

# INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> NOVEMBER 2023.

# QUESTIONNAIRE FOR B2V5

## Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

### A. Details of Reporting Officer:

S.No	Particulars	
1	Name	AB. RASHID . MIR
2	Designation	LECTURER
3	Department	EDUCATION
4	Place of posting	DIET KUPWARA
5	Mobile No	7889794674
6	Email ID	mirabrashid202@gmail.com
7	Home District	KUPWARA
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](http://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	LUKIPORA
2	Local Government Directory(LGD) code of the Panchayat	7297
3	Name of CD Block	HAZIABAD
4	Name of Tehsil	HAZIABAD
5	Name of District	KUPWARA

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	06
3	No. of households in the Panchayat	550
4	Population (approx) of the Panchayat	2940



# 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	Mushlag Ah. Dar	A.E.O	Present	
2	Education				
3	Food, Civil Supplies and Consumer Affairs	Aaqib Rashid	Store keeper	Present	
4	Forest				
5	Health and Medical Education	Dr Sabir Bashir Khan	Health officer	Present	
6	ICDS Department				
7	Irrigation and Flood Control Department	Mohd Yousuf Rashid	Supervisory Helper	Present	
8	Jal Shakti Department				
9	Power Development Department	Mohd Ashraf Malla	Line man	Present	
10	Public Works Department				
11	Revenue	Jaynid Ah. Wani	Patwari	Present	
12	Rural Development and Panchayat Raj	Mushlag Ah Ahnir	Accounts Assistant	Present	
13	Skill Development				
14	Social Welfare Department	Shabir Ahmad Mir	Droary	Present	
15	Youth Services and Sports Department	Naseer Ah Mir	P.E.T		
16	Others				
17	Sericulture	Gh. Mohd Dar	Sericulturist	Present	
18	Animal Husbandry	Dr. Shabir Ahmad	Veterinary Surgeon	Present	
19	Education	Mushlag Ahmad	Teacher	Present	
20	Horticulture	Shauqat Ahmad	Technician	Present	



# QUESTIONNAIRE FOR B2V5

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

1	Infrastructure of Panchayat Ghar				
	a) Govtbuilding/private	Govt. Building			
	b) New/need repairs	NEW			
	II. Furniture(Y/N)	YES			
	III. Computer/printer(Y/N)	Y			
	IV. Internet (Y/N)	Y			
	V. Telephone (Y/N)	N			
	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	01	28	NILL	Govt
	b) Primary	05	146	NILL	Govt
	c) Middle	02	176	NILL	Govt
	d) High	NILL	NILL	NILL	Govt
	e) Higher Secondary	NILL			
	f) College	NILL			
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		08	290	01	Private
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institute having Govt. building
		01	NILL	01	Govt
5	Bankbranch(Y/N)	N			
6	Availability of ATM (Y/N)	N			
7	ID card center/ CSC (Y/N)	Y			
8	Patwarikhana(Y/N)	N			
9	Village host (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	
		01	2400	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		11	11		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilisation
		10 Sarovar located for irrigation purpose			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Gazibo at Sar under process.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes			
	ii. Number of Asset captured	03			
	iii. Please mention assets				
	1. segregation shed				
	2. community composite pit				
	3. Sanitary complex				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		NILL	X		
17	List of Underutilized Buildings- names	Name	Year of construction		
		NILL	X		



# 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 PENDING
1	Old Age pension	Social Department Welfare	282	195	Under process
2	Widow pension	Social Department Welfare	16	04	Death certificate not available
3	Disability pension	Social Department Welfare	29	24	Medical board not issued certificate
4	Status under Stunting Mukht	Social Department Welfare	Not implemented		
5	Status under wasting Mukht	Social Department Welfare	Not implemented		
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Department Welfare	01	01	NILL
7	Digital Services provided	IT/ BDO/ CSC	CSC	CSC	
8	Daksh Kisan	Agriculture Department	NILL	x	x
9	Kisan credit card	Agriculture Department	293	293	NILL
10	PM Kisan Sammanidhi	Agriculture Department	221	221	NILL
11	Employment Saturation (PMEGP, Tejaswani, Minkin, Mission Youth, Himayat, etc)	Employment Department	Not available	Not available	
12	Primary Agriculture Credit Society (PACS) formation	Cooperatives Department	Not available	Not available	
13	JSH Implementation	Jal Shakti Department			
	I. No of Household provided FHTC		NILL	x	x
	II. Har Ghar Jal village(s) certified (No.)		NILL	x	x
14	No of Households electrified	PDD			
15	PMAY- Gramin	RDD& PR	47	34	13 already possible but not located.
16	SBM Gramin- IPHL functional (Household toilets)	RDD& PR	550	548	NILL
17	ODF Plus villages (No)	RDD& PR	02	02	NILL
18	Targeted Suck jil completed	RDD& PR	269	255	NOT interested
19	SKRM:	RDD& PR			
	I. Number of Self Help Groups formed		NILL	NILL	Not interested
	II. Number of Households involved		NILL	NILL	Not interested
20	Land Passbook Saturation	Revenue Department	888	823	65 not interested
21	Pending Mutations	Revenue Department	NILL	NILL	NILL
22	Domicile Certificates	Revenue Department	2940	1470	All have not applied
23	Persons identified drug addicts	BDO/ Sarpanch	NILL	NILL	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	02		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	NILL		
26	Golden Health Card under Ayushman Bharat	Health Department	2940	2888	0-54 x's Fmly not aware
27	Janani suraksha yojana	Health Department	70	70	NILL
28	Status under Anaemia Mukht	Health Department	35	35	NILL
29	Status under Leprosy Mukht	Health Department	NILL	NILL	NILL
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	09	09	NILL
31	Number of Ayushman Sabas held	Health Department	01	01	NILL
32	Out of School Children brought to Schools	School Department Education	01	01	NILL
33	Number of students still out of Schools	School Department Education	NILL	NILL	NILL
34	Persons educated through bridge courses	School Department Education	NILL	NILL	NILL
35	Household using clean cooking fuel (LPG)	FCS & CA	550	550	NILL



# QUESTIONNAIRE FOR B2V5

## Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & Wellness centre Sonawani
2	Type of building (Govt./ Private)	Government
3	Availability of Staff a) Doctor b) Paramedical	Doctor - 1; ANM - 2
4	No of patients attended during the month	125
5	Status of medicine availability	Medicines - Available
6	Special medical camp held, if any	NCD Anemia screening
7	Status of Immunization	Satisfactory - Target achieved
8	Participation of health worker in Village Health and Nutrition Day	Every Thursday - Satisfactory
9	Institutional deliveries in Panchayat (Current Year)	21
10	Non- Institutional deliveries in Panchayat (Current Year)	NILL
11	Other	
12	Remarks of the Visiting Officer	Performance quite satisfactory.

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	P/S Lakkipora (mudom Mahalle)
2	Type of building (Govt./ Private)	Government
3	Availability of Staff as per sanctioned strength	02
4	Enrolment of the School a) Boys b) Girls	12 18
5	Availability of play ground	Yes
6	Availability of drinking water	Yes Arranged
7	Availability of electricity	Yes
8	Availability of functional toilets	Yes
9	Activities undertaken under 'My School My Pride'	Yes
10	Other	Seminars Quiz etc.
11	Remarks of the Visiting Officer	Performance - Quite satisfactory

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Lokipora-C Tarbug nahalla
2	Number of children enrolled a) Boys b) Girls	24 15
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	No
10	Availability of electricity connection	yes
11	Number of children stunted	yes
12	Number of children wasted	39
13	Any Other	cleanliness drive
14	Remarks of the Visiting Officer	quite satisfactory

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Sonawani
2	Government / Private	Govt
3	Name of the dealer (in case of Private)	x
4	No of registered beneficiaries	2400
5	No of beneficiaries drawing Ration from the store	2400
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	quite satisfactory



V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Not existing.
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	

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Lot Cipora
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	NILL
4	Utilization of Amrit Sarovar	
5	Any Other	For irrigation purpose. Canals being established at the Sarovar.
6	Remarks of the Visiting Officer	

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Not Available
2	Condition of Playground	
3	Utilization of Playground	
4	Any Other	
5	Remarks of the Visiting Officer	

VIII. Partwarkhana:

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



IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Lokipora
2	Name of the beneficiary	Muhtaz Ahmed Dar
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	Quite Satisfactory

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Lokipora
2	Name of the beneficiaries	Bashir Ahmad Hajam
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	CSC - Lokipora
2	No of online services provided by the CSC	03
3	No of persons approached for services	190
4	Any Other	Tele live awareness
5	Remarks of the Visiting Officer	Average performance

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Satisfactory / Good
2	Transport	No public transport facility
3	Electricity	O.K.
4	Drinking water	Water process - overhead tank
5	Cleanliness	Satisfactory
6	Sports facility (Playground)	Not available.
7	Any Other	No Transport facility.

# QUESTIONNAIRE FOR B2V5

Schedule-V  
(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS /INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
<b>A</b>	<b>Cultural Events/ Programmes</b>	
	1. Debates and Seminars	seminar- 1
	2. Skits, Songs, Dramas	
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens	yes
	5. Exhibitions	yes
<b>B</b>	<b>Sports Activities</b>	
	1. Sports Event	yes
	2. Distribution of sports kit	yes
		NO
<b>C</b>	<b>Inaugurations (If any)</b>	
	PMAY house	01
	Segregation Sheds	01
	Amrit Sarovar	01
	JJM Assets	X
	Compost/ Soak Pits	01
	PMGSY / MGNREGA works	02
	Any other	
<b>D</b>	<b>Distribution of certificates</b>	
	Self Employment Schemes	X
	Land Pass books	X
	Any other	
<b>E</b>	<b>Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual</b>	yes- Thoroughly in detail.



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

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Green & clean panchayat
2	Activities undertaken under the Theme (as per instruction manual)	Cleanliness Drive Awareness Camps
3	Status of activities undertaken	Satisfactory
4	Visible impact of the Activities	Satisfactory
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	05
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	overhead Tank installation	work started.
2	mac demization of Roads	Done
3	Electric poles provided	to the whole community
4	segregation sheds established	constructed
5	community composite pit	constructed.
B	Impact of B2V1 to B2V4	
1	majority of demands of B2V1 - B2V4	have been
2	fulfilled but a few are yet	to be
3	done for the development of	the Area.
4	People found quite satisfied	over the
5	already addressed issues.	
C	Challenges in the Panchayat	
1	Public Transport facility	not available to the public
2	Left Irrigation scheme	a great challenge.
3	Bank Branch,	a death need.
4	Health centre at melbagh,	an urgent need.
5	Solan street Light	can change the opinion.
D	Suggestions if any	
1	Though the issues raised during B2V1 to B2V4	
2	have been addressed, but the above mentioned	
3	demands need to be addressed on priority	
4	basis for the development of area.	
5		



# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD
2	AGRICULTURE
3	EDUCATION
2	LEAST RESPONSIVE DEPARTMENTS
1	Cooperative
2	Skill development
3	Floriculture

## II. FEEDBACK ON UT INITIATIVES

The opinion of Genral public on the UT Initiatives has been found quite satisfactory on the initiatives. People are quite satisfied over the overall programmes of the Govt for the development.

## III. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Though no major complaint received but few demands were raised by the public
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Lift Irrigation station & Transport facility for the 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)	The overall assessment has been recorded along with the concrete suggestions. GIPDP has been prepared with all demands/works to be taken in future.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	(09)
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the visiting officer has stayed in the panchayat for 2 days

Signature of Sarpanch

Name: WASEEM

Waseem HASSAN Sarpanch Halqa Loldpora

Signature of the Visiting Officer

Name: AB. RASHID. MIR