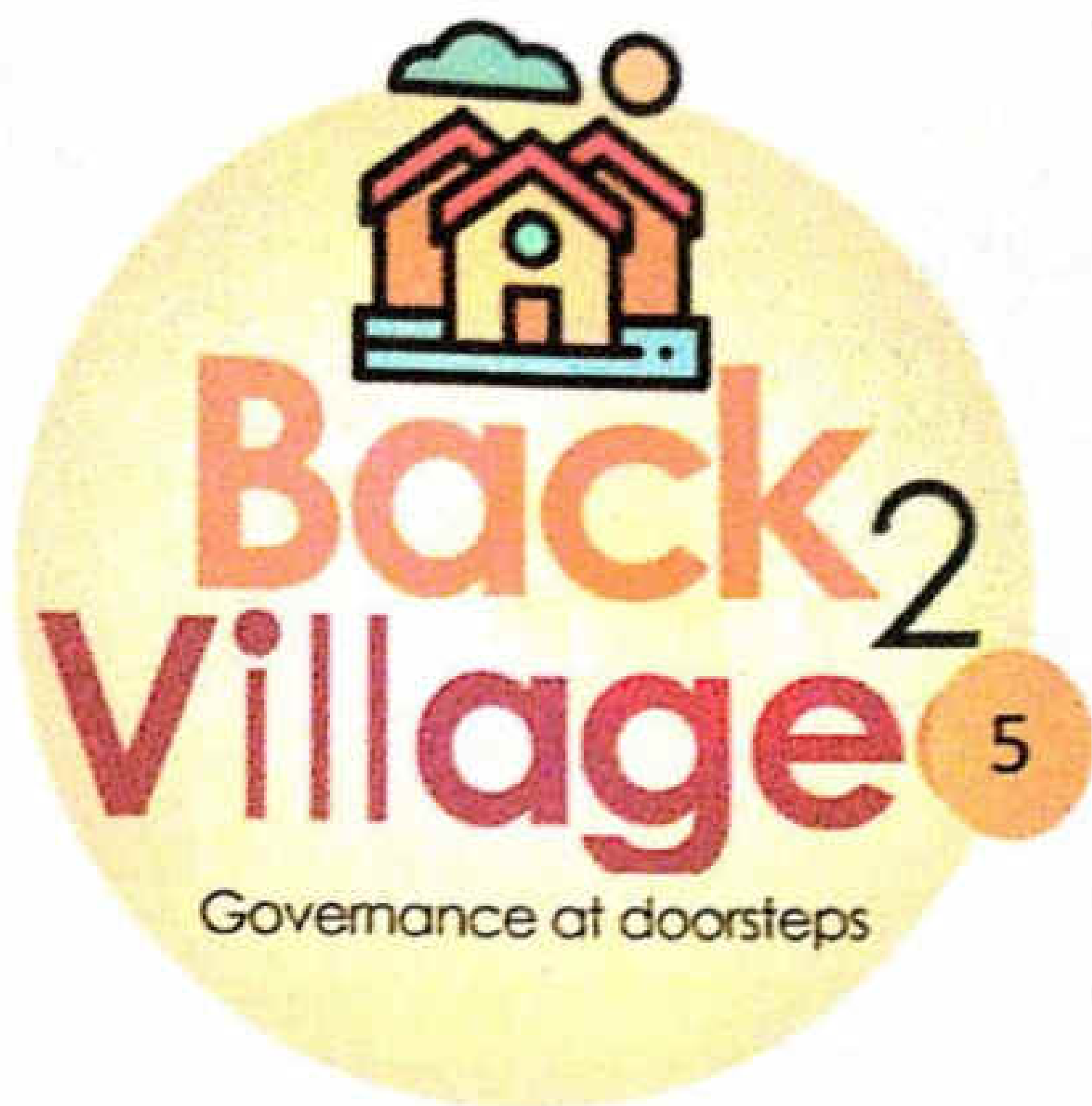


INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023.

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. ✓
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No ✓
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands. ✓
- vi. Whether schools have started segregating waste. Yes/No ✓
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No ✓

2. Healthy village

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

3. Water-sufficient village

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

4. Child-Friendly village

- i. Do all the children under the age of 0-6 years been enrolled in the Anganwadicenters for pre-schooling? Yes/NO ✓
- ii. How many BalSabha's were organized in the Gram Panchayat. ✓

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

5. Village with good governance

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

6. Poverty-free and enhanced livelihood village

- i. Has Gram Panchayat developed any criteria for the identification of the poor? Yes/No if yes specify ✓
- ii. Have all the eligible households registered in PDS or not? Yes/No ✓
- iii. Has Gram Panchayat provided space for Self-help Groups in PanchayatGhar for holding meetings or not? Yes/No ✓
- iv. Have all the eligible households been registered for Pension or not? Yes/No ✓
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No ✓
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No ✓
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No ✓

7. Socially secured village

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

8. Engendered Development in Village

- i. How many Mahila Sabha's were organized in the Gram Panchayat 2 ✓
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) ✓
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No) ✓
- iv. Number of women beneficiaries headed households covered under PDS system. 34 ✓
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana

9. Self-sufficient infrastructure in the village

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

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Bashir Ahmad Mir
2	Designation	Senior Lecturer
3	Department	School Education
4	Place of posting	HSS Rahmoo
5	Mobile No	9797100582
6	Email ID	bashirahmadmir@245.Gmail.com
7	Home District	Pulwama
8	Dates of visit	9-11-2023 to 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	Chandpora
2	Local Government Directory(LGD) code of the Panchayat	245563
3	Name of CD Block	Shadimarigh
4	Name of Tehsil	Rajpora
5	Name of District	Pulwama

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	04
2	No. of hamlets in the Panchayat	04
3	No. of households in the Panchayat	570
4	Population (approx) of the Panchayat	3450

QUESTIONNAIRE FOR B2V5

Schedule-I (B)

(Details of Officers / Officials present in the Panchayat)
(To be filled up by the Visiting Officer during his/her visit to the Panchayat. All Fields have to be filled by the Visiting Officer before the book is handed over to the DC)

S. No	Department	Name	Designation	Present / Absent	Remarks
1	Agriculture	Fayaz Ali Wani	G.C.O	Present	
2	Education	Fayaz Ali Wani	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Ajaz Ahmad	C.B. Dealer	Present	
4	Forest			Absent	
5	Health and Medical Education	Zeba Bano	L.H.V	Present	
6	ICDS Department	Rifat Aza	Worker	Present	
7	Irrigation and Flood Control Department	Rouf Ali Bhat	Cruised	Present	
8	Jal Shakti Department	Ab. Rashid Bhat	Line man	Present	
9	Power Development Department	Gushtad Hussain	Line man	Present	
10	Public Works Department	Mohd. Jousuf	R.W	Present	
11	Revenue	Ghb. Rasool Shah	Patwari	Present	
12	Rural Development and Panchayat Raj	Ab. Sayfoom	Pgt. Secretary	Present	
13	Skill Development	Muzamil Akhter	T.M	Present	
14	Social Welfare Department	Yasmin Bashir	Worker	Present	
15	Youth Services and Sports Department	Syed Ishfaq	R.E.K	Present	
16	Others Fisheries	Shafie Ayub	MTS	Present	
17	Sheep Deptt.	Dilsoze Shahman	MTS	Present	
18					
19					
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						
	b) New/needing repairs						
	II. Furniture(Y/N)						
	III. Computer/printer(Y/N)						
	IV. Internet (Y/N)						
	V. Telephone (Y/N)						
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)						
	VII. Water (Y/N)						
	VIII. Electricity(Y/N)						
2	Educational Institutes						
	a) Kindergarten						
	b) Primary						
	c) Middle						
	d) High						
	e) Higher Secondary						
	f) College						
3	Anganwadi Centre						
4	Healthcare facility						
5	Bank branch(Y/N)						
6	Availability of ATM (Y/N)						
7	Khidmatcenter/ CSC (Y/N)						
8	Patwarkhana(Y/N)						
9	Village haat (Y/N)						
10	Playground(Y/N)						
11	Ration shop (Y/N)						
12	Government offices- details, whether functional or not						
13	Amrit Sarovars - details, location, condition						
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc						
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)						
	ii. Number of Asset captured						
	iii. Please mention assets						
	1.						
	2.						
	3.						
	4.						
	5.						
16	List of Incomplete Buildings- names, year of construction						
17	List of Underutilized Buildings- names						

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 PENDENCY
1	Old Age pension	Social Department Welfare	54	54	
2	Widow pension	Social Department Welfare	39	39	
3	Disability pension	Social Department Welfare	45	45	
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	Nil	Nil	
7	Digital Services provided	IT/ BDO/ CSC	Nil	Nil	
8	Daksh Kisan	Agriculture Department	460	320	
9	Kisan credit card	Agriculture Department	405	405	Nil
10	PM Kisan Sammanidhi	Agriculture Department	350	326	ineligible
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jal Shakti Department			
14	I. No of Household provided FHTC II. Har Ghar Jal village(s) certified (No.)	PDD	460	460	-
15	No of Households electrified	RDDA PR	460	460	-
16	PMAY- Gramin	RDDA PR	359	359	-
17	SBM Gramin- IHHL functional (Household toilet)	RDDA PR	05	Nil	
18	ODF Plus villages (No)	RDDA PR	15	15	
19	Targeted Sock pit completed	RDDA PR	15	15	
20	JKRLM: I. Number of Self Help Groups formed II. Number of Households involved	RDDA PR	43	43	
21	Land Passbook Saturation	Revenue Department	15	05	
22	Pending Mutations	Revenue Department	150	50	
23	Domicile Certificates	Revenue Department	Nil	370	
24	Persons Identified drug addicts	Revenue Department	Nil	Nil	
25	Awareness camps for de-addiction conducted	Revenue Department	Nil	965	
26	Drugs Addicts rehabilitated	BDO / Sarpanch			
27	Golden Health Card under Ayushman Bharat	BDO / Sarpanch			
28	Janani suraksha yojana	BDO / Sarpanch			
29	Status under Anaemia Mukht	Health Department	2506	2446	60
30	Status under Leprosy Mukht	Health Department	37	22	
31	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	0	0	-
32	Number of Ayushman Sabas held	Health Department	07	07	-
33	Out of School Children brought to Schools	School Department Education	03	03	-
34	Number of students still out of Schools	School Department Education	02	02	Nil
35	Persons educated through bridge courses	School Department Education	Nil	Nil	Nil
	Household using clean cooking fuel (LPG)	School Department Education	02	02	Nil
		FCS & CA	200	200	Nil

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	
2	Type of building (Govt./ Private)	Nil
3	Availability of Staff a) Doctor b) Paramedical	Nil
4	No of patients attended during the month	N.A
5	Status of medicine availability	N.A
6	Special medical camp held, if any	N.A
7	Status of Immunization	N.A
8	Participation of health worker in Village Health and Nutrition Day	Completed 100%
9	Institutional deliveries in Panchayat (Current Year)	
10	Non- Institutional deliveries in Panchayat (Current Year)	
11	Other	
12	Remarks of the Visiting Officer	The people demanded primary Health Centre in the Panchayat

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	PS Hajan, UPS Avangud, PS
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	18
4	Enrolment of the School a) Boys b) Girls	209 104 105
5	Availability of play ground	
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'	Cultural programs, Drama, Swatcha Pakwada
10	Other	
11	Remarks of the Visiting Officer	Teachers are delivering their teaching zealously but all schools require billing.

III. Anganwadi Center:

S. No	Particulars	Status
1	Location of Anganwadi center	
2	Number of children enrolled a) Boys b) Girls	Boys = 77 Girls = 107
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	Nil
14	Remarks of the Visiting Officer	The Anganwadi centres are in Art. buildings. Some more centres need of the house.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	opposite Shrinie
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Ajaz Ah. mir
4	No of registered beneficiaries	421
5	No of beneficiaries drawing Ration from the store	421
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	one more dealership depot needed at Avangund.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Rajpura
2	No of Accounts in the branch	30,000
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	Yes
7	Any Other	LSC
8	Remarks of the Visiting Officer	Bank Branch and ATM is the demand at PH.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Hajan payeen
2	Condition of Amrit Sarovar	incomplete
3	Details of repair undertaken, if any	Concreting
4	Utilization of Amrit Sarovar	
5	Any Other	
6	Remarks of the Visiting Officer	Two Sarovars at Chaudhara require roofing at an earliest.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Not Available
2	Condition of Playground	NA
3	Utilization of Playground	NA
4	Any Other	schools have small grounds
5	Remarks of the Visiting Officer	Need of the hour is to have a Play ground at the PH.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Not available.
2	Government/ Private building	NA
3	Land passbook saturation	NA
4	Pending mutations	NA
5	Any Other	NA
6	Remarks of the Visiting Officer	may be provided at the PH.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	
2	Name of the beneficiary	At Hanjam Payeen
3	Status of the house (completed/ in-use/ under-construction)	Tavid Ah. Kunkel
4	Any Other	Completed in use
5	Remarks of the Visiting Officer	10 to 20 houses required in the PH.

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Avangund
2	Name of the beneficiaries	Ghi. Habi. Das
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	Soak pits must be increased to house holds.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Not Available in the PH
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	CSC Centre is required in the Halqa.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Not sufficient
2	Transport	Good
3	Electricity	Transformers and poles needed
4	Drinking water	New households need the facility.
5	Cleanliness	partially good
6	Sports facility (Playground)	playground available
7	Any Other	new link road to be constructed.

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 in UPS Hajin
	2. Skits, Songs, Dramas	- do -
	3. Local Folk programme / Show	Held
	4. Discussions with PRI and Senior citizens	Held
B	5. Exhibitions	Not Held
	Sports Activities	Indoor games
	1. Sports Event	- do -
C	2. Distribution of sports kit	nil
	Inaugurations (If any)	
	PMAY house	Already done
	Segregation Sheds	Not Held
	Amrit Sarovar	- do -
	JJM Assets	- do -
	Compost/ Soak Pits	visited
	PMGSY / MGNREGA works	inspection
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	Nil
	Land Pass books	already done
	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	- done -

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Green and clean village
2	Activities undertaken under the Theme (as per instruction manual)	Soak pits, segregation, Composit pits.
3	Status of activities undertaken	Various activities held in the Halqa like symposiums, debates etc.
4	Visible impact of the Activities	Green and clean village has a visible impact.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Prepared
6	How many activities of SDG have been covered under GPDP	Green village, plantation drives etc
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Minor bottlenecks by the people.
8	Remarks of the Visiting Officer on the status SDG Theme	Still the people lead their like-wann approach.

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Green and clean village
2	Activities undertaken under the Theme (as per instruction manual)	Soak pits, segregation, Composit pits.
3	Status of activities undertaken	Various activities held in the Halqa like symposiums, debates etc.
4	Visible impact of the Activities	Green and clean village has a visible impact.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Prepared
6	How many activities of SDG have been covered under GPDP	Green village, plantation drives etc
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Minor bottlenecks by the people.
8	Remarks of the Visiting Officer on the status SDG Theme	Still the people tend their Luke-warm approach.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Macadamisation of 2km done at Pachhas, Chaudposa Road	
2	Some Kachas in each village tiled	
3	Construction work under process at	
4	Chaudposa, Doompasa Road.	
5		
B	Impact of B2V1 to B2V4	
1	People are participating in GPDP	
2	But still a lot has to be done.	
3	Some demands are still pending from B2V1 To B2V4	
4	Non availability of funds hampers the execution.	
5		
C	Challenges in the Panchayat	
1	People have so many expectations	
2	But are not satisfied	
3	Drinking water facility and electricity need of the house	
4		
5	Retrieval of Govt. Land.	
D	Suggestions if any	
1	At least one playground field should be constructed	
2	primary Health centre, Sheep and Veterinary centres	
3	and 1 Bank Branch should be provided	
4	as the Halqa.	
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS	
1		RDD
2		Education
3		ICDS
2	LEAST RESPONSIVE DEPARTMENTS	
1		Jal Shakti
2		Electricity
3		Social welfare

ii. FEEDBACK ON UT INITIATIVES

Green and Clean village. SDG Goals. Maintenance Amrit Sarovars, Road connectivity improved,

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Plummet Nada Khan, Avengud proposed and approved has not been undertaken yet.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Nada Khan at Avengud reflected in each programme but not taken as yet.
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 people are not happy, because of the unavailability of funds to diff. depths. Some roads constructed but not macadamised. More and more funds needed to develop villages.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	06
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Sarpanch and Panchs are not available there.

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name. Bashir Ah. mir.