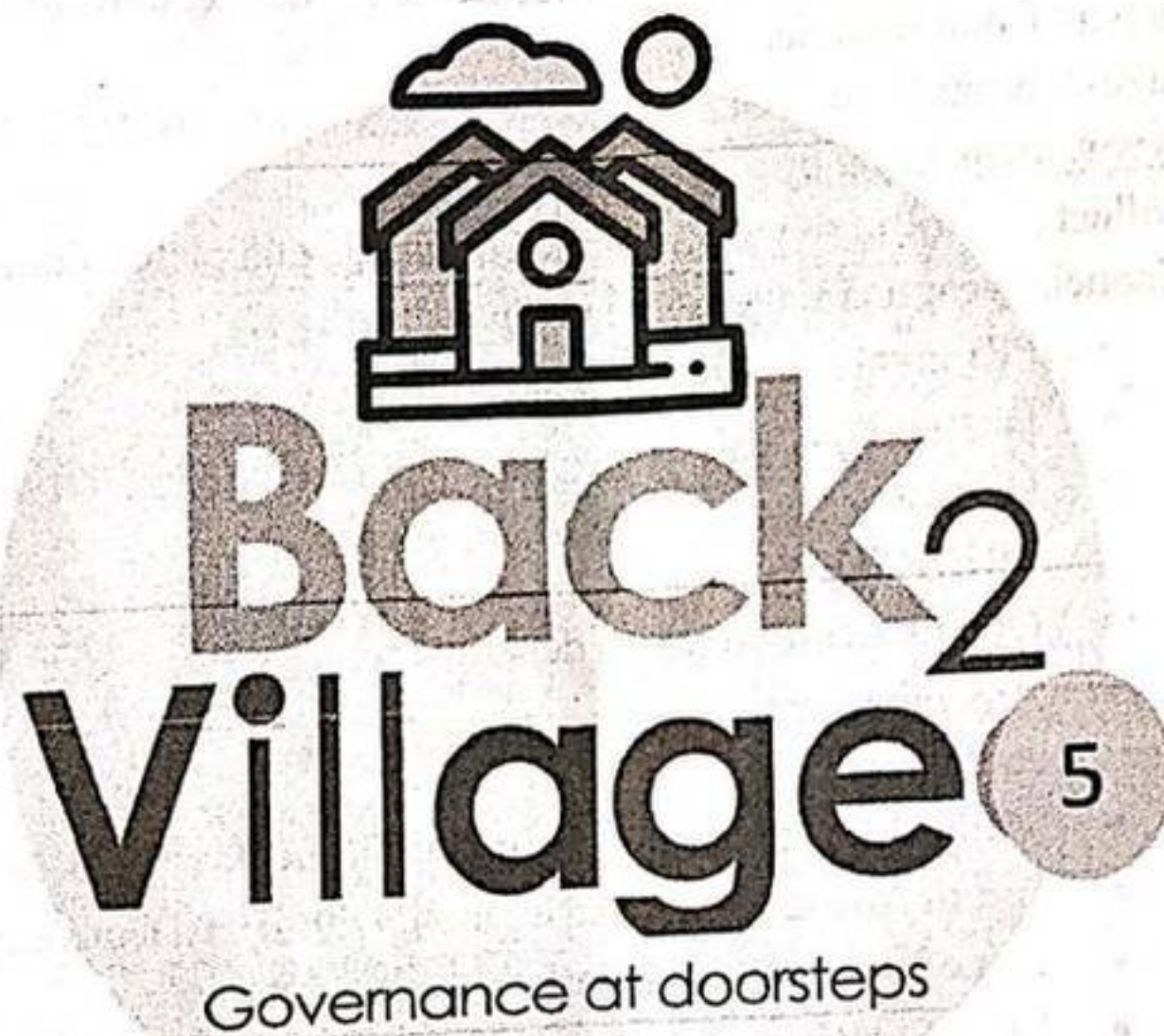


INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

OFFICE OF THE SARPANCH

PANCHAYAT HALQA BUDNAMBAL (BALLA)

BLOCK :- REDDI CHOWKIBAL DISTRICT:- KUPWARA CELL:- 9622666125,8082586514

NO 156

DATE 9/11/2023

It is certified that Mr Tanveer Ahmad Sofi
visiting officer to Budnambal Balu has stayed
in the Panchayat for 2 days (8th & 9th of October
2023). Hence the certificate is issued
in favour of the said officer

Yasmin
SARPANCH
Budnambal
SARPANCH

QUESTIONNAIRE FOR B2V5

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

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	
2	Designation	Dr. Tanveer Ahmad Sofi
3	Department	Veterinary Assistant Surgeon
4	Place of posting	Sheep Husbandry
5	Mobile No	S.W.D.O. Mandawara
6	Email ID	7006023036
7	Home District	Sahaabsofi@gmail.com
8	Dates of visit	Kupwara
		8th & 9th 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 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	Budnambal Bala
2	Local Government Directory(LGD) code of the Panchayat	7222
3	Name of CD Block	Reddi Chowital
4	Name of Tehsil	Kralpora
5	Name of District	Kupwara

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	1
2	No. of hamlets in the Panchayat	7
3	No. of households in the Panchayat	272
4	Population (approx) of the Panchayat	2300 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	Farooq Ahmed	Jr. A.S.O	absent	not present
2	Education	Abdul Gaffar	Head master	present	
3	Food, Civil Supplies and Consumer Affairs	Mehd Maghool	Store keeper	present	
4	Forest	Alyas Ahmed Loe	Forester	present	
5	Health and Medical Education	Muazim Akbar	S.S. Pharmacist	present	
6	ICDS Department	Abdul Hameed mis	worker	present	
7	Irrigation and Flood Control Department	Rafeera Begum	absent		
8	Jal Shakti Department	Abdul Grani Garmyee	Basul laborer	present	
9	Power Development Department	Mehd Shafi Das	Line man	present	
10	Public Works Department	Shamsud Sh. wari	J. E	present	
11	Revenue				
12	Rural Development and Panchayati Raj	Ishfaq Ahmed Kataria	P.A.A	present	
13	Skill Development	Not present			
14	Social Welfare Department	Riyaz Ahmed mis	N.Y.C	present	
15	Youth Services and Sports Department	absent			
16	Others				
17					
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	Govt building			
	b) New/needing 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				
	b) Primary	3	237	6	Govt Building
	c) Middle	1	50	2 (3 vacancies)	
	d) High	1	215	10 (4 vacancies)	
	e) Higher Secondary	1			
	f) College	1			
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		2	81	2	Private building
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		Nil	1	Nil	1.
		Nil	1	Nil	1.
5	Bank branch (Y/N)	No			
6	Availability of ATM (Y/N)	N			
7	Khidmat center/ CSC (Y/N)	Y.			
8	Patwarkhana (Y/N)	H.			
9	Village haat (Y/N)	N.			
10	Playground (Y/N)	N.			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		Nil	✓	✓	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		7	Yes.		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Not present			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Panchayat village has immense tourist potential as situated in an isolated valley with Nard Raji & kelmil			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes.			
	ii. Number of Asset captured				
	iii. Please mention assets				
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Health Centre	2021		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Rest house	2009		

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	150	89	Order for work
2	Widow pension	Social Department Welfare	13	13	—
3	Disability pension	Social Department Welfare	16	16	—
4	Status under Stunting Mukht	Social Department Welfare	7	Nil	—
5	Status under wasting Mukht	Social Department Welfare	—	—	—
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Department Welfare	Nil	Nil	—
7	Digital Services provided	IT / BDO / CEO	1500	1500	—
8	Daksh Kisan	Agriculture Department	272	Nil	—
9	Kisan credit card	Agriculture Department	272	144	people not willing
10	PM Kisan Sammanidhi	Agriculture Department	190	50	—
11	Employment Saturation (PNEGP, Tejasvani, Mukht, Mission Youth, Himmat, etc)	Employment Department	150	Nil	—
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	—	—	—
13	JJM Implementation	Jal Shakti Department	—	—	—
	I. No of Household provided FHTC		272	—	—
	II. Har Ghar Jal village(s) certified (No.)		408	—	—
14	No of Households electrified	PDD	272	110	(165 without electricity)
15	PMAY- Gramin	RDD & PR	272	—	—
16	SBM Gramin- IHHL functional (Household toilets)	RDD & PR	2	—	—
17	ODF Plus villages (No)	RDD & PR	200	—	—
18	Targeted Sock pit completed	RDD & PR	72	—	—
19	JKRLM:	RDD & PR	150	—	—
	I. Number of Self Help Groups formed		—	—	—
	II. Number of Households involved		Nil	—	—
20	Land Passbook Saturation	Revenue Department	—	—	—
21	Pending Mutations	Revenue Department	Nil	—	—
22	Domicile Certificates	Revenue Department	All	—	—
23	Persons identified drug addicts	BDO / Sarpanch	48	—	—
24	Awareness camps for de-addiction conducted	BDO / Sarpanch	Nil	—	—
25	Drugs Addicts rehabilitated	BDO / Sarpanch	44	—	—
26	Golden Health Card under Ayushman Bharat	Health Department	Nil	—	—
27	Janani suraksha yojana	Health Department	—	1000	—
28	Status under Anaemia Mukht	Health Department	—	1500	—
29	Status under Leprosy Mukht	Health Department	Nil	—	—
30	Number of Ayushman Helas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	Nil	—	—
31	Number of Ayushman Sabas held	Health Department	05	05	—
32	Out of School Children brought to Schools	School Department Education	06	06	—
33	Number of students still out of Schools	School Department Education	215	215	—
34	Persons educated through bridge courses	School Department Education	Nil	Nil	—
35	Household using clean cooking fuel (LPG)	FCS & CA	275	275	—

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NIDPHC (Govt)
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff	
	a) Doctor	nil
	b) Paramedical	Paramedical
4	No of patients attended during the month	500
5	Status of medicine availability	yes
6	Special medical camp held, if any	nil
7	Status of Immunization	Immunised
8	Participation of health worker in Village Health and Nutrition Day	yes
9	Institutional deliveries in Panchayat (Current Year)	nil
10	Non- Institutional deliveries in Panchayat (Current Year)	nil
11	Other	
12	Remarks of the Visiting Officer	All Govt offices lacks proper staff strength (Deficient)

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt High School (LPS)
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	NO
4	Enrolment of the School	
	a) Boys	95 Boys
	b) Girls	170 Girls
5	Availability of play ground	yes
6	Availability of drinking water	yes
7	Availability of electricity	yes
8	Availability of functional toilets	nil
9	Activities undertaken under 'My School My Pride'	Various Games Competitions
10	Other	
11	Remarks of the Visiting Officer	All Govt Schools lack sufficient staff strength

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Ward 07, Ward 06,
2	Number of children enrolled a) Boys b) Girls	35 Boys 32 Girls
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	No
7	Availability of timely Ration	Yes
8	Availability of Functional toilet	No
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	Nil
12	Number of children wasted	Nil
13	Any Other	
14	Remarks of the Visiting Officer	out of 7 Wards only 2 Wards has Anganwadi centers,

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Shant Mahalla (Ward 07)
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Nil
4	No of registered beneficiaries	
5	No of beneficiaries drawing Ration from the store	
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	Yes
10	Remarks of the Visiting Officer	Govt needs to construct concrete building for Ration store

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Reddi
2	No of Accounts in the branch	250
3	No of persons applied under various self-employment schemes	1000
4	No of cases sanctioned under various self-employment schemes	500
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	130
6	Availability of ATM	No
7	Any Other	
8	Remarks of the Visiting Officer	Bank Branch needs to be opened at Bydhanatal Bala. as it is almost 20 kms for the bank Reddi

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Nil
2	Condition of Amrit Sarovar	Nil
3	Details of repair undertaken, if any	Nil
4	Utilization of Amrit Sarovar	Nil
5	Any Other	Nil
6	Remarks of the Visiting Officer	Land issue for construction of Amrit Sarovar.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Nil
2	Condition of Playground	Nil
3	Utilization of Playground	Nil
4	Any Other	
5	Remarks of the Visiting Officer	Revenue dept has not identified land for playground yet.

VIII. Patwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Pangem
2	Government/ Private building	Govt
3	Land passbook saturation	Nil
4	Pending mutations	Nil
5	Any Other	
6	Remarks of the Visiting Officer	Essential need for patwarkhana at Bydhanatal Bala

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Ward 02
2	Name of the beneficiary	Mahd Abdolla Mr
3	Status of the house (completed/ In-use/ under-construction)	Plinth completed
4	Any Other	
5	Remarks of the Visiting Officer	Almost 70 new PMAY CASH needs to Sanction for Repayment Rule.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	through out Panchayat
2	Name of the beneficiaries	Various
3	Status of the Soakpits/ compost pits (completed/ In-use/ under-construction)	In-use
4	Any Other	
5	Remarks of the Visiting Officer	Soakage pits constructed by all Beneficiaries are usable & functional

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Functional
2	No of online services provided by the CSC	05
3	No of persons approached for services	1000
4	Any Other	
5	Remarks of the Visiting Officer	Low internet Connectivity Lampers Service deliverables.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Partially Completed
2	Transport	Winter time of snow
3	Electricity	Three wards without electricity
4	Drinking water	Not good
5	Cleanliness	Good
6	Sports facility (Playground)	Nil
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	
	2. Skits, Songs, Dramas	Yes
	3. Local Folk programme / Show	Yes
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	Yes
B	Sports Activities	Nil
	1. Sports Event	
	2. Distribution of sports kit	Yes
C	Inaugurations (If any)	Nil
	PMAY house	Nil
	Segregation Sheds	Yes
	Amrit Sarovar	Nil
	IJM Assets	Yes
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	—
D	Distribution of certificates	
	Self Employment Schemes	Nil
	Land Pass books	Nil
	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	Awareness given to all masses

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

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Healthy Village
2	Activities undertaken under the Theme (as per instruction manual)	Golden Cards, and Seminars
3	Status of activities undertaken	Activities are organised on regular basis
4	Visible impact of the Activities	Can be seen everywhere
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Prepared and uploaded
6	How many activities of SDG have been covered under GDP	All
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Deficiency of funds
8	Remarks of the Visiting Officer on the status SDG Theme	timely approval of plans, and availability of funds are necessary

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S.No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Jio internet mobile tower	Installed
2	Water Supply	partially restored
3	Electricity supply	has been provided
4	Road connectivity	accomplished
5		
B	Impact of B2V1 to B2V4	
1	Only 20% demands were addressed from B2V1 to B2V4.	
2	Two Panchayats have been connected by a road.	
3	Drinking water supply provided	
4		
5		
C	Challenges in the Panchayat	
1	Govt Buildings are not complete	
2	Deficiency of staff in all Govt Institutions	
3	Lack of Mobile and internet connectivity	
4	Winter Blockade of Road from Reddi to Paddamahal.	
5		
D	Suggestions if any	
1	Cellular Connectivity needs to restore fully	
2	Roads need maladamisation	
3	Whole panchayat needs Water Supply	
4	All Govt Institutions need more staff	
5	Organic potatoes and pulses need output Distributors	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 BEST PERFORMING DEPARTMENTS		
1	Education	
2	Sheep Husbandry	
3	Forest Department	
2 LEAST RESPONSIVE DEPARTMENTS		
1	Animal Husbandry	
2	Flood control & Soil Conservation	
3	Horticulture	

ii. FEEDBACK ON UT INITIATIVES

The people of Badnambal Bala are keen & enthusiastic in taking part in the U.T initiatives. People are happy with the initiatives taken by the U.T administration.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S.No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Staff of Health department not punctual, contractor not working seriously on Health building.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	All households have not been provided with electricity.
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)	Many development works that were reflected in early programmes have been undertaken, but there is still a paucity in road construction. Govt institutions are staff deficient and the village is a potential tourist attraction.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	6
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Enclosed.

if developed properly

Signature of Sarpanch
Name: Jasmeeena Begum

Signature of the Visiting Officer
Name: Dr. Tanveer Ahmad Sofi