

115  
Visiting Officer (Chief, Hassan Hajar  
Department Education.

Panchayat: Daxpora - 8

## INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023

# QUESTIONNAIRE FOR B2V3

Schedule-1 (A)  
(Details of Reporting Officer and Reporting Panchayat)

## A. Details of Reporting Officer:

| S.No. | Particulars      |                           |
|-------|------------------|---------------------------|
| 1.    | Name             | ISHRAG HASSAN HAJAM       |
| 2.    | Designation      | LECTURER                  |
| 3.    | Department       | EDUCATION                 |
| 4.    | Place of posting | BHSS SOFAM                |
| 5.    | Mobile No        | 906576810                 |
| 6.    | Email ID         | ishraghassan503@gmail.com |
| 7.    | Home District    | KUPWARA                   |
| 8.    | Dates of visit   | 10/11 November 2023       |

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

| S.No. | Particulars                                           |             |
|-------|-------------------------------------------------------|-------------|
| 1.    | Name of the Panchayat                                 | DARPORA - B |
| 2.    | Local Government Directory(LGD) code of the Panchayat | 239227      |
| 3.    | Name of CD Block                                      | SOFAM       |
| 4.    | Name of Tehsil                                        | LALPORA     |
| 5.    | Name of District                                      | KUPWARA     |

## C. Panchayat Profile:

| S.No. | Particulars                              |                      |
|-------|------------------------------------------|----------------------|
| 1.    | No. of revenue villages in the Panchayat | DARPORA - B (00)     |
| 2.    | No. of hamlets in the Panchayat          | 02 (Bompora, Sunwar) |
| 3.    | No. of households in the Panchayat       | 280 (Approx)         |
| 4.    | Population (approx) of the Panchayat     | 3520                 |

## QUESTIONNAIRE FOR B2V5

Schedule-I (B)

(Details of Officers/ Officials present in the Panchayat)  
 (Confirmed by the visiting Officer/ Member of the District Panchayat, Khamgaon District  
 Signed by the visiting Officer/ Member of the District Panchayat, Khamgaon District)

| S. No. | Department                                | Name                | Designation          | Present/Absent | Remarks |
|--------|-------------------------------------------|---------------------|----------------------|----------------|---------|
| 1      | Agriculture                               | At. Raju Singh      | TAE                  | Absent         |         |
| 2      | Education                                 | Pradeep Kumar Singh | Teacher              | Absent         |         |
| 3      | Food, Civil Supplies and Consumer Affairs |                     |                      |                |         |
| 4      | Forest                                    | Sandeep Kumar Singh | Block Forest Officer | Absent         |         |
| 5      | Health and Medical Education              | Hitesh Kumar Singh  | PHN                  | Absent         |         |
| 6      | ICDS Department                           | Mukesh Kumar Singh  | ASHA                 | Absent         |         |
| 7      | Irrigation and Flood Control Department   |                     |                      |                |         |
| 8      | Jal Shakti Department                     | Mohd. Afzal Mir     | Line Officer         | Absent         |         |
| 9      | Power Development Department              | Mohd. Ali Mir       | PDL                  | Absent         |         |
| 10     | Public Works Department                   |                     |                      |                |         |
| 11     | Revenue                                   | At. Ali Singh       | Patwar               | Absent         |         |
| 12     | Rural Development and Panchayat Raj       | Zuber Ali Singh     | TA                   | Absent         |         |
| 13     | Skill Development                         |                     |                      |                |         |
| 14     | Social Welfare Department                 | Munir Ali Singh     | N.T.C                | Absent         |         |
| 15     | Youth Services and Sports Department      | Tarun Kumar Singh   | P.E.T                | Absent         |         |
| 16     | Others                                    |                     |                      |                |         |
| 17     |                                           |                     |                      |                |         |
| 18     |                                           |                     |                      |                |         |
| 19     |                                           |                     |                      |                |         |
| 20     |                                           |                     |                      |                |         |

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

Page 4 of 13

# QUESTIONNAIRE FOR BZVS

(STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

| Sl. No. | Scheme Name                               | Department             | Actual Number of Beneficiaries / Amount of Funds |         | Remarks        |
|---------|-------------------------------------------|------------------------|--------------------------------------------------|---------|----------------|
|         |                                           |                        | 2022-23                                          | 2023-24 |                |
| 1       | BZVS Scheme                               | Health Department      | 77                                               | 77      |                |
| 2       | Sanitation                                | Health Department      | 77                                               | 77      |                |
| 3       | Sanitation                                | Health Department      | 77                                               | 77      |                |
| 4       | Status under Malaria                      | Health Department      | 16                                               | 16      |                |
| 5       | Status under Dengue                       | Health Department      | NIL                                              | NIL     |                |
| 6       | Expenditure provided to Sanitation        | Health Department      | NIL                                              | NIL     |                |
| 7       | Digital Services provided                 | Health Department      | 01                                               | NIL     | Not applicable |
| 8       | Water Kiosk                               | Agriculture Department | NIL                                              | NIL     |                |
| 9       | Kiosk credit card                         | Agriculture Department | 232                                              | 232     | Not applicable |
| 10      | PM Kisan Samakhya                         | Agriculture Department | 232                                              | 232     |                |
| 11      | Employment Schemes (MGNREGS, etc.)        | Employment Department  | 232                                              | 232     |                |
| 12      | Primary Agriculture Credit Society (PACS) | Cooperative Department |                                                  |         |                |
| 13      | 100% Implementation                       | 3rd Street Department  |                                                  |         |                |
| 14      | No. of Households provided FTEC           |                        | 232                                              | 232     |                |
| 15      | No. of Households provided FTEC           |                        | 232                                              | 232     |                |
| 16      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 17      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 18      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 19      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 20      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 21      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 22      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 23      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 24      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 25      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 26      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 27      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 28      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 29      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 30      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 31      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 32      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 33      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 34      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |
| 35      | SHAP- Grants                              | POD                    | 232                                              | 232     |                |

2023/11/13 20:19

## QUESTIONNAIRE FOR B2V5

Schedule-IV  
(FIELD VISITS IN THE PANCHAYAT)

### I. Health Institutions:

| S. No. | Particulars                                                        | Yes          | No      |
|--------|--------------------------------------------------------------------|--------------|---------|
| 1      | Name of Health Institutions                                        | High School  | Daycare |
| 2      | Type of building (Govt./ Private)                                  | Govt.        | Private |
| 3      | Availability of Staff                                              |              |         |
|        | a) Doctor                                                          | 01           | 01      |
|        | b) Paramedical                                                     | 01           | 01      |
| 4      | No of patients attended during the month                           | 250 - 300    |         |
| 5      | Status of medicine availability                                    | Yes          |         |
| 6      | Special medical camp held, if any                                  | Yes          |         |
| 7      | Status of Immunization                                             | Yes          |         |
| 8      | Participation of health worker in Village Health and Nutrition Day | Yes          |         |
| 9      | Institutional deliveries in Panchayat (Current Year)               | Yes          |         |
| 10     | Non- Institutional deliveries in Panchayat (Current Year)          | Yes          |         |
| 11     | Other                                                              | No           |         |
| 12     | Remarks of the Visiting Officer                                    | Satisfactory |         |

### II. Education Institutions:

| S. No. | Particulars                                      | Yes                                                 | No                  |
|--------|--------------------------------------------------|-----------------------------------------------------|---------------------|
| 1      | Name of Education Institutions                   | High School                                         | High School Daycare |
| 2      | Type of building (Govt./ Private)                | Govt.                                               | Private             |
| 3      | Availability of Staff as per sanctioned strength | Yes                                                 | Yes                 |
| 4      | Enrolment of the School                          |                                                     |                     |
|        | a) Boys                                          | 42                                                  | 62                  |
|        | b) Girls                                         | 43                                                  | 110                 |
| 5      | Availability of play ground                      | No                                                  | Small Play ground   |
| 6      | Availability of drinking water                   | Yes                                                 | Yes                 |
| 7      | Availability of electricity                      | Yes                                                 | Yes                 |
| 8      | Availability of functional toilets               | Yes                                                 | Yes                 |
| 9      | Activities undertaken under 'My School My Pride' | Planting, Cleanliness drive, waste management drive |                     |
| 10     | Other                                            |                                                     |                     |
| 11     | Remarks of the Visiting Officer                  | Satisfactory                                        |                     |

| III. Anganwadi Center |                                                    |                  |
|-----------------------|----------------------------------------------------|------------------|
| S. No.                | Particulars                                        | Remarks          |
| 1                     | Location of Anganwadi Center                       | Dispersed - B    |
| 2                     | Number of children enrolled<br>a) Boys<br>b) Girls | 50<br>50         |
| 3                     | Status of Building (Private/ Govt.)                | Private (Rented) |
| 4                     | Availability of Huber/ 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             | No               |
| 11                    | Number of children started                         | Yes              |
| 12                    | Number of children wasted                          | No               |
| 13                    | Any Other                                          | No               |
| 14                    | Remarks of the Visiting Officer                    | Unsatisfactory   |

| IV. CAPD Store |                                                              |                |
|----------------|--------------------------------------------------------------|----------------|
| S. No.         | Particulars                                                  | Remarks        |
| 1              | Location of CAPD Store                                       | Dispersed - B  |
| 2              | Government / Private                                         | Govt           |
| 3              | Name of the dealer (in case of Private)                      | Nazir Ah. Shoh |
| 4              | No of registered beneficiaries                               | 280            |
| 5              | No of beneficiaries drawing Ration from the store            | 280            |
| 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                              | Satisfactory   |

V. Bank/ Extension counter:

| S. No. | Particulars                                                                                | Status            |
|--------|--------------------------------------------------------------------------------------------|-------------------|
| 1      | Location of Bank/ Extension counter                                                        | No                |
| 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                                                            | Needs Bank & ATM. |

VI. Amrit Sarovar:

| S. No. | Particulars                          | Status                          |
|--------|--------------------------------------|---------------------------------|
| 1      | Location of Amrit Sarovar            | No                              |
| 2      | Condition of Amrit Sarovar           |                                 |
| 3      | Details of repair undertaken, if any |                                 |
| 4      | Utilization of Amrit Sarovar         |                                 |
| 5      | Any Other                            |                                 |
| 6      | Remarks of the Visiting Officer      |                                 |
|        |                                      | Not Available in the Panchayat. |

VII. Playground:

| S. No. | Particulars                     | Status                              |
|--------|---------------------------------|-------------------------------------|
| 1      | Location of Playground          | High School District<br>Good<br>Yes |
| 2      | Condition of Playground         |                                     |
| 3      | Utilization of Playground       |                                     |
| 4      | Any Other                       |                                     |
| 5      | Remarks of the Visiting Officer |                                     |
|        |                                 | Needs further improvement.          |

VIII. Patwarkhana:

| S. No. | Particulars                     | Status                          |
|--------|---------------------------------|---------------------------------|
| 1      | Location of Patwarkhana         | No                              |
| 2      | Government/ Private building    |                                 |
| 3      | Land passbook saturation        |                                 |
| 4      | Pending mutations               |                                 |
| 5      | Any Other                       |                                 |
| 6      | Remarks of the Visiting Officer |                                 |
|        |                                 | Not Available in the Panchayat. |

#### IX. PHAY House:

| S. No. | Particulars                                                 | Status             |
|--------|-------------------------------------------------------------|--------------------|
| 1      | Location of PHAY house constructed                          |                    |
| 2      | Name of the beneficiary                                     | Deepika B.         |
| 3      | Status of the house (completed/ in-use/ under-construction) | Under Construction |
| 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                                           |            |
| 2      | Name of the beneficiaries                                                    | Deepika B. |
| 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   | No                             |
| 2      | No of online services provided by the CSC |                                |
| 3      | No of persons approached for services     |                                |
| 4      | Any Other                                 |                                |
| 5      | Remarks of the Visiting Officer           | Not Available in the Panchayat |

#### 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               | Poor           |
| 5      | Cleanliness                  | Unsatisfactory |
| 6      | Sports facility (Playground) | No             |
| 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     | <u>Cultural Events / Programmes</u>                                                                                                                                       |        |
|       | 1. Debates and Seminars                                                                                                                                                   |        |
|       | 2. Skits, Songs, Dramas                                                                                                                                                   | No     |
|       | 3. Local Folk programme / Show                                                                                                                                            | No     |
|       | 4. Discussions with PRI and Senior citizens                                                                                                                               | No     |
|       | 5. Exhibitions                                                                                                                                                            | Yes    |
| B     | <u>Sports Activities</u>                                                                                                                                                  |        |
|       | 1. Sports Event                                                                                                                                                           |        |
|       | 2. Distribution of sports kit                                                                                                                                             | Yes    |
| C     | <u>Infrastructural (If any)</u>                                                                                                                                           |        |
|       | PMAY house                                                                                                                                                                |        |
|       | Segregation Sheds                                                                                                                                                         | Yes    |
|       | Anrit Sarovar                                                                                                                                                             | Yes    |
|       | IJM Assets                                                                                                                                                                | No     |
|       | Compost/ Soak Pits                                                                                                                                                        | No     |
|       | PNGSY / MGNREGA works                                                                                                                                                     | Yes    |
|       | Any other                                                                                                                                                                 | Yes    |
| D     | <u>Distribution of certificates</u>                                                                                                                                       |        |
|       | Self Employment Schemes                                                                                                                                                   |        |
|       | Land Pass books                                                                                                                                                           | No     |
|       | Any other                                                                                                                                                                 | No     |
| 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                                                          | Answer                                           |
|--------|----------------------------------------------------------------------|--------------------------------------------------|
| 1      | SDG Theme selected by the Panchayat                                  | Poverty free under <u>Saggaon Village</u>        |
| 2      | Activities undertaken under the Theme (in per cent)                  | Amul Scheme & Sewerage Ponds<br>Anganwadi Centre |
| 3      | Status of activities undertaken                                      | Ongoing                                          |
| 4      | Visible impact of the Activities                                     | Life style of the people changes                 |
| 5      | How often Gram Panchayat Development Plan (GDP) prepared and updated | Under Progress                                   |
| 6      | How many activities of SDG have been covered under GDP               | 4 activities                                     |
| 7      | Bottlenecks, if any, faced in the achievement of SDG Theme           | Co-operation of the people is very low           |
| 8      | Remarks of the visiting Officer on the status SDG Theme              | Satisfactory                                     |

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

| S. No | Particulars                                              | Status |
|-------|----------------------------------------------------------|--------|
| A     | <u>Demand/Challenges addressed by the Administration</u> |        |
| 1     | Roads                                                    |        |
| 2     | Electricity Poles                                        |        |
| 3     |                                                          |        |
| 4     | Major demands are still pending.                         |        |
| 5     |                                                          |        |
| B     | <u>Impact of B2V1 to B2V4</u>                            |        |
| 1     | Not upto the expectation of the                          |        |
| 2     | general public as a result                               |        |
| 3     | of less number of people                                 |        |
| 4     | participated in B2V5                                     |        |
| 5     |                                                          |        |
| C     | <u>Challenges in the Panchayat</u>                       |        |
| 1     | Drinking water supply & pipelines, upgradation           |        |
| 2     | infrastructure for middle & high school.                 |        |
| 3     | New electric poles, new transformer, transmission lines  |        |
| 4     | Generator for pump shed.                                 |        |
| 5     | Street lights                                            |        |
| D     | <u>Suggestions if any</u>                                |        |
| 1     | The demands that were put forward                        |        |
| 2     | during the previous phase of B2V to B2V4                 |        |
| 3     | needs to be fulfilled so that these                      |        |
| 4     | programs will gain trust of general public               |        |
| 5     |                                                          |        |

# QUESTIONNAIRE FOR B2V5

Schedule VIII

## I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

|                                 |   |           |
|---------------------------------|---|-----------|
| 1. BEST PERFORMING DEPARTMENTS  | 1 | EDD       |
|                                 | 2 | Education |
|                                 | 3 | PHE       |
| 2. LEAST RESPONSIVE DEPARTMENTS | 1 | I.C.D.S.  |
|                                 | 2 |           |
|                                 | 3 |           |

## II. FEEDBACK ON UT INITIATIVES

Although people are enthusiastic about different Govt. initiatives which bring Governance to the doorsteps, but are still apprehensive about their implementation on the ground.

## III. GENERAL ASSESSMENT OF THE VISITING OFFICER

| S. No. | Particulars                                                                                                                                                             | Status                                                                                                  |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1      | Any major complaint brought to the notice of the Visiting Officer                                                                                                       | Shortage of drinking water                                                                              |
| 2      | Major/urgent public demands that would have been reflected earlier but have not been addressed so far                                                                   | Drinking water & pipeline upgradation                                                                   |
| 3      | Overall assessment of the visit and suggestions.<br>(The visiting officer to ensure that the overall assessment is recorded in details along with concrete suggestions) | People are not fully satisfied as they said major demands are not fulfilled yet                         |
| 4      | Overall Rating of Govt. functioning as given by the Panchayat (Scale of 0 to 10)                                                                                        |                                                                                                         |
| 5      | Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days                                                                              | Certified that the visiting officer namely Ishfaq Hassan Hajam stayed for 2 days at Anandpur District-6 |

Signature of Sarpanch

Signature of the Visiting Officer

Name..... Abdul Latif  
Sarpanch  
M. H. D. Dargah (A)

Name..... Ishfaq Hassan Hajam