

Halqa: Awoora.

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

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.
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas.
- 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. Yes.
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No 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.
- vi. Whether schools have started segregating waste. Yes/No Yes.
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No NO.

2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? Yes/No Yes.
- ii. Do all the eligible individuals been provided the Golden Card? Yes/No NO.
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? Yes/No Yes.
- iv. Are all the eligible individuals been vaccinated against COVID-19? Yes/No Yes.
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? Yes/No Yes.
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? Yes/No Yes.

3. Water-sufficient village

- i. Do all the IHHs in the Gram Panchayat have water pipeline connections? Yes/No NO.
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify Soakage pits.
- iii. Do all the IHHs in the Gram Panchayat have toilets? Yes/No NO.
- iv. Are all the IHHs toilets functional or not? Yes/No Yes.
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No Yes.
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? Yes/No Yes.
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No 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 Yes.
- ii. How many BalSabha's were organized in the Gram Panchayat. 12

- iii. Whether the issues raised by BalSabha are addressed during the Gram Sabha. Yes/NO Yes.
- iv. Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? Yes/NO Yes.
- v. Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/No Yes.

5. Village with good governance

- i. Is CSC located in the Gram Panchayat Bhawan or not? Yes/No Yes.
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram panchayat wall or not? Yes/No No.
- iii. Does the Gram Panchayat has its building or not? Yes/No Yes.
- iv. Is the Gram Panchayat office functional or not? Yes/No Yes.
- v. Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No No.
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? Yes/No Yes.

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 Yes - Basic Amenities.
- ii. Have all the eligible households registered in PDS or not? Yes/No Yes.
- iii. Has Gram Panchayat provided space for Self-help Groups in Panchayat Ghar for holding meetings or not? Yes/No Yes.
- iv. Have all the eligible households been registered for Pension or not? Yes/No Yes.
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No Yes.
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No Yes.
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No Yes.

7. Socially secured village

- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes/No Yes.
- ii. Is Gram Panchayat Office Disabled Friendly or not? Yes/No Yes.
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/No 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 No.
- v. Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes/No Yes.
- vi. Are all the eligible households getting benefits from IAY or not? Yes/No Yes.

8. Engendered Development in Village

- i. How many Mahila Sabha's were organized in the Gram Panchayat 12.
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) Yes.
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No) Yes.
- iv. Number of women beneficiaries headed households covered under PDS system. 24.
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana 377

9. Self-sufficient infrastructure in the village

- i. Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet. Yes/No NO.
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No) Yes.
- iii. Whether child-friendly park with required facilities is available in GP (Yes/No) NO.
- iv. Whether the GP has easy access to Godown for storage (Yes/No) NO.
- v. Whether street lights are provided in public places for ensuring safety (Yes/No) Yes.

QUESTIONNAIRE FOR B2V5

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

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	JALEEL AHMAD KHATANA
2	Designation	Z.E.O MATTAN.
3	Department	EDUCATION.
4	Place of posting	MATTAN
5	Mobile No	788 942 1460
6	Email ID	jaleelahmad123@gmail.com
7	Home District	ANANTNAG
8	Dates of visit	13-11-2023 & 14-11-2023

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	AWDORA.
2	Local Government Directory(LGD) code of the Panchayat	
3	Name of CD Block	PAHALGAM.
4	Name of Tehsil	SALLAR
5	Name of District	ANANTNAG.

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02.
2	No. of hamlets in the Panchayat	05.
3	No. of households in the Panchayat	389
4	Population (approx) of the Panchayat	10000 1940.

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	Mubashir Hussain	JAO	present	
2	Education	Farzeed Ah. Khan	Senior Teach.	present	
3	Food, Civil Supplies and Consumer Affairs	Gh. Mohd Raza	Dealer	present	
4	Forest	Mohd Amin	Forest Officer	present	
5	Health and Medical Education	Dr. Arjaz	Doctor	present	
6	ICDS Department	Rahila	Angan	present	
7	Irrigation and Flood Control Department	Nazir Ah. Shah	E. Guard	present	
8	Jal Shakti Department	Gh. Hassan Khata	Field Ins	present	
9	Power Development Department	Gh. Ali	Inspector	present	
10	Public Works Department	Gh. Mohd Sheikh	Koshi	present	
11	Revenue	Nazir Ah.	Patwari	present	
12	Rural Development and Panchayati Raj	Sheikh Muneeb	Accounts Assistant	present	
13	Skill Development	Rubina Akh.	Ins	present	
14	Social Welfare Department	Rameez Ah. M	Ins	present	
15	Youth Services and Sports Department	Syed Tanig	NSYC	present	
16	Others				
17	DIC	Sanjeeda	M.T.S	present	
18	Bank	Shaukat Ah.	Branch Head	present	
19	Floriculture	Zahid Ah. Bhat	Incharge	present	
20					

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/need repairs	New.			
	II. Furniture(Y/N)	Y.			
	III. Computer/printer(Y/N)	Y.			
	IV. Internet (Y/N)	N.			
	V. Telephone (Y/N)	Y.			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Y.			
	VII. Water (Y/N)	Y.			
	VIII. Electricity(Y/N)	Y.			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	5	115	0	Govt.
	b) Primary	4	160	0	Govt.
	c) Middle	1	314	0	Govt.
	d) High	0	86	0	Govt.
	e) Higher Secondary	0	0	0	Govt.
	f) College	0	8	0	Govt.
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		5	175	0	private.
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		0	1	1	1
5	Bank branch(Y/N)	Not available			
6	Availability of ATM (Y/N)	Not available.			
7	Khidmat center/ CSC (Y/N)	Not available			
8	Patwarkhana(Y/N)	Not available			
9	Village haat (Y/N)	Not available			
10	Playground(Y/N)	Not available.			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1	398	398	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		8		8	
13	Amrit Sarovars -- details, location, condition	Details	Location	Condition	Utilization
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Awoora Wildlife Sanctuary.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes.			
	ii. Number of Asset captured	10			
	iii. Please mention assets	Panchayat PHC Awoora BMC Awoora Amrit Sarovar.			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Nil			
17	List of Underutilized Buildings- names	Name	Year of construction		
		3. PHE Tanks (SR)	1990.		

QUESTIONNAIRE FOR B2V5

(STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

Schedule-III

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				
2	Widow pension	Social Department Welfare	80	80	N/A
3	Disability pension	Social Department Welfare	25	25	N/A
4	Status under Stunting Mukht	Social Department Welfare	15	15	N/A
5	Status under wasting Mukht	Social Department Welfare	0	0	N/A
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department Welfare	0	0	N/A
7	Digital Services provided	Social Department Welfare	In Assessment stage. All digital services.		
8	Daksh Kisan	IT/ BDO/ CSC			
9	Kisan credit card	Agriculture Department	3	3	N/A
10	PM Kisan Sammannidhi	Agriculture Department	100	100	N/A
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Agriculture Department	100	100	N/A
12	Primary Agriculture Credit Society (PACS) formation	Employment Department	N/A		
13	JJM Implementation	Cooperative Department	0	0	N/A
	i. No of Household provided FHTC	Jal Shakti Department	73	400	Infrastructure Issues
	ii. Har Ghar Jal village(s) certified (No.)		0	0	
14	No of Households electrified	PDD	215	215	N/A
15	PMAY- Gramin	RDD& PR	74	74	N/A
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	5	5	N/A
17	ODF Plus villages (No)	RDD& PR	0	0	N/A
18	Targeted Sock pit completed	RDD& PR	39	39	N/A
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		23	23	N/A
	ii. Number of Households involved		220	220	N/A
20	Land Passbook Saturation	Revenue Department	367	367	N/A
21	Pending Mutations	Revenue Department	0	0	N/A
22	Domicile Certificates	Revenue Department	100	100	N/A
23	Persons identified drug addicts	BDO/ Sarpanch	0	0	0
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	1	1	N/A
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	0	0	0
26	Golden Health Card under Ayushman Bharat	Health Department	1910	1850	Technical Issues
27	Janani suraksha yojana	Health Department	36	36	0
28	Status under Anaemia Mukht	Health Department	190	190	0
29	Status under Leprosy Mukht	Health Department	0	0	0
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	7	7	N/A
31	Number of Ayushman Sabas held	Health Department	7	7	N/A
32	Out of School Children brought to Schools	School Department Education	44	44	N/A
33	Number of students still out of Schools	School Department Education	0	0	0
34	Persons educated through bridge courses	School Department Education	44	44	N/A
35	Household using clean cooking fuel (LPG)	FCS & CA	398	280	Lack of awareness.

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	PHC Awoora
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff	
	a) Doctor	4
	b) Paramedical	11
4	No of patients attended during the month	850.
5	Status of medicine availability	76 medicines available.
6	Special medical camp held, if any	0.
7	Status of Immunization	35 lactating mothers immunised.
8	Participation of health worker in Village Health and Nutrition Day	Yes.
9	Institutional deliveries in Panchayat (Current Year)	35
10	Non- Institutional deliveries in Panchayat (Current Year)	0
11	Other	N/A
12	Remarks of the Visiting Officer	— Dire need of a Gynecologist.

II. Education Institutions:

S. No	Particulars	PS pathamolla, PS Wehnard, PS Jalpiti
1	Name of Education Institutions	BMS Awoora, BPS Awoora.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	100% available.
4	Enrolment of the School	
	a) Boys	236
	b) Girls	259
5	Availability of play ground	Not available
6	Availability of drinking water	Available.
7	Availability of electricity	Available.
8	Availability of functional toilets	Sufficient.
9	Activities undertaken under 'My School My Pride'	All activities undertaken.
10	Other	N/A
11	Remarks of the Visiting Officer	More teaching staff Eqd. at BMSchool Awoora. + Totally waiting to be done

III. Anganwari Center:

S. No	Particulars	
1	Location of Anganwaricenter	Harpura Ansoora, Kiroo Ansoora, Labhad,
2	Number of children enrolled a) Boys b) Girls	Jafati, Bunglows. 73 102
3	Status of Building (Private/ Govt.)	private all 5
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	Yes.
12	Number of children wasted	0
13	Any Other	0
14	Remarks of the Visiting Officer	N/A.
		Satisfactory.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Ansoora
2	Government / Private	private.
3	Name of the dealer (in case of Private)	Gh. Mohd Raina
4	No of registered beneficiaries	320
5	No of beneficiaries drawing Ration from the store	324
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	N/A.
10	Remarks of the Visiting Officer	Satisfactory.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	
2	No of Accounts in the branch	Dehwaatoo.
3	No of persons applied under various self-employment schemes	14, 001.
4	No of cases sanctioned under various self-employment schemes	58
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	38
6	Availability of ATM	38
7	Any Other	NO.
8	Remarks of the Visiting Officer	N/A
		Satisfactory.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	10 different spots.
2	Condition of Amrit Sarovar	7 more need repair
3	Details of repair undertaken, if any	3 repairs done.
4	Utilization of Amrit Sarovar	Different uses.
5	Any Other	N/A.
6	Remarks of the Visiting Officer	Others to be repaired.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	NO.
2	Condition of Playground	NO.
3	Utilization of Playground	Yes.
4	Any Other	N/A
5	Remarks of the Visiting Officer	Identify land for play ground.

VIII. Patwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Dehwaatoo
2	Government/ Private building	Govt
3	Land passbook saturation	100%.
4	Pending mutations	0.
5	Any Other	N/A.
6	Remarks of the Visiting Officer	Satisfactory.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	
2	Name of the beneficiary	Different spots
3	Status of the house (completed/ in-use/ under-construction)	74 names.
4	Any Other	under construction.
5	Remarks of the Visiting Officer	N/A
		Satisfactory.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	
2	Name of the beneficiaries	Multiple spots Awoora
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Laldin Khatkha, Ashraf etc.
4	Any Other	Completed & functional
5	Remarks of the Visiting Officer	N/A
		Satisfactory.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Awoora
2	No of online services provided by the CSC	All online services
3	No of persons approached for services	500.
4	Any Other	N/A
5	Remarks of the Visiting Officer	Satisfactory.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	partially.
2	Transport	Average
3	Electricity	Every household electrified.
4	Drinking water	partially.
5	Cleanliness	Average
6	Sports facility (Playground)	Nil.
7	Any Other	No.

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	Yes Held.
	3. Local Folk programme / Show	Held.
	4. Discussions with PRI and Senior citizens	Held.
B	5. Exhibitions	Not Held.
	Sports Activities	
	1. Sports Event	
C	2. Distribution of sports kit	
	Inaugurations (If any)	Not Held.
	PMAY house	
	Segregation Sheds	
	Amrit Sarovar	Inauguration ✓
	IJM Assets	
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	
D	Any other	
	Distribution of certificates	
	Self Employment Schemes	
	Land Pass books	
E	Any other	ABHA Card
	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Yes Yes.

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

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	SDG Clean & Green Village.
2	Activities undertaken under the Theme (as per instruction manual)	Cleanliness drive. plantation drive.
3	Status of activities undertaken	Cleanliness drive plantation drive
4	Visible impact of the Activities	- Site Cleaned of Polythene
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes.
6	How many activities of SDG have been covered under GPDP	2.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	NO.
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	Demands/ Grievances addressed by the Administration	
1	PMAY grievances/demands MGNREGS demands. Sub centre (health) demand.	
2		
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	Transformer Transformer & 67 poles demanded in B2V1 installed.	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Road connectivity. Shifting of HT line. water supply.	
2		
3		
4		
5		
D	Suggestions if any	
1		
2		
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	- Rural development department.
2	- Health department.
3	- I.C.D.S.
2	LEAST RESPONSIVE DEPARTMENTS
1	-
2	-
3	- N/A

ii. FEEDBACK ON UT INITIATIVES

1. Loopholes mentioned against various departments in this report, may kindly be solved on fast track basis.

iii. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	1. Road connectivity + Bridge (PMUSY Road to Jaitpatti Nalla Aword)
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	2. water supply scheme. 3. Shifting of HT from residential to non-residential area
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)	1. Total road connectivity 2. Bridge be constructed. 3. Installation of BSNL Network.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	8. (Eight)
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch

Name.....

Mohd Razeeg Gojer.

Signature of the Visiting Officer

Name.....

Jasheel Ahmad Khatalana