name of the beneficiary	Alladin Khan
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	—
5	Remarks of the Visiting Officer	—

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Grout: MIS Bussipora
2	Name of the beneficiaries	Majeed Pala
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	—
5	Remarks of the Visiting Officer	—

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter / CSC counter	NIL
2	No of online services provided by the CSC	NIL
3	No of persons approached for services	NIL
4	Any Other	NIL
5	Remarks of the Visiting Officer	A CSC should be provided to Matihinder panchayat to provide digital services.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes, But not in good condition
2	Transport	Yes,
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes, but needs improvement
6	Sports facility (Playground)	Not available
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	NO
	2. Skits, Songs, Dramas	Yes
	3. Local Folk programme / Show	Yes
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	-
B	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	Yes.
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	NO
	Amrit Sarovar	NO
	JJM Assets	NO
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other <i>capad</i>	Yes
D	Distribution of certificates	
	Self Employment Schemes	NIL
	Land Pass books	10 -
	Any other	NIL
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Yes.

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

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Water sufficient village
2	Activities undertaken under the Theme (as per instruction manual)	Yes, activities under taken under the theme,
3	Status of activities undertaken	Cleanliness drives held in all water bodies
4	Visible impact of the Activities	- Not -
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	The water Panchayat had abundant water resources & needs judicious utilization

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

S. No	Particulars	Status
A Demands/ Grievances addressed by the Administration		
1	updatation of NTPHC Building, Provision of equipments	
2	C/O of Link Road for Gopri Basti Drangwan Khase Mshalla	
3	C/O Additional Rooms for Govt Middle school Badli Mathura	
4	C/O Link Road from Main Road to Panchayat Ghar	
5	Provision of Bank Branch and ATM Facility.	
B Impact of B2V1 to B2V4		
1	Positive Impact on developmental front.	
2	Awareness spread about different schemes	
3	Public Participation Increased.	
4	Public Service delivery improved.	
5	Gap between departments & people minimized.	
C Challenges in the Panchayat		
1	Lack of health Care facility	
2	Lack of Bank Branch & ATM	
3	Lack of Forest timber Depot.	
4		
5		
D Suggestions if any		
1	Handing of RMSA Building should be	
2	done on priority	
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Education
2	R.D.D
3	Health
2	LEAST RESPONSIVE DEPARTMENTS
1	Cooperatives
2	Bank
3	Employment & Counselling

ii. FEEDBACK ON UT INITIATIVES

1. The digitization of services has increased the transparency & accountability and ensured hassle free participation of people in the developmental works

iii. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	No Major Complaint brought in The notice of visiting officer
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Yes, RMCA Building constructed for HS Matihindu has not been handed over yet. NTPHC not provided with all facilities
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)	Assessment, suggestions & feedback recorded wherever necessary.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	07
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certificate that the visiting officer & Sarpanch stayed for 2 days & one night in the panchayat

Signature of Sarpanch

Name.....
Halqa Matihindu B

Signature of the Visiting Officer

Name.....
MOHAMMAD SHAFIQ
CHAK (JKAS)