

INSTRUCTION MANUAL FOR B2V5



7th to 16th 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	- Take print out of filled booklet of B2V1, B2V2 and B2V3 & B2V4 from www.kpunchayat.k.gov.in or www.kpunchayat.in - Also take print outs of the summarized excel sheets of the previous phases from www.kpunchayat.k.gov.in or www.kpunchayat.in ATRs on issues raised during previous 4 phases of B2V and feedback on deliverables of last year from the office of Deputy Commissioners. - Take prints of blank 2 booklets of B2V5 from www.kpunchayat.in / www.kpunchayat.k.gov.in - Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads: • PRI grants • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work - Plans/ beneficiary lists: • MGNREGA draft plan document for the year 2023-24. • List of Awas+ beneficiaries alongwith IHH, Convergence • List of pension beneficiaries • List of SHGs • List of agriculture scheme beneficiaries - Lists of beneficiaries for: • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

Activity	Reach the Panchayat on day of visit.	1. To hold meetings with PRIs, Officers/officials of the department, and General Public to have firsthand information about the Infrastructure & implementation of Schemes as per Schedule I A, I B & Schedule-II. 2. Ensure that all front line workers of different depts are present. 3. Ensure exhibition by different depts. about individual beneficiary schemes. 4. Inspect JKJ/PSH counters/outlets. 5. Participate/ensure organization of sports activity in playfield, talent hunt cultural event/youth activity. 6. Ensure awareness generation about PM Vishwakarma scheme and AyushmanBharat. 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. 8. Visit government establishments, i.e., Health facility, Education Institute, Anganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc. 9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrahi, Digital J&K, etc. 10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JIM, etc. 11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat. 12. Wherever possible, distribute employment letters for people selected under various government employments. 13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs & AMRIT SAROVARS. 14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved. 15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc. 16. Organize village-level cultural events to engage panchayat members. 17. Obtain a candid assessment about the performance of various depts, including fair feedback about discrepancies in functioning. 18. Open discussion on Nasha Mukt Abhiyan, corruption-free Panchayat, etc. 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.
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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.gov.in portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Mukti, Bhramhtachar Mukti, 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. Bhramhtachar Mukti J&K.
 - vi. Nasha Mukti, 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 / www.jkpanchayat.jk.gov.in portal within a week's time, positively.

Instruction for Field visit

FIELD VISIT

Facility	Purpose
Khidmat Centres	Create Genuine awareness on online services particularly G2C schemes Aapki Zamin Aapki Nigamti, Bems, Jiribhugdari, Digital J&K
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc
Incomplete buildings/projects	Verify whether identification and redistribution done
PDS	Visit, evaluate, online status
PHC	Visit, evaluate, status of staff, equipment and quality
PMAY	Inspect, inaugurate
My school, my pride progress; schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff
Swachh SBM	Evaluate
Panchayat play ground, Sports kits distribution Village games	Feature, verify, Participate in at least one game in the playground
Har Gaon Hariyali, Plantation drive	Evaluate status, feedback
Village cultural event	Participate in ensure that it is held
Dangal/ Haat/Mela	
Exhibition of schemes	Ensure that every department participates and that it continues for the entire duration of B2V
Jal Jeevan Mission verification- WSS/JSD Electricity supply	Verify

AWARENESS GENERATION ABOUT FLAG-SHIP SCHEMES

The Visiting Officer shall create awareness about the following schemes:-

FLAG-SHIP SCHEMES	
1. Ayushman Bharat- PM-JAY	
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	

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. Yes
- 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/wastage 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 HHs 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 Yes. Compost pits have been implemented for individual houses.
- iii. Do all the HHs in the Gram Panchayat have toilets? Yes/No
- iv. Are all the HHs toilets functional or not? Yes/No
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No
- vi. Are all the toilets in the schools/Anganwadifunctional 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 BalSakhs were organized in the Gram Panchayat. 06 (Six)

- 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 Hata 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 Ghat 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 **04**
- 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. **82**
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana **35**

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	i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. ii. Ensuring saturation of Kissan Credit Cards (KCC) & Soil Health Cards (SHC). iii. Awareness about G.I. Tagging of agriculture crops. iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment. v. Distribution of seedling and seeds including Rabi seeds, lavender seeds. vi. Implementation of FasalBeemaYojna (Crop Insurance) vii. Issuing sanction letters for insurance of the Cattle
2	Rural Development Department	i. Establishment of AmritSarovar per Panchayat (Target/Achievement) ii. Saturation of all households in SHGs across all panchayats. iii. Number of works verified and completed during B2V-I, II, III & IV. iv. Achieving 100% social audit of PMAY. v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households vi. Achieving PMAY/IHL Saturation. vii. Status of Drug Free/Corruption free Panchayats viii. Organizing of various sports events at the Panchayat level.
3	Information Technology	i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated. ii. Awareness about BEAMS, Janbhagidari& E-UnnatPortal etc. iii. Hoardings, Wall paintings in all panchayats about Digital J&K & Services. iv. Organizing of one CSC Camps per panchayat. v. Assistance to be provided in enrolment for User Services, Golden Card, Domicile Certificates etc.
4	Finance Department	i. Number of Aadhaar Linked accounts under PMJJY, PMSBY, APY & PMJDY. ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&K Bank, EDI and Labour. 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. iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc.
5	Revenue Department	i. Awareness programme about Management legacy data of registration & Delivery of registration documents online to the citizens by the Tehsildar concerned. ii. Information campaign for popularization of "AapZameenAap Ki Nigraani". iii. Achieving saturation of land patsbooks. iv. Pending inheritance mutations to be completed. v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)
6	Health & Medical Department	i. Saturation of Golden Cards under PMJJAY/ SEHAT Scheme. ii. Swachh Hospitals- Clean Toilets and Junk free premises. iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. iv. Screening of School Children. v. Awareness about screening of NCD (Non communicable disease).
7	Social Welfare	i. Geo-tagging of established Child Care Institutions. ii. Saturation of Old Age Pension ISSS/NSAP. iii. Number of Disability Cards (UDID) digitized. iv. 500 Anaemia check-up camps to be conducted. v. Number of Aanganwari Beneficiaries Aadhar Seeded.

		vi. Number of BetiBachaoBetiPadhao events held. vii. Saturation of left out cases under disability pension, implants and tricycles etc. viii. Awareness about Drug Mukhe Panchayats.
8	Forest, Ecology & Environment	i. Plantation drives under "Har Gaon Haryali" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green Jalk 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 Tyhar. iii. Promotion of local artists by way of organizing KaviSamayan, Painting competitions etc.
11	Labour & Employment	i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fairs 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 (Nirula Mukht 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 fair 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 & Anganwadis 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. Vacant/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&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 Vishwakarma 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.



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	Dr. Khalid Muzaffar
2	Designation	Assistant Professor
3	Department	E & C Engineering, TUST, Guwahati
4	Place of posting	Guwahati
5	Mobile No	9873099896
6	Email ID	khalidmuzzaffar.ecer@gmail.com
7	Home District	Piburne
8	Dates of visit	11/1/2023 to 12/1/2023

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	Mullan
2	Local Government Directory(LGD) code of the Panchayat	242855
3	Name of CD Block	Piburne
4	Name of Tehsil	Piburne
5	Name of District	Piburne

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	01
3	No. of households in the Panchayat	905
4	Population (approx) of the Panchayat	5340

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 book is handed over to the DC.)

S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Jasaid Ahmad Dax	EOO	Present	
2	Education	Asif Ahmad Shah	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Imtiyaz Ali Khan	Store Keeper	Present	
4	Forest	Farooq Ahmad	MTS	Present	
5	Health and Medical Education	Dr. Azeem	Medical Officer	Present	
6	ICDS Department	Sabir	Supervisor	Present	
7	Irrigation and Flood Control Department	Gh. Mohammad Hafiz	Helper	Present	
8	Jal Shakti Department	Gh. Nadeem	Helper	Present	
9	Power Development Department	Gh. Javed Khan	ME	Present	
10	Public Works Department	Sheeraz Ahmad	Road worker	Present	
11	Revenue	Zahoor Ahmad	Patwari	Present	
12	Rural Development and Panchayat Raj	Gh. Mohiuddin Khan	Helper	Present	
13	Skill Development				
14	Social Welfare Department	Rahane Magbrie	NYC	Present	
15	Youth Services and Sports Department	Gulzar Ahmad	Master	Present	
16	Others				
17	Animal Husbandry	Mohd. Akram Das	Senior Pharmacist	Present	
18	J. & B.	Raza Ali Khan	B.A	Present	
19	Sanitation	Jasaid Ali Khan	Nursing Man	Present	
20	Handicrafts	Mohd. Taseef	M/A	Present	
21	Stade & Taxes	Asif Ahmad	SI	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 Building			
	b) New/needing repairs	Needs repairs			
	II. Furniture (Y/N)	Y			
	III. Computer/printer (Y/N)	Y			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Y			
	VII. Water (Y/N)	Y			
	VIII. Electricity (Y/N)	N			
2	Educational Institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	00	00	00	00
	b) Primary	04	607	00	Govt 3, Private 1
	c) Middle	02	135	00	Govt 1, Private 1
	d) High	01	125	00	Govt 1
	e) Higher Secondary	00	00	00	00
	f) College	00	00	00	00
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		12	276	00	Govt Building
4	Healthcare facility	No. of sub-centres	No. of PHCs	No. of Health & Wellness centres	No. of Centres having Govt. building
		00	00	01	00
5	Bank branch (Y/N)	Y			
6	Availability of ATM (Y/N)	Y			
7	Khidmat center/ CSC (Y/N)	Y			
8	Patwar khana (Y/N)	Y			
9	Village host (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	
		04	4570	Yes	
12	Government offices - details, whether functional or not	No. of Govt Offices	Functional		
		04	All		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		01	Barang	Good	Irrigation & Drinking
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Nil			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes			
	ii. Number of Asset captured	15			
	iii. Please mention assets	Construction of Canal from Main of Sahadad to Govt. Office, Construction of Drain from Canal of Sahadad to Chauraha, Construction of Potable water in Ration khana, Construction of Education from Masjid near Sahadad			
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		No			
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 Department Welfare	319	319	
2	Widow pension	Social Department Welfare	129	129	
3	Disability pension	Social Department Welfare	117	117	
4	Status under Blinding Fund	Social Department Welfare	00	00	
5	Status under hearing Fund	Social Department Welfare	00	00	
6	Equipment's provided to specially abled persons (prosthetic, tricycle etc.)	Social Department Welfare	05	15	
7	Digital Services provided	IT / BPO/ OMC	25	3217	
8	Saksh Kisan	Agriculture Department	145	145	
9	Kisan credit card	Agriculture Department	451	451	
10	PM Kisan Samman Nidhi	Agriculture Department	345	345	
11	Employment Guarantee Scheme (MGNREGS, Tejaswini, Muzila, Mission Youth, Himmat, etc.)	Employment Department	-	-	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	01	01	
13	100% Employment	Social Department	790	625	165.10.12 by (Group) Member of
	I. No of households provided PMTC		790	625	
	II. No of villages (a) certified (No.)		280	4500-280	
14	No of Households certified	POD	12	12	
15	PMAY- Gramin	KDCA PH	85	85	
16	SDMC Gramin- 100% Household (Household's) covered	KDCA PH	01	01	
17	ODF Plus villages (No.)	KDCA PH	905	905	
18	Targeted Stock pd completed	KDCA PH	20	20	
	I. Number of Self Help Groups formed		225	225	
	II. Number of Households involved		1187	1187	
19	Land Feedback Satisfaction	Revenue Department	00	00	
20	Pending Mutations	Revenue Department	4500	4500	
21	Sanction Certificate	SDO/ Sarpanch	00	00	
22	Persons identified drug addicts	SDO/ Sarpanch	04	04	
23	Awareness camps for de-addiction conducted	SDO/ Sarpanch	00	00	
24	Drug Addicts rehabilitated	Health Department	4180	4180	
25	Golden Health Card under Ayushman Bharat	Health Department	26	26	
26	Janam suraksha yojana	Health Department	04	04	
27	Status under Anemia Fund	Health Department	56	56	
28	Status under Laprasa PMH	Health Department	10	10	
29	Number of Anganwadi Khas organized at Health & Welfare centres / CHCs under Anganwadi Khas	Health Department	03	03	
30	Number of Anganwadi Khas	Health Department	00	00	
31	Out of School Children brought to Schools	School Department Education	00	00	
32	Number of students still out of Schools	School Department Education	00	00	
33	Persons educated through bridge courses	School Department Education	00	00	
34	Household using clean cooking fuel (LPG)	ACS & CL	1185	1185	

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Medical Aid Centre
2	Type of building (Govt./ Private)	Private
3	Availability of Staff a) Doctor b) Paramedical	Doctor = 01, MCHP = 03, Paramedical = 04
4	No of patients attended during the month	03
5	Status of medicine availability	Excellent
6	Special medical camp held, if any	Yes
7	Status of Immunization	Good
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	47
10	Non- Institutional deliveries in Panchayat (Current Year)	15
11	Other	NIL
12	Remarks of the Visiting Officer	Medical Aid Centre needs to be shifted to new building which is ready for usage.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. Girls Middle School, Murrann
2	Type of building (Govt./ Private)	Private
3	Availability of Staff as per sanctioned strength	09
4	Enrolment of the School a) Boys b) Girls	51 48
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'	NIL
10	Other	NIL
11	Remarks of the Visiting Officer	A separate building needs to be constructed for the school.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Near Panchayat Ghat - Marwan C
2	Number of children enrolled a) Boys b) Girls	13 20
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ Worker	Yes
5	Maintenance of record of children	Good
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 started	00
12	Number of children wasted	00
13	Any Other	
14	Remarks of the Visiting Officer	The space is not sufficient to cater the students of the Madrasa. A new building needs to be constructed at an earliest.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Near Jami Masjid
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Imtiyaz Ahmed Gannai
4	No of registered beneficiaries	1361
5	No of beneficiaries drawing Ration from the store	1361
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 location of the store is favorable to the village. Also the store is spacious.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Shekaspur - Muran Near Deeri Kucwa
2	No of Accounts in the branch	5000
3	No of persons applied under various self-employment schemes	205
4	No of cases sanctioned under various self-employment schemes	176
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	176
6	Availability of ATM	Yes
7	Any Other	500 Cases of KEC & KEC fund boundary dispute
8	Remarks of the Visiting Officer	

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Agiray
2	Condition of Amrit Sarovar	OK
3	Details of repair undertaken, if any	Repair needed
4	Utilization of Amrit Sarovar	Used for Drigader & Agiray
5	Any Other	
6	Remarks of the Visiting Officer	Since there is scarcity of drinking water in the village. This pond can solve the problem to a greater extent. The pond needs to be covered with a tank, preferably made of angle iron.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Nil
2	Condition of Playground	
3	Utilization of Playground	
4	Any Other	
5	Remarks of the Visiting Officer	Site for playground has already been allotted. The matter needs to be sought out.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Boorayan Muran, near house of Nabir Ahangar
2	Government/ Private building	Govt
3	Land passbook saturation	1187
4	Pending mutations	Nil
5	Any Other	All Revenue record made available online
6	Remarks of the Visiting Officer	The Condition of the building is poor & needs renovation.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Near Panchayat Ghar
2	Name of the beneficiary	Bashir Ahmad Dhal
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	Nice Govt initiative

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Compost pit near new hospital building
2	Name of the beneficiaries	Public
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	The villagers are using the Compost pit for making Vermicompost & manure.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC center	Near Jamia Masjid
2	No of online services provided by the CSC	25
3	No of persons approached for services	10600
4	Any Other	
5	Remarks of the Visiting Officer	The Khidmatcenter is running smoothly.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	OK
2	Transport	OK
3	Electricity	Requirement of Electric poles
4	Drinking water	Requirement of Overhead water tank
5	Cleanliness	OK
6	Sports facility (Playground)	Unavailability of Playground
7	Any Other	Water pipes need to be laid to the New colony on Ashrafabad Road.

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	-
	2. Skits, Songs, Dramas	-
	3. Local Folk programme / Show	-
	4. Discussions with PRI and Senior citizens	-
	5. Exhibitions	-
B	Sports Activities	
	1. Sports Event	Event performed at Govt High School Muzam.
	2. Distribution of sports kit	-
C	Inaugurations (If any)	
	PMAY house	Visited
	Segregation Sheds	Inaugurated
	Amrit Satsang	Amrit Satsang Visited & found ok
	12M Assets	In good working condition
	Compost/ Soak Pits	Inaugurated
	PMGSY / MGNREGA works	-
	Any other	-
D	Distribution of certificates	-
	Self Employment Schemes	-
	Land Pass books	-
	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	-

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

S. No.	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean & Green Villages
2	Activities undertaken under the Theme (as per instruction manual)	1- Door to Door Collection of waste, leaving wastoo 2- Grameen Sabha was held for awareness of SDG
3	Status of activities undertaken	Activities undertaken are being held regularly
4	Visible impact of the Activities	The impact is ok.
5	Have Gram Panchayat Development Plan (GPD) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPD	03
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No
8	Remarks of the Visiting Officer on the status SDG Theme	It was observed that the level of cleanliness was improved.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Medicines, shape of road from Chakdara to Pabrigon	
2	Medication of Transferrin of Shikharu	
3	Medicines, etc. of Washpur	
4		
5		
B	Impact of B2V1 to B2V4	
1	Road connectivity has improved over the years	
2	Also a new bridge has been constructed	
3	bridge has been constructed which is almost	
4	ready for use	
5		
C	Challenges in the Panchayat	
1	The main issue in the Panchayat is non-availability of	
2	Drinking water. The village needs to be segregated into	
3	two Panchayat stages. As the population of the village is	
4	above 5000 so for 2011 census phase as per the demands of public	
5	the village also needs to be separated into two stages	
D	Suggestions if any	
1	It is suggested to construct Overhead water tank	
2	in the village basin, so that water for drinking	
3	purposes can be stored. Also pipes for water	
4	need to be laid to the new colony.	
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural Development Department
2	Revenue
3	Education
2	LEAST RESPONSIVE DEPARTMENTS
1	PHE
2	
3	

II. FEEDBACK ON UT INITIATIVES

It was observed that the villagers have been benefited from various schemes under social welfare and horticulture schemes. All the 25 services have been made available online including revenue records. Compost pits/ biogas pits have been almost given to all the villages.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Non availability of Drinking water
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Construction of overhead tank (Jalshakti At. Mawana)
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 villagers are in dire need of drinking water. The villagers have been continuously demanding overhead water tank & also pipes need to be laid to New Colony (Ashwamedh Road)
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	08/10
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	No elected Sarpanch

Signature of Sarpanch

Signature of the Visiting Officer

Name: Dr. Khalid Mazhar