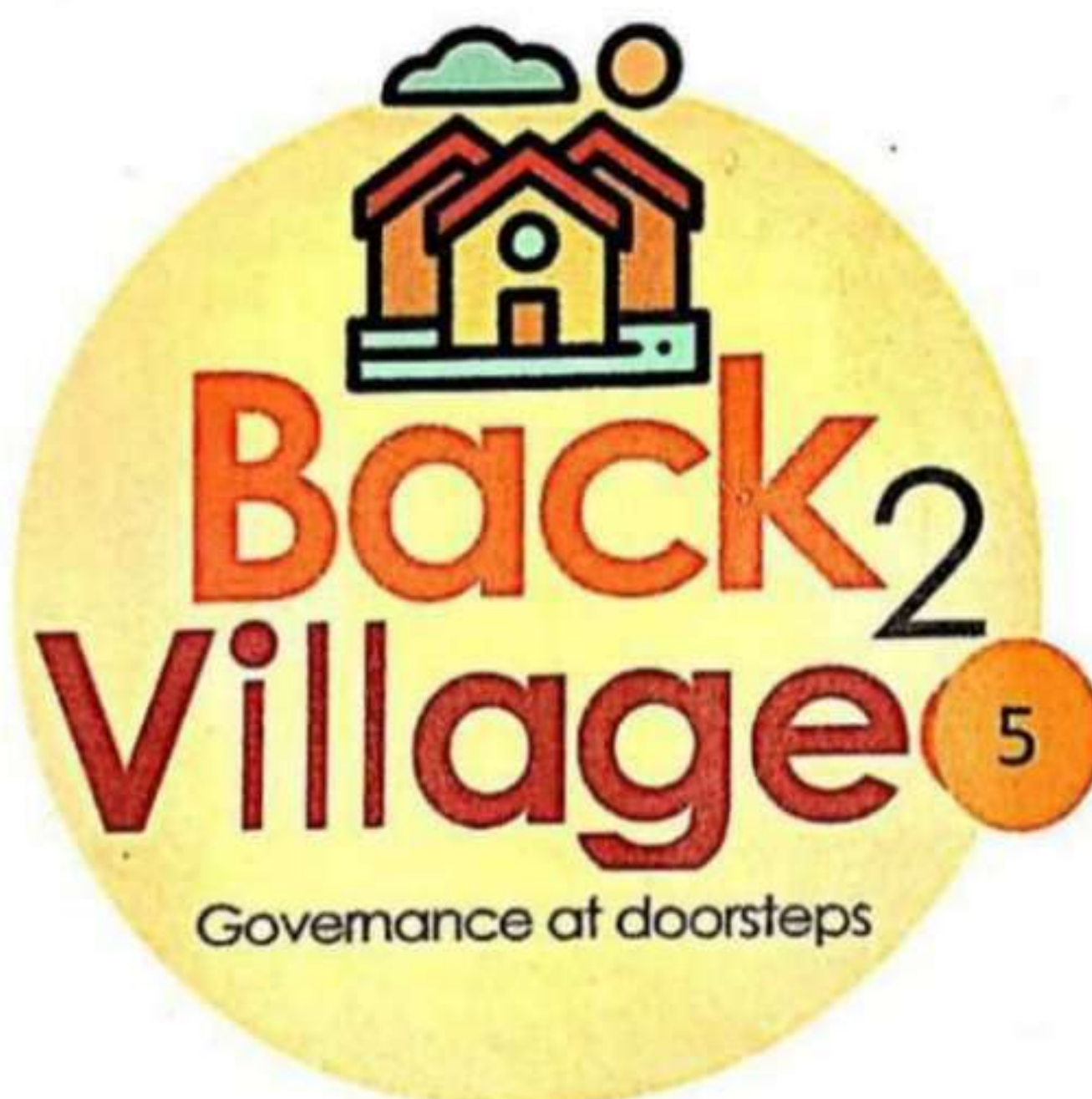


INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

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 /Generate awareness on online services particularly G2C schemes Aapki Zamin Aapki Nigrani, Beams, Janbhagidari, Digital J&K <i>Done</i>
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc <i>Functional. 1500</i>
Incomplete buildings/projects	Verify whether identification and redistribution done <i>Nil</i>
PDS	Visit, evaluate, online status <i>Household visited, functional, all online</i>
PHC	Visit- evaluate, status of staff, equipment and quality
PMAY	Inspect, Inaugurate <i>Inspect & Inaugrated house of AB. Majeed Chohan.</i>
My school, my pride progress; schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff <i>Visited all. Satisfactory</i>
Swachh SBM	Evaluate <i>Visited Satisfactory</i>
Panchayat play ground, Sports kits distribution Village games	Ensure, verify. Participate in at least one game in the playground <i>Satisfactory. Felling going on.</i>
Har Gaon Hariyali, Planta- tion drive	Evaluate status, feedback <i>Satisfactory</i>
Village cultural event	Participate in ensure that it is held <i>Participated in local school. events</i>
Dangal/ Haat/Mela	<i>Nil</i>
Exhibition of schemes	Ensure that every department participates and that it continues for the entire duration of B2V <i>Nil</i>
Jal Jeewan Mission verification- WSS/JSD Electricity supply	Verify <i>Good. but needs Desclatation of filtration plant.</i>

AWARENESS GENERATION ABOUT FLAG SHIP SCHEMES

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

FLAG SHIP SCHEMES	
1. Ayushman Bharat- PMJAY	Done
2. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission	Done
3. PM Awas Yojana (Rural)	Done
4. PM Ujjawala Yojana	Done
5. PM Vishwakarma	Done
6. PM KisanSamman Nidhi	Done
7. Kisan Credit Card (KCC)	Done
8. PM Poshan Abhiyan	Done
9. Har Ghar Jal- Jal Jeevan Mission	Seen
10. Survey of Villages and Mapping with improvised technology in Village areas (SVANMITVA)	Already done
11. Jan Dhan Yojana	J&K bank Manager
12. Jeevan Jyoti Bima Yojana	Done
13. PM KUSUM Yojana	Done
14. Suraksha Bima Yojana	Done
15. Atal Pension Yojana	Done
ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS	
1. Enrolment in Eklavya Model residential school	Nil
2. Scholarship schemes	Done
3. Forest Rights Title: Individual and Community Land	Nil
4. Van Dhan Vikas Kendra: Self Help Groups	Nil

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Mohd. Ashraf. SHAH.
2	Designation	LECTURER
3	Department	EDUCATION.
4	Place of posting	Govt. BHSS. PAMPORE.
5	Mobile No	7780846648
6	Email ID	Shah72911@gmail.com.
7	Home District	PULWAMA.
8	Dates of visit	09-11-2023 & 10-11-2023

B. Locational details of Panchayat: (to be pre-filled, information to be taken from the previous phases booklets/summarized excel sheet uploaded on jkpanchayat.jk.gov.in (to be validated by the visiting officer and missing details to be filled))

S.No	Particulars	
1	Name of the Panchayat	DRABGAM. B.
2	Local Government Directory(LGD) code of the Panchayat	245565
3	Name of CD Block	SHADIMARG.
4	Name of Tehsil	RAJPORE.
5	Name of District	PULWAMA.

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	09
3	No. of households in the Panchayat	420
4	Population (approx) of the Panchayat	2621

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	Waheed. MaJeed.	G. C. O.		
2	Education	NAZIR. AH. MIR	Head Master		
3	Food, Civil Supplies and Consumer Affairs	IRFAN. UL. HAQ.	Asst. Store keeper		
4	Forest	Zahoor. Ahmad.	MT's Helper		
5	Health and Medical Education	MISRA. BANOO	Asha.		
6	ICDS Department	SHABROZA.	Worker		
7	Irrigation and Flood Control Department	Mohd. Younis - Mir	Works Supervisor		
8	Jal Shakti Department	Mushtaq. Ahmad.	Helper		
9	Power Development Department	Javed Ah. mir	Lineman.		
10	Public Works Department	Royaz. Ah. Naik	Field Supervisor		
11	Revenue	Javed Ah. Qazi	Patwari		
12	Rural Development and Panchayat Raj	Parvaze. AH. Wani Bilal Ahmad.	GRS. (Nodal. office) GRS.		
13	Skill Development	Nil	Nil		
14	Social Welfare Department	Mehrusa. Farooq.	Gender specialist		
15	Youth Services and Sports Department	AJaz. Ah. Dar	R. E. K.		
16	Others Fisheries	Qazi. Amir. Jan.	Sr. Ext. Worker		
17	Horticulture	Waqeef. Ah. Bhat	Technician. IV		
18	Animal Husbandry	Mukhtar. Ah. Qazi	Attendant		
19	Sheep Husbandry	Manzoor. Ah. Sofi	A. S. M.		
20	Labour Dept	Zia. UL. Haq. Shah	Labour officer		

(21) J & K Bank Manzoor. Ahmad. Branch Head.

(22) Flood Control. AB Rashid Works Supervisor

QUESTIONNAIRE FOR B2V5

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

1	Infrastructure of Panchayat Ghar				
	a) Govtbuilding/private	Govt			
	b) New/need repairs	Needs Repairs			
	II. Furniture(Y/N)	No			
	III. Computer/printer(Y/N)	Yes			
	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 Building
	a) Kindergarten				
	b) Primary	1	66	Nil	Govt Building
	c) Middle	1	137	Nil	Govt Building
	d) High	x	x	x	x
	e) Higher Secondary	x	x	x	x
	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
		x	x	x	x
5	Bankbranch(Y/N)	No	x	1+ve	2
6	Availability of ATM (Y/N)	No	-	-	-
7	Khidmatcenter/ CSC (Y/N)	Yes	-	-	-
8	Patwarkhana(Y/N)	No	-	-	-
9	Village haat (Y/N)	No.	-	-	-
10	Playground(Y/N)	Yes	-	-	-
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1	1470	All Connected	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		02	02		
13	Amrit Sarovars = details, location, condition	Details	Location	Condition	Utilization
		Amrit Sarovar Spring	Near M/s	Good	Yes
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	No.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes			
	ii. Number of Asset captured				
	iii. Please mention assets				
	1.	Amrit Sarovar			
	2.	Segregation shed			
	3.	Vekm/Compasit pit			
	4.	2. No. C/L roots			
	5.	Csc of Middle School, Endgah Bore Well at ups			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Nil			
17	List of Underutilized Buildings- names	Name	Year of construction		
		Nil			

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	22	22	
2	Widow pension	Social Department Welfare	16	16	
3	Disability pension	Social Department Welfare	12	12	
4	Status under Stunting Mukht	Social Department Welfare	Nil	Nil	
5	Status under wasting Mukht	Social Department Welfare	Nil	Nil	
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Department Welfare	04	04	Lack of funds
7	Digital Services provided	IT/ BDO/ CSC	x	x	
8	Daksh Kisan	Agriculture Department	250	150	still going on.
9	Kisan credit card	Agriculture Department	700 (A+B)	650	
10	PM Kisan Sammanidhi	Agriculture Department	570	500	under process
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department Tejasvani Mumkin Spring	173 345 125	59 143 03	Document problem.
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	Nil	Nil	
13	JJM Implementation	Jal Shakti Department	Nil	Nil	
	I. No of Household provided FHTC		420	338	
	II. Har Ghar Jal village(s) certified (No.)		420	338	05
14	No of Households electrified	PDD	420	412	08
15	PMAY- Gramin	RDD& PR	19	19	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	420	390	30 New Connections
17	ODF Plus villages (No)	RDD& PR	02	02	
18	Targeted Sock pit completed	RDD& PR	19	19	
19	JKRLM:	RDD& PR	Nil		
	I. Number of Self Help Groups formed		Nil		
	II. Number of Households involved		Nil		
20	Land Passbook Saturation	Revenue Department	1753	1656	
21	Pending Mutations	Revenue Department	15	12	03
22	Domicile Certificates	Revenue Department	150	135	15
23	Persons identified drug addicts	BDO/ Sarpanch	Nil	-	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	01	-	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Nil	-	
26	Golden Health Card under Ayushman Bharat	Health Department	2050	2030	20
27	Janani suraksha yojana	Health Department	23	23	
28	Status under Anaemia Mukht	Health Department	1177	680	In process
29	Status under Leprosy Mukht	Health Department	Nil	Nil	Nil
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	10	10	
31	Number of Ayushman Sabas held	Health Department	02	02	
32	Out of School Children brought to Schools	School Department Education	0	-	
33	Number of students still out of Schools	School Department Education	0	-	
34	Persons educated through bridge courses	School Department Education	0	-	
35	Household using clean cooking fuel (LPG)	FCS & CA	420	400	poverty

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & Wellness Centre at Orabgam. A.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	Yes, ISM. Doctor present 2 FMPH. present
4	No of patients attended during the month	320
5	Status of medicine availability	Less available
6	Special medical camp held, if any	Yes
7	Status of Immunization	100%
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	18
10	Non- Institutional deliveries in Panchayat (Current Year)	Nel
11	Other	Nel
12	Remarks of the Visiting Officer	Satisfactory but 3 km away from Orabgam. B.

Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Primary and Middle School.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Yes
4	Enrolment of the School a) Boys 69 29. b) Girls 68 37.	98 105
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'	Cleanliness, public awareness, ATM
10	Other	Nel
11	Remarks of the Visiting Officer	Satisfactory but Some Toilets need repairs & m/s needs Computer Teacher

AnganwariCenter:

S. No	Particulars	Status
1	Location of Anganwaricenter	Drabgam. B + Sheerbagh.
2	Number of children enrolled a) Boys b) Girls	$30 + 14 = 44$ $23 + 10 = 33$
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	Nil
12	Number of children wasted	Nil
13	Any Other	
14	Remarks of the Visiting Officer	Satisfactory

CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Drabgam. B.
2	Government / Private	✓ Sale Centre
3	Name of the dealer (in case of Private)	Irfan. ul. Haq.
4	No of registered beneficiaries	1470
5	No of beneficiaries drawing Ration from the store	1470
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	Nil
10	Remarks of the Visiting Officer	Satisfactory

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Drabgam. A.
2	No of Accounts in the branch	18363
3	No of persons applied under various self-employment schemes	15
4	No of cases sanctioned under various self-employment schemes	13
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	13
6	Availability of ATM	Yes
7	Any Other	Awareness given to public for digitalization
8	Remarks of the Visiting Officer	Awareness given to public for Social Schemes PMJJBY, PMSBY, etc

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Drabgam. B. Near Middle School.
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	Nil
4	Utilization of Amrit Sarovar	Yes
5	Any Other	Nil
6	Remarks of the Visiting Officer	Satisfactory

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Drabgam. B.
2	Condition of Playground	Good. Needs fencing & walling.
3	Utilization of Playground	Yes
4	Any Other	-
5	Remarks of the Visiting Officer	Under Progress

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Drabgam. A.
2	Government/ Private building	Govt
3	Land passbook saturation	1656
4	Pending mutations	3
5	Any Other	
6	Remarks of the Visiting Officer	Not present in Drabgam. B. Needs patwarkhana.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Dar. Mohalla. Drabgam. B.
2	Name of the beneficiary	AB. MaJeed. Chapar vs/o Ab kabir
3	Status of the house (completed/ in-use/ under-construction)	Complete
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	19+5 C Drabgam. B.
2	Name of the beneficiaries	Javed Ah. Bhat (List enclosed)
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	Drabgam A' 1.
2	No of online services provided by the CSC	20
3	No of persons approached for services	1600
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	Good
4	Drinking water	Yes Needs Improvement
5	Cleanliness	Yes Needs Improvement
6	Sports facility (Playground)	Not
7	Any Other	Nil

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	Done
	2. Skits, Songs, Dramas	Done
	3. Local Folk programme / Show	Done
	4. Discussions with PRI and Senior citizens	Done
	5. Exhibitions	Nil
B	Sports Activities	-
	1. Sports Event	Done
	2. Distribution of sports kit	Yes
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	Yes
	IJM Assets	Yes
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	Nil
D	Distribution of certificates	-
	Self Employment Schemes	Yes
	Land Pass books	Yes
	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	Yes

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Green & clean Mission
2	Activities undertaken under the Theme (as per instruction manual)	1) plantation drive 2) Swachhta drive
3	Status of activities undertaken	Taken & are in work
4	Visible impact of the Activities	Cleaness and greenary of village
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	02
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Nel
8	Remarks of the Visiting Officer on the status SDG Theme	Going on Satisfactory

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Borewell Construction.	
2	Bridge on Rameshi Nallah.	
3	Embankment of Rameshi Nallah.	
4	Culverts, Lanes, Roads.	
5	C.S.C.	
B	Impact of B2V1 to B2V4	
1	Awareness among people regarding ZPDP.	
2	Accountability of different Line Departments	
3	Social audit involvement.	
4	Local participation, grievance redressal on spot.	
5	People are well aware about different schemes of different deptl.	
C	Challenges in the Panchayat	
1	Non-Involvement of women folk in Gram Sabha.	
2	Waste Management still not properly disposal.	
3	Littering/awareness among people of Solid waste Management	
4	Non-Involvement of Local Committee	
5	Non-Involvement of elected PRI.	
D	Suggestions if any	
1	Awareness for Solid and Liquid waste	
2	Involvement of people in making ZPDP.	
3	elected panchs and Sarpanch needed.	
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural Development Department
2	Education
3	Agriculture
2	LEAST RESPONSIVE DEPARTMENTS
1	Nil
2	
3	

ii. FEEDBACK ON UT INITIATIVES

Due to UT Initiatives

- (1) Infrastructure/development has increased.
- (2) Quality of Services by Govt Depts has improved
- (3) Basic facilities like roads, Connectivity, Const of Lanes, Culverts, water supply, power supply etc has significantly increased.
- (4) Different types of Schemes for self employment & Scholarship etc has been reached to eligible people.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Copy enclosed.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Copy enclosed.
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)	Copy enclosed.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	09.
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name.....