

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	AHMAD HUSSAIN BHAC (JKAS)
2	Designation	District Programme Officer
3	Department	ICDS
4	Place of posting	Baramulla
5	Mobile No	7006589389
6	Email ID	ahmadhussaindeputydirector@gmail.com
7	Home District	Srinagar
8	Dates of visit	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	PANCHAYAT HYGAM - A
2	Local Government Directory(LGD) code of the Panchayat	241955
3	Name of CD Block	SANGRAMA
4	Name of Tehsil	KHOIL
5	Name of District	BARAMULLA

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01 (ONE)
2	No. of hamlets in the Panchayat	03 (Three)
3	No. of households in the Panchayat	812
4	Population (approx) of the Panchayat	4500 (approx)

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	Kethesham	JASO	Present	-
2	Education	Firdous Akmal	Teacher	-	-
3	Food, Civil Supplies and Consumer Affairs	Mohd Shafiq Hafiz	Inspection	Present	-
4	Forest				
5	Health and Medical Education	Nusrat Hameed	CHD FMPH	Present	
6	ICDS Department	Koushan Rehman	Supervisor	-	-
7	Irrigation and Flood Control Department	Ab Hamid	Watchman	Present	
8	Jal Shakti Department	Ab Rashid	Fuller	Present	
9	Power Development Department	Ali Mohammad	(JE)	Present	
10	Public Works Department	-	-	-	
11	Revenue	Ab Rameez	Patron	Present	
12	Rural Development and Panchayat Raj	Bashir Ahmed	VLN	Present	
13	Skill Development				
14	Social Welfare Department	Sumaira Indran	field officer	present	
15	Youth Services and Sports Department	Razq Ahmad	PEM	present	
16	Others	Umar Jabeel	Labourer	present	
17		Mohd Asif	Voting	present	
18	Handicrafts	Asif Iqbal	AHTO	present	
19					
20					

QUESTIONNAIRE FOR B2V5

Schedule-II

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

1	Infrastructure of Panchayat Ghar	Yes			
	a) Govt building/private	Govt			
	b) New/need repairs	✓			
	II. Furniture (Y/N)	Y			
	III. Computer/printer (Y/N)	Y			
	IV. Internet (Y/N)	NO			
	V. Telephone (Y/N)	NO			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes			
	VII. Water (Y/N)	Yes			
	VIII. Electricity (Y/N)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	Nil	Nil	Nil	Nil
	b) Primary	02	94	03	Govt
	c) Middle	01	77	01	-
	d) High	Nil	-	-	-
	e) Higher Secondary	Nil			
	f) College	Nil			
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		08	249	01	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		01	Nil	Nil	Govt
5	Bank branch (Y/N)	Yes			
6	Availability of ATM (Y/N)	Yes			
7	Khidmat center/ 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	
		01	3064	Connected	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		06	06		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Nil	-	-	-
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	05			
	iii. Please mention assets				
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		One Building of Gms. Hycom-A	2010		
17	List of Underutilized Buildings- names	Name	Year of construction		

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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 PENDENCY
1	Old Age pension	Social Department Welfare	203	203	-
2	Widow pension	Social Department Welfare	17	17	-
3	Disability pension	Social Department Welfare	25	25	-
4	Status under Stunting Mukht	Social Department Welfare	NA	NA	-
5	Status under wasting Mukht	Social Department Welfare	NA	NA	-
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department Welfare	NA	NA	-
7	Digital Services provided	IT/ BDO/ CSC	- yes -		
8	Daksh Kisan	Agriculture Department	36	ML	In process
9	Kisan credit card	Agriculture Department	380	380	-
10	PM Kisan Sammanidhi	Agriculture Department	447	447	-
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	No Javel Set	Consent at District level	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jal Shakti Department	-		
	i. No of Household provided FHTC		800	800	-
	ii. Har Ghar Jal village(s) certified (No.)		- do -		
14	No of Households electrified	PDD	ALL	ALL	-
15	PMAY- Gramin	RDD& PR	08	07	Non availability of land
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	100	50	funds not available
17	ODF Plus villages (No)	RDD& PR	yes		
18	Targeted Sock pit completed	RDD& PR	100	55	already started
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed				
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	1837	1834	03 pending
21	Pending Mutations	Revenue Department	NA	NA	
22	Domicile Certificates	Revenue Department	3860	3860	-
23	Persons identified drug addicts	BDO/ Sarpanch			
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	03	03	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch			
26	Golden Health Card under Ayushman Bharat	Health Department	4155	3804	014 without 2nd card
27	Janani suraksha yojana	Health Department	68	26	Improves
28	Status under Anaemia Mukht	Health Department	914	802	Not covered up
29	Status under Leprosy Mukht	Health Department	4155	ALL	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	-	09	-
31	Number of Ayushman Sabas held	Health Department			
32	Out of School Children brought to Schools	School Department Education	-	-	-
33	Number of students still out of Schools	School Department Education	-	-	-
34	Persons educated through bridge courses	School Department Education			
35	Household using clean cooking fuel (LPG)	FCS & CA	4100	4080	100

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Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & Wellness Centre
2	Type of building (Govt./ Private)	private (Rented)
3	Availability of Staff	
	a) Doctor	-
	b) Paramedical	04
4	No of patients attended during the month	404
5	Status of medicine availability	yes
6	Special medical camp held, if any	yes
7	Status of Immunization	Achieved ongoing
8	Participation of health worker in Village Health and Nutrition Day	- No -
9	Institutional deliveries in Panchayat (Current Year)	- No -
10	Non- Institutional deliveries in Panchayat (Current Year)	- No -
11	Other	-
12	Remarks of the Visiting Officer	Health & Wellness Centre doing commendable jobs

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt primary school Hiram
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	02 (male)
4	Enrolment of the School	
	a) Boys	26
	b) Girls	17
5	Availability of play ground	yes
6	Availability of drinking water	yes
7	Availability of electricity	No
8	Availability of functional toilets	yes
9	Activities undertaken under 'My School My Pride'	Bandha Jala, Integrity Pledge etc
10	Other	-
11	Remarks of the Visiting Officer	School was good, but foul smell emanating from school needs immediate intervention to fix it.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	ANGANWADI CENTRE HATHAM
2	Number of children enrolled a) Boys b) Girls	23 15
3	Status of Building (Private/ Govt.)	private
4	Availability of Helper/ worker	yes 07
5	Maintenance of record of children	yes
6	Availability of sufficient ration	-do-
7	Availability of timely Ration	-do-
8	Availability of Functional toilet	-do-
9	Availability of tap connection	-do-
10	Availability of electricity connection	-do-
11	Number of children stunted	nil
12	Number of children wasted	nil
13	Any Other	-
14	Remarks of the Visiting Officer	Good & Satisfactorily. Centre needs Gas Connection

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	TAMBA MASJID HATHAM - A
2	Government / Private	RENTED
3	Name of the dealer (in case of Private)	-
4	No of registered beneficiaries	3064
5	No of beneficiaries drawing Ration from the store	(ALL)
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	Satisfactorily

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	HATGRAM - A
2	No of Accounts in the branch	10500 (TEN thousand five hundred)
3	No of persons applied under various self-employment schemes	22
4	No of cases sanctioned under various self-employment schemes	22
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	22
6	Availability of ATM	yes
7	Any Other	-
8	Remarks of the Visiting Officer	Satisfactory

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	
4	Utilization of Amrit Sarovar	Nil
5	Any Other	
6	Remarks of the Visiting Officer	Land not available

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	HATGRAM - A
2	Condition of Playground	Good
3	Utilization of Playground	yes
4	Any Other	-
5	Remarks of the Visiting Officer	Needs to be re-developed in Modern lines

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	
2	Government/ Private building	
3	Land passbook saturation	
4	Pending mutations	
5	Any Other	
6	Remarks of the Visiting Officer	Not available in HATGRAM - A

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	HARGIPARA Hyam-A
2	Name of the beneficiary	MARJORA Ahmed Dae
3	Status of the house (completed/ in-use/ under-construction)	Under Construction up to 1st floor
4	Any Other	-
5	Remarks of the Visiting Officer	Good now under construction

X. Soak pits/ Compost pits:

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

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	NEAR IQRA Public School
2	No of online services provided by the CSC	AROUND 20 SERVICES
3	No of persons approached for services	AROUND 1500 PERSON
4	Any Other	-
5	Remarks of the Visiting Officer	Good, Satisfactory

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good, needs further development & augmentation
2	Transport	Good, Needs to be upgraded
3	Electricity	Good, Needs upgradation & repairs
4	Drinking water	Not upto mark, need further plan
5	Cleanliness	Yes.
6	Sports facility (Playground)	Yes
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	Held
	2. Skits, Songs, Dramas	✓
	3. Local Folk programme / Show	✓
	4. Discussions with PRI and Senior citizens	✓
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	Yes, held
	2. Distribution of sports kit	no.
C	Inaugurations (If any)	
	PMAY house	
	Segregation Sheds	
	Amrit Sarovar	
	JJM Assets	Nil
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	
	Any other	
D	Distribution of certificates	Yes done
	Self Employment Schemes	Yes awareness done
	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	Yes done

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

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

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	No major demand addressed, however minor demand like fence etc have been done.	
2		
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	Demands brought into notice of administration by	
2	Previous Panchayat members & Panchayat did not	
3	Come into expectations of people and have however	
4	had a little impact on the people's perceptions	
5	on the offered Government efforts	
C	Challenges in the Panchayat	
1	No major challenge brought into notice of	
2	visiting officers by Panchayat.	
3		
4		
5		
D	Suggestions if any	
1	The Panchayat in one voice have submitted that	
2	all demands of public, including those raised in	
3	Previous B2V's be fulfilled on a non-partisan	
4	basis without any further delay.	
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	JTM (Jal Jagan Mission)
2	RDD (Rural Development Department)
3	Agriculture
2	LEAST RESPONSIVE DEPARTMENTS
1	History
2	Handicrafts
3	Welfare

ii. FEEDBACK ON UT INITIATIVES

The UT Initiatives in bringing Governance to doorstep has been unique in many aspects in bringing the Government functioning & departments to village & sorting out or redress the grievances of rural public. The Back to village Initiatives shall surely go a long way in evolving a decentralized developmental model of Governance in the future to come.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	1. Irrigation Canal (Hangipon) Hygam needs to be cleaned, restored so that full benefit effective population could be contained
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1. Establishment of Fire Service Station. 2. Community Centre Complex. 3. Foul Sewer at Grand primary school Hangipon
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 visit has been successful however the people seemed to be dissatisfied as the demands raised in previous B2V's have not been met till this time. Further the Hangipon-A needs to be provided all civic amenities & other infrastructural support to prosper in every aspect.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	8/10 (06)
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	- Issued - Certified that V-officer has stayed in the panchayat for 2 days

Signature of Sarpanch

Name.....

Ashiq Hussain Parry
Sarpanch
Halqa Hygam (A)

Signature of the Visiting Officer

Name.....

Ahmed Hussain Shah