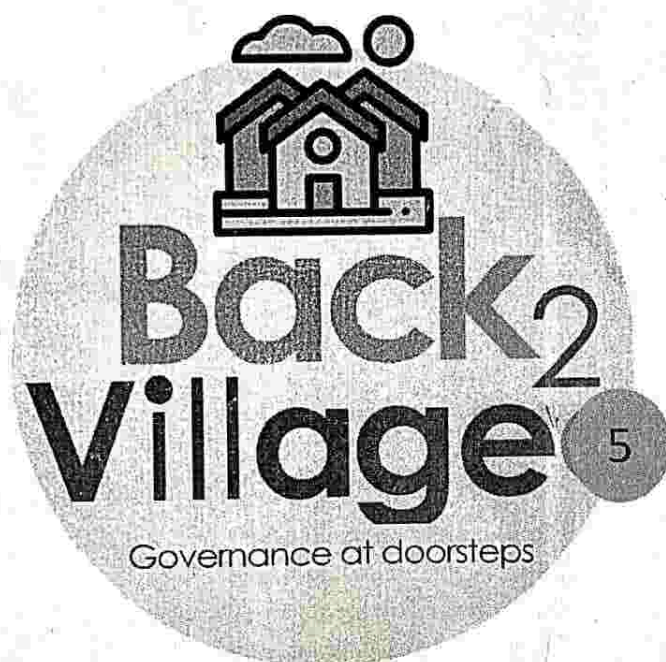


INSTRUCTION MANUAL FOR B2V5



7th to 16th 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	Rafiq Ahmad Shah
2	Designation	District Treasury Officer
3	Department	CAD
4	Place of posting	Bandipora
5	Mobile No	9419005059
6	Email ID	shaheraz82@gmail.com
7	Home District	Kupwara
8	Dates of visit	10-11-2023 to 11-11-2023

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	Putshai-A
2	Local Government Directory(LGD) code of the Panchayat	7405
3	Name of CD Block	Wavoor
4	Name of Tehsil	Lalpora
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	9
3	No. of households in the Panchayat	332
4	Population (approx) of the Panchayat	2192

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	Gh. Mohd. Sheikh	JAE.O	Present	
2	Education	Fayaz Ali Khan	Teacher	"	
3	Food, Civil Supplies and Consumer Affairs	Farooq Ahmad Mir	Storekeeper	"	
4	Forest	Tariq Ahmad Wani	F/Guard	"	
5	Health and Medical Education	Haseena Begum	EMPHW	"	
6	ICDS Department	Shagufta Jabeen	AWW	"	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Bashir Ali Boda	IT	"	
9	Power Development Department	Khan Mohd. Naji	Lineman	"	
10	Public Works Department	Ab. Rashid Lone	R/S	"	
11	Revenue	Ahmed Hussain Bw	Patwari	"	
12	Rural Development and Panchayat Raj	Mohd. Lateef Mir	Panchayat Secretary	"	
13	Skill Development	Ajmer Ahmad Gane	GKS	"	Ward Officer BWS.
14	Social Welfare Department	Shabida Boda	Craft Asst.	"	
15	Youth Services and Sports Department	Gulzar Ahmad Mir	Rek	"	organized sports event.
16	Others				
17	Animal Husbandry	Muntaz Ali Mir			
18	Water Supply	Zahoor Ali Mir			
19	Articulture				
20	Zabinda Begum (NRM)				

QUESTIONNAIRE FOR B2V5

Schedule-II

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

1	Infrastructure of Panchayat Ghar				
	a) Govtbuilding/private	Private			
	b) New/need repairs	New (under construction)			
	II. Furniture(Y/N)	Y			
	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)	N			
	VII. Water (Y/N)	N			
	VIII. Electricity(Y/N)	Y			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building / Private Building
	a) Kindergarten				
	b) Primary	2	156	6	Govt
	c) Middle	-	-	-	-
	d) High	-	-	-	-
	e) Higher Secondary	1	313	14	Govt.
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
		07	184	14	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	-	1	1
5	Bankbranch(Y/N)	N			
6	Availability of ATM (Y/N)	N			
7	Khidmatcenter/ CSC (Y/N)	(Y)			
8	Patwarkhana(Y/N)	(Y)			1
9	Village haat (Y/N)				
10	Playground(Y/N)				
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1		Y	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		2	yes		
13	Amrit Sarovars -- details, location, condition	Details	Location	Condition	Utilization
		1	Pulusthai	For	Approval
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc				
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes			
	ii. Number of Asset captured				
	iii. Please mention assets				
	1.	Fencing Graveyard			
	2.	Public Park Palthan mohalla			
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Govt. Prg. School Harnpallu	2014-15		

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	122	122	
2	Widow pension	Social Department Welfare	9	9	
3	Disability pension	Social Department Welfare	28	28	
4	Status under Stunting Mukht	Social Department Welfare	-	-	
5	Status under wasting Mukht	Social Department Welfare	-	-	
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department Welfare	-	-	
7	Digital Services provided	IT/ BDO/ CSC ✓			
8	Daksh Kisan	Agriculture Department	04	-	
9	Kisan credit card	Agriculture Department	210	-	
10	PM Kisan Sammanidhi	Agriculture Department	210	-	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	-	-	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	12	-	
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		10%		
	ii. Har Ghar Jal village(s) certified (No.)		10%		
14	No of Households electrified	PDD	100%		
15	PMAY- Gramin	RDD& PR	05	-	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	Yes		
17	ODF Plus villages (No)	RDD& PR	Yes		
18	Targeted Sock pit completed	RDD& PR	100%		
19	JKRLM:	RDD& PR	22		
	i. Number of Self Help Groups formed				
	ii. Number of Households involved		138		
20	Land Passbook Saturation	Revenue Department	580	500	
21	Pending Mutations	Revenue Department	-	-	
22	Domicile Certificates	Revenue Department	90%		
23	Persons identified drug addicts	BDO/ Sarpanch	Nil		
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Nil		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Nil		
26	Golden Health Card under Ayushman Bharat	Health Department	2406	128	
27	Janani suraksha yojana	Health Department	Nil		
28	Status under Anaemia Mukht	Health Department	Nil		
29	Status under Leprosy Mukht	Health Department	04	-	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	01	-	
31	Number of Ayushman Sabas held	Health Department			
32	Out of School Children brought to Schools	School Department Education	Nil		
33	Number of students still out of Schools	School Department Education	Nil		
34	Persons educated through bridge courses	School Department Education	Nil		
35	Household using clean cooking fuel (LPG)	FCS & CA	80%	-	

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
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	a) x b) ✓
4	No of patients attended during the month	110
5	Status of medicine availability	yes
6	Special medical camp held, if any	yes
7	Status of Immunization	100%
8	Participation of health worker in Village Health and Nutrition Day	All Health workers
9	Institutional deliveries in Panchayat (Current Year)	nil
10	Non- Institutional deliveries in Panchayat (Current Year)	32
11	Other	
12	Remarks of the Visiting Officer	Wellness center has a catchment area of approx 3000 souls, which needs immediate attention of a doctor from S.H. Sogam once in a week.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt Primary School. Govt Higher Secondary
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	4+2 14
4	Enrolment of the School a) Boys b) Girls	14 + 79 150 12 + 51 163 = 313
5	Availability of play ground	yes
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'	Yes, Dance, Painting,
10	Other	
11	Remarks of the Visiting Officer	Has and Pathan Mohalla Panchayat school both functional. However Pathan Mohalla Panchayat school is doing exceptional work and needs immediate attention of a master class room and upgradation up to middle school.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Pulushai A
2	Number of children enrolled a) Boys b) Girls	90 94 = 184
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	-
12	Number of children wasted	-
13	Any Other	
14	Remarks of the Visiting Officer	Enrollment Ratio in all ICDS Centres in Pulushai A is satisfactory. However attention is required towards nutrition to kids, play way method teaching and training to ICDS workers.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Pulushai A
2	Government / Private	Govt
3	Name of the dealer (in case of Private)	
4	No of registered beneficiaries	1462
5	No of beneficiaries drawing Ration from the store	1462
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	Nil
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	Unfortunately, no body from JK Bank was present, and the bank has not done what was expected in last 5 back to village programmes in Puthshai - A.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Puthshai A near Haghiola
2	Condition of Amrit Sarovar	- Needs Renovation
3	Details of repair undertaken, if any	submitted for Approval
4	Utilization of Amrit Sarovar	will purify drinking water
5	Any Other	
6	Remarks of the Visiting Officer	DRS prepared, Estimation done, Tendersing process of proc.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Near Bus stop Puthshai
2	Condition of Playground	Needs Improvement
3	Utilization of Playground	used by local youth
4	Any Other	
5	Remarks of the Visiting Officer	Strong demand of PRT's, this need improvement and installation of solar lights all across the playfield.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Puthshai - A.
2	Government/ Private building	Govt.
3	Land passbook saturation	98%
4	Pending mutations	
5	Any Other	
6	Remarks of the Visiting Officer	Participating.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Pantshai A.
2	Name of the beneficiary	Bahar Ah. Mir / Ashiq Ah. Mir / David Ah. / Gh. Mir / Durrend
3	Status of the house (completed/ in-use/ under-construction)	Completed - 5, U/C = 2
4	Any Other	
5	Remarks of the Visiting Officer	During the course of Tour an investigation it surfaced that Ashiq Bahar Ah. Mir of ward 7 was strongly recommended both by KRIS and the locals and must be kept at S. M I for the year 2023-24.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Pantshai A.
2	Name of the beneficiaries	Ab. Rayoon Sofi / M. Akbar Sofi / Ashiq Ah. / M. Mir / Gh. Mir / Durrend etc.
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Soakage pits completed - 56 Compost pits completed - 14
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory -

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Pantshai A.
2	No of online services provided by the CSC	25
3	No of persons approached for services	119
4	Any Other	
5	Remarks of the Visiting Officer	functional & Satisfactory -

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes -
5	Cleanliness	Shortage
6	Sports facility (Playground)	80%
7	Any Other	Yes

JTM has miserably failed in Pantshai despite proper funding by Govt, the executing agency has not taken it very seriously and has not framed DDA on priority basis. Attention and strong demand of all PRT's is to get drinking water facility to every house hold in Pantshai - A

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	yes
	2. Skits, Songs, Dramas	yes
	3. Local Folk programme / Show	-
	4. Discussions with PRI and Senior citizens	yes
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	yes
	2. Distribution of sports kit	yes
C	Inaugurations (If any)	
	PMAY house	yes
	Segregation Sheds	yes
	Amrit Sarovar	-
	JJM Assets	-
	Compost/ Soak Pits /	yes
	PMGSY / MGNREGA works	yes
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	-
	Land Pass books	-
	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	

* Sports kit and other allied accessories are exclusively distributed to Pr. school Pathan Mohalla out of my own kitty. There was nothing handed over to PRI or Panchayat secretary to be distributed among students from dist. Administration.

[Signature]
PO.
12/11/23

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Water Sufficient village
2	Activities undertaken under the Theme (as per instruction manual)	JJM scheme implemented work going on
3	Status of activities undertaken	
4	Visible impact of the Activities	
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	yes
6	How many activities of SDG have been covered under GPDP	1
7	Bottlenecks, if any, faced in the achievement of SDG Theme	
8	Remarks of the Visiting Officer on the status SDG Theme	= ↓ =

To JJM, the executing agency (JJM) needs to take utmost precaution while execution of work. The main objective is (Ghar Ghar Jal, Ghar Ghar wal). Unfortunately, nothing of that sort was found in parturkai (A) people are strongly recommending safe, clean drinking water JJM is the program but at places has failed need repairment and immediate attention from Dist. Administration.

[Signature]
no.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Improvement/Installation of LT network at Ward NO 1, 3, & 7 Putunkai A	
2	Grade bund of 1km distance across Hangal nallah and Suvigam nallah.	
3	Establishment of an Animal Husbandary Unit for 3000 population at Putunkai	
4	Macadamization of inner link roads at Putunkai 4 - 2km distance.	
5	Protection bund, yoga Room and tiling inside wellness center of Putunkai	
B	Impact of B2V1 to B2V4	
1	From B ₂ V ₁ to B ₂ V ₄ , except NAREGA	
2	work & RDE, nothing has been done.	
3		
4	needs immediate attention especially	
5	Ward I (Putunkai) has been neglected.	
C	Challenges in the Panchayat	
1	→ It may be a miracle, of clean and safe drinking	
2	water of 57M reaches to every household.	
3		
4	→ Ward 4 is unfortunately at a dangerous as	
5	water power net work is in a deteriorated condition.	
D	Suggestions if any	
1	Immediate attention is required towards safe and	
2	clean drinking water and power line network	
3	of ward II of Putunkai & need replacement	
4	as it can lead to any catastrophe at any	
5	point of time.	

[Signature]
12/1/23
PW

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1. BEST PERFORMING DEPARTMENTS	
1	Health
2	Education
3	Rural Development
2. LEAST RESPONSIVE DEPARTMENTS	
1	JK Bank
2	Soil development dept
3	

II. FEEDBACK ON UT INITIATIVES

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Improvement and Installation of LT network at ward 1, 3, 7 as it can lead any Gtastople.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Safe, clean drinking water to Every house hold of 77MA.
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)	Safe, clean drinking water and improvement of LT network has been a major demand since B ₂ to B ₅ It needs immediate attention as nothing concrete has been done on ground. Gvt must keep it as utmost priority. Rest has been done.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	4
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the visiting officer is satisfied 02 days at Panchayat Hqrs Palsan.

Signature of Sarpanch

Name: ELWA BEG
Deputy Sarpanch
Halqa Potusha

Signature of the Visiting Officer

Name: Rafiq Ahmad Shah (KAS)
Distt. Treasury Officer
Bandipora