

Visiting officer

Bomb

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2025

KEY FEATURES

- Deputy Commissioners to lead the initiative
- Rural Development Department to be the nodal department
- Planning Development & Monitoring department and IT to be the support departments

INSTRUCTIONS FOR THE VISITING OFFICER

Activity	INSTRUCTIONS	ACTION POINTS
Activity 1	Seeking details from the District team	a. Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in b. Also take print outs of the summarized excel sheets of the previous phases from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in. ATRs on issues raised during previous 4 phases of B2V and feedback on deliverables of last year from the office of Deputy Commissioner. c. Take prints of blank 2 booklets of B2V5 from www.jkpanchayat.in / www.jkpanchayat.jk.gov.in d. Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads: • PRI grants • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work e. Plans/ beneficiary lists: • MGNREGA draft plan document for the year 2023-24. • List of Awaas+ beneficiaries alongwith IHHL Convergence • List of pension beneficiaries. • List of SHGs • List of agriculture scheme beneficiaries f. Lists of beneficiaries for: • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

its	Reach the Panchayat on day of visit.	1. To hold meetings with PRIs, Officers/officials of the department and General Public to have firsthand information about the Infrastructure & implementation of Schemes as per Schedule I A, IB & Schedule II 2. Ensure that all front line workers of different depts are present 3. Ensure exhibition by different depts about individual beneficiary schemes 4. Inspect JKD/PSD counters/outlets 5. Participate/ensure organization of sports activity in panchayat, talent hunt, cultural event/youth activity 6. Ensure awareness generation about PM Vidyalakshmi scheme and AyushmanBharat 7. Ensure saturation of soil health card and Gokul Health Card under AyushmanBharat, saturation of Old Age Pension Scheme, Domicile Saturation, KCC Saturation, and saturation of land passbooks 8. Visit government establishments, i.e., Health facility, Education Institute, Anganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc. 9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&K, etc. 10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JJM, etc. 11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat. 12. Wherever possible distribute employment letters for people selected under various government employments. 13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs & AMRIT SAROVARS. 14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved. 15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc. 16. Organize village-level cultural events to engage panchayat members. 17. Obtain a candid assessment about the performance of various depts, including fair feedback about discrepancies in functioning. 18. Open discussion on Nasha Mukh Abhiyan, corruption-free Panchayat, etc. 19. Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.
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GENERAL INSTRUCTIONS

1. The visiting officer shall spend at least three days in the Gram Panchayat to assess the details of the Gram Panchayat comprehensively.
2. He/She shall refrain from giving or offering any commitment on behalf of the government and shall adopt an unbiased attitude in reporting issues. As far as possible, his/her observation should be based on a fair and analytical view emerging from his/her interaction in the village.
3. He/She is going to the Panchayat as a planning officer, not for sanctioning any works or for making any commitments.
4. While preparing the Gram Panchayat development plan, he/she has to ensure that demands are prioritized and reflected under available schemes; wherever necessary the larger works are to be referred to administrative deptt under CSS/UT plans under intimation to DCs, and the rest of the works to DCs for reflecting it under district/CSS plans.
5. His/her work shall be hard-core planning and audit and is not a PR exercise.
6. Every Deputy Commissioner has to ensure that at least one RDD official (ideally Panchayat Secretary) is present in every panchayat with relevant panchayat records; to ensure the conduct of all activities as planned. Panchayat-wise orders need to be issued in advance.
7. The BDO has to ensure that Gram Sabha is held during the visit of the officer in the panchayat and uploaded on Vibrant Gram Sabha Portal.
8. The visiting officer should ideally carry his/her laptop to complete the reports at the Panchayat level itself and upload the final report, duly signed both by the Sarpanch and by the visiting officer on the www.jkpanchayat.jk.gov.in portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Muk, Bhrashtachar Muk, Rozgar yukt J&K, besides carrying forward the activities during Jan Abhiyan and saturating them.

In addition, attention may be given to the following areas:

- a. Make full use of Centrally Sponsored Schemes.
 - b. Saturation of individual beneficiary schemes.
 - c. Self-employment schemes.
 - d. Bank-linked schemes, including departmental subsidy schemes.
 - e. Empowerment and transparency through digital initiatives.
 - f. Effectiveness of grassroots machinery:
 - i. Patwari, VLW present and available.
 - ii. Available funds utilized in public interest and as per Gram Sabha resolutions.
 - iii. Fairness in governance.
 - iv. CSS/Individual beneficiary schemes, etc.
 - v. Bhrashtachar Muk J&K.
 - vi. Nasha Muk, J&K.
9. The PRI members (Sarpanchs, Panchs, BDC Chairperson) shall be at the forefront of all activities and given due importance, and the approach should be to strengthen them and make them feel empowered. He/she shall ensure that the BDC Chairperson and Sarpanch/Panch are present at the time of inauguration and ceremonies.

10. The visiting officer shall not leave the district without handing over a hard copy of the report to the Rural Development official (BDO/Panchayat Secretary) for further uploading of the report on the www.jkpanchayat.in / www.jkpanchayat.jk.gov.in portal within 2 week's time, positively.

Instruction for Field visit

FIELD VISIT

Facility	Purpose
Khidmat Centres	Create /Generate awareness on online services particularly G2C schemes Aapki Zameen Aapki Nigrahani, Beams, Jambhagidari, Digital J&K n/a
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc n/a
Incomplete buildings/projects	Verify whether identification and redistribution done ✓ ✓ ✓ n/a
PDS	Visit, evaluate, online status ✓ yes
PHC	Visit- evaluate, status of staff, equipment and quality ✓ ✓ ✓ satisfactory
PMAY	Inspect, Inaugurate ✓
My school, my pride progress; schools- water, toilets, staff	✓ visit, check for water, electricity, sanitation, meet students and staff ✓
Swachh SBM	Evaluate ✓
Panchayat play ground, Sports kits distribution Village games	Ensure, verify. Participate in at least one game in the playground ✓
Har Gaon Hariyali, Plantation drive	Evaluate status, feedback ✓
Village cultural event	Participate in ensure that it is held ✓
Dangal/ Haat/Mela	n/a, yes
Exhibition of schemes	Ensure that every department participates and that it continues for the entire duration of B2V ✓ no
Jal Jeevan Mission verification- WSS/JSD Electricity supply	Verify ✓

AWARENESS GENERATION ABOUT FLAGSHIP SCHEMES

The Village Cluster shall give an overview of the following schemes

FLAGSHIP SCHEMES

1. Atmanirman Bharat- PMJAY - yes
2. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission - yes
3. PM Awas Yojana (Rural) ✓
4. PM Ujjawala Yojana ✓
5. PM Vishwakarma ✓
6. PM Kisan Samman Nidhi ✓
7. Kisan Credit Card (KCC) ✓
8. PM Poshan Abhiyan ✓
9. Har Ghar Jal- Jal Jeevan Mission ✓
10. Survey of Villages and Mapping with Improved technology in Village areas (SVANMITVA) - yes
11. Jan Dhan Yojana ✓
12. Jeevan Jyoti Bima Yojana ✓
13. PM KUSUM Yojana ✓
14. Suraksha Bima Yojana ✓
15. Atal Pension Yojana ✓

ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS

1. Enrolment in Eklavya Model residential school - Nil -
2. Scholarship schemes - Nil -
3. Forest Rights Title: Individual and Community Land -
4. Van Dhan Vikas Kendra: Self Help Groups -

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

lean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste. **Yes**
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. **NO**
- 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 **Yes**
- 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. **NO**
- vi. Whether schools have started segregating waste. **Yes**
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. **Yes/No**

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**

Water-sufficient village

- i. Do all the HHs 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. **NO**
- iii. Do all the HHs in the Gram Panchayat have toilets? **Yes/No**
- iv. Are all the HHs 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**

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. **2**

- iii. Whether the issues raised by H/Sabha 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 Halka 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 Panchayat Ghar 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 4 ✓
 - 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. ✓
 - 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) ✓

Deliverables:

S/No Department

Deliverable

1	Agriculture Production Department	i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. - <i>Yes</i> ii. Ensuring saturation of Kisan Credit Cards (KCC) & Soil Health Cards (SHC). - <i>Yes</i> iii. Awareness about G.I. Tagging of agriculture crops. iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment. - <i>Under process</i> v. Distribution of seedling and seeds including Rabi seeds, <i>lavender seeds</i>. vi. Implementation of FasalBoomaYojna (Crop Insurance). - <i>Yes</i> vii. Issuing sanction letters for insurance of the Cattle.
2	Rural Development Department	i. Establishment of AmritSarovar per Panchayat (Target/Achievement) - <i>of incomplete</i> ii. Saturation of all households in SHGs across all panchayats. - <i>NO</i> iii. Number of works verified and completed during B2V-I, II, III & IV. iv. Achieving 100% social audit of PMAY. - <i>Yes</i> v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households. - <i>Yes</i> vi. Achieving PMAY/HHH Saturation. - <i>Yes</i> vii. Status of Drug Free/Corruption free Panchayats. - <i>Yes</i> viii. Organizing of various sports events at the Panchayat level. - <i>Yes</i>
3	Information Technology	i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated. ii. Awareness about BEAMS, Janbhagidan & E-UnnatPortal etc. iii. Hoardings, Wall paintings in all panchayats about Digital J&K & Services. iv. Organizing of one CSC Camps per panchayat. v. Assistance to be provided in enrolment for User Services, Golden Card Domicile Certificates etc.
4	Finance Department	i. Number of Aadhaar Linked accounts under PMJJY, PMSBY, APY & PMJDY. ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&K Bank, EDI and Labour. iii. Setting up of counters by Banks at Panchayat level for verification, Sanctioning and disbursement of cases and also accepting fresh application under all individual subsidy schemes. iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc.
5	Revenue Department	i. Awareness programme about Management legacy data of registration & Delivery of registration documents online to the citizens by the Tehsildar concerned. ii. Information campaign for popularization of "AapZameenAap Ki Nigarni". iii. Achieving saturation of land passbooks. - <i>Not</i> iv. Pending inheritance mutations to be completed. - <i>nil</i> v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional) - <i>nil</i>
6	Health & Medical Department	i. Saturation of Golden Cards under PMJJY/ SEHAT Scheme. - <i>Yes</i> ii. Swachh Hospitals- Clean Toilets and Junk free premises. - <i>Yes</i> iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. - <i>Yes</i> iv. Screening of School Children. - <i>Yes</i> v. Awareness about screening of NCD (Non communicable disease). - <i>Yes</i>
7	Social Welfare	i. Geo-tagging of established Child Care Institutions. ii. Saturation of Old Age Pension ISSS/NSAP. - <i>Yes</i> iii. Number of Disability Cards (UDID) digitized. - <i>Yes</i> iv. 500 Anaemia check-up camps to be conducted. v. Number of Aanganwari beneficiaries Aadhar Seeded.

		vi. Number of Beti Bachao Beti Padhao events held. 04
		vii. Saturation of left out cases under disability pension, implants and tricycle etc. ✓
8	Forest, Ecology & Environment	viii. Awareness about Drug Mukht Panchayats. yes- i. Plantation drives under "Har Gao Haryali" program. ✓ ii. Conservation of water bodies. ✓ iii. Forest for Fodder. ✓ iv. "Green JK drive" campaign. ✓ v. Identification & Registration of Home Stays. for Registration 70+50 vi. Providing support for tourism activities under village cooperatives. Adm. activities, Travel Agents vii. Promotion for augmenting the tourist inflow. viii. Identification, delineation and demarcation of at least 5 tourist destinations/ circuits/ themes tracks per district. ix. Plastic free tourism destinations.
9	Tourism	
10	Culture Department	i. Organizing school talent hunt competitions. ✓ ii. Cultural event at panchayat level under Har Din Tivhar. ✓ iii. Promotion of local artists by way of organizing Kavi Samaj, Painting competitions etc. ✓
11	Labour & Employment	i. Registration of Job Seekers 50 per District. ✓ ii. Organizing of one Job fairs per District. ✓ iii. Awareness about Self Employment Schemes under Seed Capital Fund & Youth Start-up Loan Scheme.
12	School Education Department	i. Number of students covered under Nipun Bharat & Padega Bharat Tabhi Barlega Bharat. ✓ ii. Identification of out of school Children and their enrolment. yes iii. My School My Pride-Cleanliness and Maintenance drives to be organized. yes iv. Holding of at least 200 Parent Teacher meetings per district. yes v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility. 2 out of 2.
13	Higher Education	i. Digital push for Open & Distance Learning (ODL) and online courses. ✓ ii. My college my pride (Nasha Mukht Camps, Eco Clubs, Sports & Games) ✓ iii. Careers counselling and Job placements. ✓
14	Youth Services & Sports	i. Organizing sports activities/games in every panchayat. yes ii. Distribution of sports kits. yes iii. Stadium / Flood Lights. No
15	Transport	i. Steps taken to reduce the occurrence of road accidents. ✓ ii. Cases under MUMKIN scheme to be finalized. no
16	Tribal Affairs	i. Organizing of Tribal Artisan Mela in each District. n/a ii. Saturation of Scholarship Schemes. n/a
17	Power Development Department	i. Distribution of Transformers. ✓ a) Check Unique Number. ✓ b) Identify DTS with low oil and top oil. ✓ c) Identify DTS with load imbalance. ✓ d) Replace Non Standard fuses standard fuses. ✓ e) All pending electrical accidental claim cases to be resolved and disbursed. yes f) Removal of damaged transformers. yes
18	Food, Civil Supplies and consumer affairs	i. Achievement made under opening of fare price shops. ✓ ii. Saturation of Aadhaar Seeded Ration Cards. yes iii. 100% grievance redressal to be ensured. yes iv. Awareness about the schemes of the Department. yes
19	Skill Development	i. Training of left out SHG members registered with NRLM/Tribal Affairs. n/a ii. Skill Training of B2V4/MTMP2 youth. ✓ iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of JK UT. No iv. 100% admission Polytechnic/ITI. No

Cooperative	i. Formation of Primary Agriculture Credit Society (PACS) & Farmer Producer Organization (FPO) at Block level. ii. Holding Awareness Camps iii. Registration of new cooperative societies.
Science & Technology	i. Public awareness events (IEC) under Rooftop Solar Residential Sector. ii. Outreach and training of farmers for PM-KUSUM Scheme. iii. Installation of Stall for solar gadgets for mass awareness.
Public Works Department(R&B)	i. Connectivity of left out habitations under PMGSY. ii. Safe audit and inspection of all roads. iii. All major roads pothole free in the district.
ARI Trainings	i. Inspections carried to evaluate quality of work and grievances disposal, record keeping & Inventory management.
Mining	i. Monthly monitoring of E-Challans. ii. Awareness programmes about illegal mining. iii. Grant of quarry licence. iv. Identification of new minor mineral blocks.
Disaster Management	i. Number of grievances disposal of Relief Commissioner's Portal. ii. Training of 250 APDA MITRAS. iii. Training of volunteers under SDRF.
GAD	i. Ensuring Biometric attendance. ii. Online portal for purchase of property by J&K Government employees. iii. Monitoring complaints through fixed line telephone grievance cell PUKAR. iv. Action against false complaints.
Jal-Shakti Department	i. Providing of Functional Household Tap Connection (FHTC) to the left out areas. ii. Smart Billing- Online collection of water charges. iii. Ease of water connection amendment in legal provisions. iv. Implementation of JalJeevan Mission & Regular testing of all Schools & Aanganwaris for potable water.
Law Justice & Parliamentary affairs.	i. To start work on E-assembly project. ii. Mechanism for monitoring of cases at district level. iii. Steps for decriminalization of laws.
Public Grievance	i. Satisfaction level for grievances redressal. ii. Assessment of perception of departments among public. iii. Key Issues of concern leading to grievances to be identified.
Estates Department	i. Vacation/Identification of all unsafe buildings. ii. Eviction of unauthorized occupants.
Hospitality & Protocol	i. Awareness programmes regarding eat right. ii. Capacity building/ training of the staff.
Floriculture Department	i. Awareness about yoga. ii. Training and awareness camps for farmers in commercial floriculture.
Information Department	i. Training of the Departmental Officials in Media and Communications. ii. Launch of Musical Talents. iii. Organizing photograph competition under Badalta J&K for public.
Industries & Commerce Department	i. PMEGP cases in which marginal money disbursed. ii. MSME registration on single window portal. iii. Registration of Artisans and weavers. iv. Training of youth in handicrafts and Handloom cooperatives. v. Achievements made under VishwaKarma Scheme.
Planning Development & Monitoring Department	i. Monitoring of CSS / Flagship Programmes. ii. Physical verification of completed projects/ works. iii. Monitoring of Aspirational Panchayat, Block and District programmes. iv. Awareness programme about registration of Births & Deaths. v. Panchayat development index rating verification.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S No	Particulars	
1	Name	Silall Raj
2	Designation	sr. lect.
3	Department	school edu.
4	Place of posting	HSS Jammu
5	Mobile No	7051052696
6	Email ID	hr824345@gmail.com
7	Home District	Jammu
8	Dates of visit	9th & 10th of Nov, 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	Sai Khural
2	Local Government Directory(LGD) code of the Panchayat	240717
3	Name of CD Block	Suchet Gharah
4	Name of Tehsil	do
5	Name of District	Jammu

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	06
2	No. of hamlets in the Panchayat	09
3	No. of households in the Panchayat	1200 approx.
4	Population (approx) of the Panchayat	4350 approx

QUESTIONNAIRE FOR B2V5

Schedule-I (B)

(Details of Officers/ Officials present in the Panchayat)

(Label the status of the sitting Officer/ Officials/ Others in the Panchayat and if it is absent, label it as absent. If it is absent, label it as absent. If it is absent, label it as absent.)

S. No.	Department	Name of Officer/ Official	Designation	Status	Remarks
1	Agriculture	Manjeet Singh	AEA	Present	
2	Education	Vijay Kumar	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Sonia Choudhary	SWO	Present	
4	Forest	N/A			
5	Health and Medical Education	Dr. Sheela	MLHP	Present	
6	ICDS Department	Manita Devi	MLHP	Present	
7	Irrigation and Flood Control Department	Anju, Manjeet, Anil	AWIS + worker	Present (all)	
8	Jai Shakti Department	Parveen	Kumar Field worker	Present	
9	Power Development Department	Parveen Kum.	Balder	Present	
10	Public Works Department	Ravi Krishan	Mt. Reader	Present	
11	Revenue	Sham Lal	casual labourer	Present	
12	Rural Development and Panchayat Raj	Vivek Singh	Patwari	Present	
13	Skill Development	Balbir Singh	Pat. sec.	Present	
14	Social Welfare Department	Sonia Choudhary	Nyc	Present	
15	Youth Services and Sports Department	Shash Lal	Nyc	Present	
16	Others	Meenakshi	Sr. Receptionist	Present	
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				
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	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
a) Kindergarten	NIL	-	-	-
b) Primary	01	-	-	-
c) Middle	01	-	-	-
d) High	NIL	-	-	-
e) Higher Secondary	NIL	-	-	-
f) College	NIL	-	-	-
3. Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
	06	91	1 Worker	Govt.
4. Healthcare facility	No. of sub-centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
	01	01	01	NIL
5. Bank branch (Y/N)				
6. Availability of ATM (Y/N)				
7. Khidmat center/ CSC (Y/N)				
8. Post office (Y/N)				
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	
	NIL	9500	2500	
12. Government offices- details, whether functional or not	No. of Govt Offices	Functional		
	All functional			
13. Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
	01	Devi ghar	Need repair	NIL
14. Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	NIL			
15. I. Whether Panchayat assets captured on e-Gram Sampda App (Y/N)	Yes			
II. Number of Asset captured	00			
III. Please mention assets				
	1.			
	2.			
	3.			
	4.			
	5.			
16. List of Incomplete Buildings- names, year of construction	Name	Year of construction		
	M.S. Sardar	1975		
17. List of Underutilized Buildings- names	Name	Year of construction		
	NIL			

QUESTIONNAIRE FOR B2V5

Schedule-III

(STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

S. No.	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET BENEFICIARIES / PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDING
1	Old Age pension	Social Department Welfare	281	281	-
2	Widow pension	Social Department Welfare	44	44	-
3	Disability pension	Social Department Welfare	26	26	-
4	Status under Stunting Mukti	Social Department Welfare	-	-	-
5	Status under wasting Mukti	Social Department Welfare	-	-	-
6	Equipment's provided to specially abled persons (implants, bicycles etc)	Social Department Welfare	026	3	Comp not sanctioned
7	Digital Services provided	IT / BDO / CSC	one each	-	-
8	Dakh Nshan	Agriculture Department	Nil	15	10
9	NHAN credit card	Agriculture Department	565	308	25
10	PM Kisan Samman Nidhi	Agriculture Department	03	03	Nil
11	Employment Saturation (PMGSY, Topepani, Munin, Mission Youth, Himmat, etc)	Employment Department	-	-	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	JDM Implementation	Jal Shakti Department	-	-	-
	I. No of Household provided FHTC				
	II. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDO	800	800	-
15	PMAY- Gramin	RDO & PR	46	46	-
16	SBM Gramin- IHL functional (Household toilets)	RDO & PR	290	250	40
17	ODF Plus villages (No)	RDO & PR	78	-	-
18	Tongrid Sock pit completed	RDO & PR	78	25	-
19	IKRLM	RDO & PR	78	-	-
	I. Number of Self Help Groups formed		-	-	-
	II. Number of Households targeted		-	-	-
20	Land Passbook Saturation	Revenue Department	-	-	-
21	Pending Mutations	Revenue Department	-	-	-
22	Domicile Certificates	Revenue Department	800	800	-
23	Persons identified drug addicts	BDO / Sarpanch	800	800	-
24	Awareness camps for de-addiction conducted	BDO / Sarpanch	Nil	Nil	-
25	Drugs Addicts rehabilitated	BDO / Sarpanch	08	100	-
26	Golden Health Card under Ayushman Bharat	Health Department	Nil	Nil	Nil
27	Janani suraksha yojana	Health Department	1288	980	Not Prepared
28	Status under Aarosa Mukti	Health Department	9	9	-
29	Status under Leprosy Mukti	Health Department	Nil	-	-
30	Number of Ayushman Mats organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	Nil	Nil	Nil
31	Number of Ayushman Sahas field	Health Department	04	04	-
32	Out of School Children brought to schools	School Department Education	15	15	-
33	Number of students still out of schools	School Department Education	Nil	Nil	-
34	Persons educated through bridge courses	School Department Education	Nil	Nil	Nil
35	Household using clean cooking fuel (LPG)	PCS & CA	1200	1200	Nil

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

S. No	Particulars	Status
1	Name of Health Institutions	HWC, Sai Khued.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	01 03
4	No of patients attended during the month	180
5	Status of medicine availability	Yes
6	Special medical camp held, if any	Yes
7	Status of Immunization	Good.
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	8 Govt + Institutional
10	Non- Institutional deliveries in Panchayat (Current Year)	2 - Private
11	Other	
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	02
2	Type of building (Govt./ Private)	
3	Availability of Staff as per sanctioned strength	06+1 (teacher master) available 3+1 job 03
4	Enrolment of the School a) Boys b) Girls	11+15] 26] 48 10+12] 22]
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
10	Other	
11	Remarks of the Visiting Officer	satisfactory.

III. Anganwadi center

S. No	Particulars	Status
1	Location of Anganwadi center	Near P.H. Ghar
2	Number of children enrolled a) Boys 51 b) Girls 40 } 91	
3	Status of Building (Private / Govt.)	
4	Availability of Helper / worker	
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	No
12	Number of children wasted	No
13	Any Other	
14	Remarks of the Visiting Officer	Satisfactory

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	
2	Government / Private	
3	Name of the dealer (in case of Private)	Ramesh Lal
4	No. of registered beneficiaries	2500
5	No. of beneficiaries drawing Ration from the store	2500
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

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Not
2	No of Accounts in the branch	
3	No of persons applied under various self-employment schemes	10
4	No of cases sanctioned under various self-employment schemes	Nil
5	No of cases in whose favour loan has been disbursed under various self-employment schemes	Nil
6	Availability of ATM	Nil
7	Any Other	
8	Remarks of the Visiting Officer	60%.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Near Ghar
2	Condition of Amrit Sarovar	under construction
3	Details of repair undertaken, if any	-
4	Utilization of Amrit Sarovar	yes
5	Any Other	
6	Remarks of the Visiting Officer	not satisfactory.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Near P.H. Ghar
2	Condition of Playground	not satisfied
3	Utilization of Playground	yes
4	Any Other	
5	Remarks of the Visiting Officer	Need funds for boundary wall and leveling.

VIII. Partwarkhana:

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

IX. PMAY houses:

S. No	Particulars	Status
1	Location of PMAY house constructed	PH sai khurad.
2	Name of the beneficiary	10 completed 46 under construction.
3	Status of the house (completed/ in-use/ under-construction)	N. Good.
4	Any Other	
5	Remarks of the Visiting Officer	satisfied.

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	sai khurad.
2	Name of the beneficiaries	
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	all 25 completed.
4	Any Other	
5	Remarks of the Visiting Officer	Good.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	- Nil -
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	

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good.
2	Transport	Good.
3	Electricity	Good.
4	Drinking water	Good.
5	Cleanliness	Good.
6	Sports facility (Playground)	Good.
7	Any Other	(overage)

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	-
	3. Local Folk programme / Show	-
	4. Discussions with PRI and Senior citizens	yes
	5. Exhibitions	-
B	Sports Activities	yes
	1. Sports Event	yes
	2. Distribution of sports kit	NO
C	Inaugurations (If any)	
	PMAY house	yes
	Segregation Sheds	yes
	Amrit Sarovar	yes
	JJM Assets	-
	Compost/ Soak Pits	-
	PMGSY / MGNREGA works	yes
	Any other	-
D	Distribution of certificates	nil
	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	yes

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

	Particulars	Status
1	SDG Theme adopted by the Panchayat	Need to be improved
2	SDG Theme adopted under the SDG Contractual Model	Plantation, Nasa mukhi at Shant Pledge, Pledge are corruption free building etc.
3	Status of activities undertaken	satisfactory
4	Visible impact of the Activities	do
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	All activities mentioned above covered under GDP
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Need to improve playground, school building.
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	PMGSY schemes 70% completed	
2		
3	Water drain 50% completed	
4	sewage treatment plant completed	
5		
B	Impact of B2V1 to B2V4	
1	50% demands of the people addressed by	
2	the govt. of India and remaining	
3	are pending due to lack of funds.	
4		
5		
C	Challenges in the Panchayat	
1	Bunkers, playground repairing, land	
2	ownership. Animal husbandry, etc.	
3		
4		
5		
D	Suggestions if any	
1	The govt. should address urgent & prime	
2	demands which are mentioned in serial (c)	
3	above mentioned	
4		
5		

Dr. Sarbjit Singh
Sarpanch
Hada Sai-Khur
Suchetgarh, Jammu

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QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 Social welfare
2 Rural Development
3 Health

1 Forest, Finance, labour & employment, food & supply
2 Skill development, information, culture & sports,
3 environment.

ii. FEEDBACK ON UT INITIATIVES

- Most of the farmers demanding their land compensation.
- Electricity should be given free for farming purposes.
- Bunkers for protection from Pate shelling.
- Funds for play grounds, protection wall in the ward No 1
- Lane & drain works in the P.H.
- ATM & Bank required.
- Rational shop is not available in the P.H.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Most of the population demanded Bunkers, and ownership of the land as they are all refugees.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Same as above. etc -
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)	Satisfactory except some demands raised by the people which I have already mentioned in sr No. 1 & 2 above.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	7 points
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	The visiting officer stayed in his P.H. Sai-Khurd for two days

Signature of Sarpanch

Name: SARBJEET SINGH

Sr. Sarbjeet Singh
Sarpanch 10/11/23
Halqa Sai-Khurd
Suchetgarh, Jammu.

Signature of the Visiting Officer

Name: Vikas Rajput
10.11.2023

Sr. Sarbjeet Singh
Sarpanch 10/11/23
Halqa Sai-Khurd
Suchetgarh, Jammu.