

INSTRUCTION MANUAL FOR B2V5



NO. 16 16th NOVEMBER 2023.

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

Sl	INSTRUCTIONS	ACTION POINTS
1	Seeking details from the District team	<p>a. Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in</p> <p>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.</p> <p>c. Take prints of blank 2 booklets of B2V5 from www.jkpanchayat.in / www.jkpanchayat.jk.gov.in</p> <p>d. Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads:</p> <ul style="list-style-type: none"> • PRI grants • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work <p>e. Plans/ beneficiary lists:</p> <ul style="list-style-type: none"> • 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 <p>f. Lists of beneficiaries for:</p> <ul style="list-style-type: none"> • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

ity	Reach the Panchayat on day of visit.	<ol style="list-style-type: none"> 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 1A, 1B & 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 JKB/PSB counters/outlets. 5. Participate/ensure organization of sports activity in playfield, talent hunt cultural event/youth activity. 6. Ensure awareness generation about PM Vatswasthikarma scheme and AyushmanBharat. 7. Ensure saturation of soil health card and Golden 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, Aganwadicenters, 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 Nigrahi, 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 Mukti 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 a 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 Mukti, Bhrashtachar Mukti, 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 Mukti J&K.
 - vi. Nasha Mukti, 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.

WARENESS GENERATION ABOUT FLAG SHIP SCHEMES

The Visiting Officer shall create awareness about the following schemes:-

FLAG SHIP SCHEMES

1. Ayushman Bharat- PMJAY
2. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission
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 improvised technology in Village areas (SVANMITVA)
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
2. Scholarship schemes
3. Forest Rights Title: Individual and Community Land
4. Van Dhan Vikas Kendra: Self Help Groups

SDG Theme & Goals

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. *Yes, biogas plant, compost, etc.*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. *Yes*
- 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. *Yes*
- vi. Whether schools have started segregating waste. *Yes*
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. *Yes*

2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? *Yes*
- ii. Do all the eligible individuals been provided the Golden Card? *Yes*
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? *Yes*
- iv. Are all the eligible individuals been vaccinated against COVID-19? *Yes*
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? *Yes*
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? *Yes*

3. Water-sufficient village

- i. Do all the HHs in the Gram Panchayat have water pipeline connections? *Yes*
- ii. Whether Gram Panchayat has taken steps for grey water management. If *Yes*, please specify *Yes, soakage pits*
- iii. Do all the HHs in the Gram Panchayat have toilets? *Yes*
- iv. Are all the HHs toilets functional or not? *Yes*
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? *Yes*
- vi. Are all the toilets in the schools/Anganwadifunctional or not? *Yes*
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? *Yes*

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*
- ii. How many BalSabha's were organized in the Gram Panchayat. *82*

- iii. Whether the issues raised by BalSakha 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 *BPL List at District Level*
- 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 *Separate Department*
- 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 *Yes*
- 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 MahilaSakha's were organized in the Gram Panchayat *52 NG*
- 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. = *15*
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matruva Vandana Yojana *5 NG*

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	<ul style="list-style-type: none"> i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. ii. Ensuring saturation of Kisan Credit Cards (KCC) & Soil Health Cards (SHC). iii. Awareness about G.I. Tagging of agriculture crops. iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment. v. Distribution of seedling and seeds including Rabi seeds, lavender seeds. vi. Implementation of FasalBeemaYojna (Crop Insurance) vii. Issuing sanction letters for insurance of the Cattle
2	Rural Development Department	<ul style="list-style-type: none"> i. Establishment of AmritSarovar per Panchayat (Target/Achievement) ii. Saturation of all households in SHGs across all panchayats. iii. Number of works verified and completed during H2V-I, II, III & IV. iv. Achieving 100% social audit of PMAY. v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households vi. Achieving PMAY/HHH Saturation. vii. Status of Drug Free/Corruption free Panchayats viii. Organizing of various sports events at the Panchayat level.
3	Information Technology	<ul style="list-style-type: none"> i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated. ii. Awareness about BEAMS, Janbhagidari& 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Nigraani". iii. Achieving saturation of land passbooks. iv. Pending inheritance mutations to be completed. v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)
6	Health & Medical Department	<ul style="list-style-type: none"> i. Saturation of Golden Cards under PMJAY/ SEHAT Scheme. ii. Swachh Hospitals- Clean Toilets and Junk free premises. iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. iv. Screening of School Children. v. Awareness about screening of NCD (Non communicable disease).
7	Social Welfare	<ul style="list-style-type: none"> i. Geo-tagging of established Child Care Institutions. ii. Saturation of Old Age Pension ISSS/NSAP. iii. Number of Disability Cards (UDID) digitized. iv. 500 Anaemia check-up camps to be conducted. v. Number of Aanganwani Beneficiaries Aadhar Seeded.

		<ul style="list-style-type: none"> vi. Number of BetiBachaoBetiPadhao events held. vii. Saturation of left out cases under disability pension, implants and tricycles etc. viii. Awareness about Drug Mukht Panchayats.
8	Forest, Ecology & Environment	<ul style="list-style-type: none"> i. Plantation drives under "Har Gaon Haryal" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green J&K drive" campaign.
9	Tourism	<ul style="list-style-type: none"> i. Identification & Registration of Home Stays. ii. Providing support for tourism activities under village cooperatives. iii. Promotion for augmenting the tourist inflow. iv. Identification, delineation and demarcation of at least 5 tourist destination/ circuits/ themes tracks per district. v. Plastic free tourism destinations.
10	Culture Department	<ul style="list-style-type: none"> 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 KaviSamaylan, Painting competitions etc.
11	Labour & Employment	<ul style="list-style-type: none"> i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fares per District. iii. Awareness about Self Employment Schemes under Seed Capital Fund & Youth Start-up Loan Scheme.
12	School Education Department	<ul style="list-style-type: none"> i. Number of students covered under Nipun Bharat & Padega Bharat TabhiBadega Bharat. ii. Identification of out of school Children and their enrolment. iii. My School My Pride-Cleanliness and Maintenance drives to be organized. iv. Holding of at least 200 Parent Teacher meetings per district. v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility.
13	Higher Education	<ul style="list-style-type: none"> i. Digital push for Open & Distance Learning (ODL) and online courses. ii. My college my pride (NashaMukht Camps, Eco Clubs, Sports & Games) iii. Careers counselling and Job placements.
14	Youth Services & Sports	<ul style="list-style-type: none"> i. Organizing sports activities/games in every panchayat. ii. Distribution of sports kits. iii. Stadium / Flood Lights
15	Transport	<ul style="list-style-type: none"> i. Steps taken to reduce the occurrence of road accidents. ii. Cases under MUMKIN scheme to be finalized.
16	Tribal Affairs	<ul style="list-style-type: none"> i. Organizing of Tribal Artisan Mela in each District. ii. Saturation of Scholarship Schemes.
17	Power Development Department	<ul style="list-style-type: none"> i. Distribution of Transformers. <ul style="list-style-type: none"> 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. f) Removal of damaged transformers.
18	Food, Civil Supplies and consumer affairs	<ul style="list-style-type: none"> i. Achievement made under opening of fare price shops. ii. Saturation of Aadhaar Seeded Ration Cards. iii. 100% grievance redressal to be ensured. iv. Awareness about the schemes of the Department
19	Skill Development	<ul style="list-style-type: none"> i. Training of left out SHG members registered with NRLM/Tribal Affairs. 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. iv. 100% admission Polytechnic/ITI.

		v. 100% Implementation of Skill strengthening for industrial value enhancement Scheme.
20	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.
21	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.
22	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.
23	ARI Trainings	i. Inspections carried to evaluate quality of work and grievances disposal, record keeping & Inventory management.
24	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.
25	Disaster Management	i. Number of grievances disposal of Relief Commissioner's Portal. ii. Training of 250 APDA MITRAS. iii. Training of volunteers under SDRF.
26	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.
27	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 & Anganwaris for potable water.
28	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.
29	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.
30	Estates Department	i. Vacation/identification of all unsafe buildings. ii. Eviction of unauthorized occupants.
31	Hospitality & Protocol	i. Awareness programmes regarding eat right. ii. Capacity building/ training of the staff.
32	Floriculture Department	i. Awareness about yoga. ii. Training and awareness camps for farmers in commercial floriculture.
33	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.
34	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.
35	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	Mr. Aman- Mohi Dda.
2	Designation	I/c Agriculture Extension Officer.
3	Department	Agri. Zone
4	Place of posting	Pulicama.
5	Mobile No	6006116998
6	Email ID	Uamgn 4601@gmail.com
7	Home District	Pulicama.
8	Dates of visit	11-11-2023 & 12-11-2023

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	Nagad.
2	Local Government Directory(LGD) code of the Panchayat	242094.
3	Name of CD Block	Asi Pul.
4	Name of Tehsil	do.
5	Name of District	Pulicama.

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01 (one)
2	No. of hamlets in the Panchayat	01 (one)
3	No. of households in the Panchayat	244
4	Population (approx) of the Panchayat	1160

QUESTIONNAIRE FOR B2V5

Schedule-1 (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	Satpal Singh	G. O. O	Present	
2	Education	Fazim Ah. Shahi	Teacher	-do-	
3	Food, Civil Supplies and Consumer Affairs	Muktesh Ah. Khan	Watchman	-do-	
4	Forest	Jahid. Khatun Khan	Watchman	-do-	
5	Health and Medical Education	Farooza Bashir	EMPHIO	-do-	
6	ICDS Department	Fazenda Bano	A. W. W	-do-	
7	Irrigation and Flood Control Department	Gh. Mohd. Amin	W. Supervisor	-do-	
8	Jai Shakti Department	Fayaz - Ah. Daa	Daily wages	-do-	
9	Power Development Department	Jeelani	L. man II	-do-	
10	Public Works Department	Ali Mohd. Miao	Road workers	-do-	
11	Revenue	Rabindra Singh	Patwari	-do-	
12	Rural Development and Panchayat Raj	Sabzar. Ah. Sofi	G. R. S.	Present	
13	Skill Development			Absent	
14	Social Welfare Department	Gh. Naloi Shah	NVC.	Present	
15	Youth Services and Sports Department	Nisina Ah. Rather	Physical Edn. Teacher	Present	
16	Others (Bank)	Faizan. Yusuf	Clerk	Present	
17	Horticulture	Mazia Ah.	H-T-G IV	-do-	
18	SHEEP	Gh. Mohd. Khan	Asst. M.	-do-	
19	ANIMAL Husbandry	Ab. Rashid Shah	S.V. P	-do-	
20	Soil Conservation	M. Haris Khan	Asst. P.	Present	

QUESTIONNAIRE FOR B2V3

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

Infrastructure of Panchayat Ghar		Index Description			
a)	Govt building/private				
b)	New/needings regular				
II.	Furniture (Y/N)	no			
III.	Computer/printer (Y/N)	no			
IV.	Internet (Y/N)	no			
V.	Telephone (Y/N)	no			
VI.	Toilet (CSC/part of panchayat ghar) (Y/N)	no			
VII.	Water (Y/N)	no			
VIII.	Electricity (Y/N)	no			
Educational institution		No. of Schools	Enrollment	Teacher employed	Govt building/ Private building
a)	Kindergarten	0	00	no	Rented Building
b)	Primary	01	00	no	
c)	Middle	X	X	}	
d)	High	X	X		
e)	Higher Secondary	X	X		
f)	College	X	0	no	
Anganwadi Centre		No. of Anganwadi Centres	Total Children Enrolled	Anganwadi / Worker employed	Govt building/ Private building
		03	71	no	Rented Building
Healthcare facility		No. of sub-centres	No. of PHCs	No. of health & wellness centres	No. of Institute having Govt building
		no	no		
Bank branch (Y/N)		no			
Availability of ATM (Y/N)		CSC Yes			
Khidmat center / CSC (Y/N)					
Potwar khana (Y/N)					
Village hall (Y/N)					
Playground (Y/N)					
Ration shop (Y/N)		No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
	01. Rented	01	333	Yes	
Government offices- details, whether functional or not		No. of Govt Offices		Functional	
		no		no	
Amrit Sarovars - details, location, condition		Details	Location	Condition	Utilization
		no	no	no	no
Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc.		no	no	no	no
i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)		no			
ii. Number of Asset captured					
iii. Please mention assets					
1.					
2.					
3.					
4.					
5.					
List of Incomplete Buildings- names, year of construction		Name		Year of construction	
		Name		Year of construction	
List of Underutilized Buildings- names					

QUESTIONNAIRE FOR B2V5

Schedule III (STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REMARKS FOR PENDING	
Old Age pension	Social Department	Welfare	125	125	nil
Widow pension	Social Department	Welfare	12	12	nil
Disabled pension	Social Department	Welfare	21	21	nil
Status under Stunting Mukt	Social Department	Welfare	nil	nil	nil
Status under wasting Mukt	Social Department	Welfare	nil	nil	nil
Equipment x provided to Specially abled person (legibility, (H/Grds etc.)	Social Department	Welfare	nil	nil	nil
Digital Services provided	IT/ BDO/ CSC		nil	nil	nil
Isakhi Kisan	Agriculture Department		30	05	
Kisan credit card	Agriculture Department		240	240	Amritsar
PM Kisan Sammanidhi	Agriculture Department		140	140	nil
Employment Saturation (MGNREGS, Tajawant, Munkin, Mission Youth, Samangal, etc.)	Employment Department		-	-	-
Primary Agriculture Credit Society (PACS) formation	Cooperative Department		01	-	Under Process
PM Implementation	Self Shakti Department		232	205	Registration done for PIPs
1. No of Household provided PMTC			232	205	
2. No of village(s) certified (No.)					
No of Households electrified	POD		232	232	nil
PMET- Gramin	ROD & PR		18	18	nil
SDG Gramin- DRB functional (Household level)	ROD & PR		240	240	nil
SDG Plus villages (No)	ROD & PR		01	01	nil
Targeted leak pit completed	ROD & PR		23	23	nil
SDG+	ROD & PR		nil	nil	-
1. Number of Self Help Groups formed			nil	nil	-
2. Number of Households involved			-	-	-
Land Possession Saturation	Revenue Department		5114	5114	nil
Feeding Mutations	Revenue Department				02
Domestic Certificates	Revenue Department		1160	1160	nil
Persons identified drug addicts	BDO/ Sarpanch		nil	nil	nil
Anonymous camps for de-addiction conducted	BDO/ Sarpanch		02	02	nil
Drug Addicts rehabilitated	BDO/ Sarpanch				
Golden Health Card under Ayushman Bharat	Health Department		1160	1156	Amritsar not Avail. Invt.
Janak Samaksha yojna	Health Department		14	14	nil
Status under Anaemia Mukt	Health Department		nil	nil	nil
Status under Leprosy Mukt	Health Department		nil	nil	nil
Number of Ayushman Mukta organized at Health & Wellness centres (CHCs under Ayushman Bharat)	Health Department		1000 Ely		
Number of Ayushman Mukta hold	Health Department				
Net of School Children brought to schools	School Department	Education	02	02	nil
Number of students still out of schools	School Department	Education	nil	nil	nil
Students educated through bridge courses	School Department	Education	nil	nil	nil
Household using clean cooking fuel (LPG)	HCI & CA		240	240	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)	Govt
3	Availability of Staff	Avail
	a) Doctor	Yes
	b) Paramedical	Yes
4	No of patients attended during the month	Nil
5	Status of medicine availability	Nil
6	Special medical camp held, if any	Nil
7	Status of Immunization	Yes
8	Participation of health worker in Village Health and Nutrition Day	Satisfactory
9	Institutional deliveries in Panchayat (Current Year)	Yes
10	Non- Institutional deliveries in Panchayat (Current Year)	14
11	Other	Nil
12	Remarks of the Visiting Officer	= Satisfactory, Needs Health & Wellness Centre in the said Panchayat.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt Primary School, Kargal.
2	Type of building (Govt./ Private)	Private
3	Availability of Staff as per sanctioned strength	Yes
4	Enrolment of the School	44 Total = 80.
	a) Boys	36
	b) Girls	Nil
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'	Cultural Program & other activities etc
10	Other	
11	Remarks of the Visiting Officer	= Satisfactory, But needs development in School field i.e. School Building and Playground.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Mahadevi Mahadevi
2	Number of children enrolled a) Boys b) Girls	34 37 - Total (71)
3	Status of Building (Private/ Govt.)	Private Building
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	No
12	Number of children wasted	No
13	Any Other	
14	Remarks of the Visiting Officer	Urgent need of Govt Buildings at the said Mahadevi

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	AT Main Road
2	Government / Private	Rented
3	Name of the dealer (in case of Private)	*
4	No of registered beneficiaries	240
5	No of beneficiaries drawing Ration from the store	240
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	need Govt Building for Ration shop Savaria Satisfactory

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	
2	No of Accounts in the branch	As per Takaad office
3	No of persons applied under various self-employment schemes	20/1
4	No of cases sanctioned under various self-employment schemes	20/1
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	Even case (11 cases)
6	Availability of ATM	
7	Any Other	10. 5 km away from Panchayat.
8	Remarks of the Visiting Officer	Satisfactory

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	Satisfactory

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	nil
2	Condition of Playground	nil
3	Utilization of Playground	nil
4	Any Other	nil
5	Remarks of the Visiting Officer	(There is need of Playground)

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	in Rented Building
2	Government/ Private building	private
3	Land passbook saturation	100%
4	Pending mutations	02 m
5	Any Other	nil
6	Remarks of the Visiting Officer	Satisfactory

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	
2	Name of the beneficiary	Telwani Mithalra 1079d
3	Status of the house (completed/ in-use/ under-construction)	1079d Dm 2p, Asad Allah Dm
4	Any Other	Physically Completed.
5	Remarks of the Visiting Officer	- no
		Satisfactory

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Soak pit: at Gps 1079d
2	Name of the beneficiaries	Compost pit: at Dandood 1079d.
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Community Benefited
4	Any Other	Completed
5	Remarks of the Visiting Officer	-
		Satisfactory

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Csc near Jma Masjid 1079d.
2	No of online services provided by the CSC	20 no.
3	No of persons approached for services	317
4	Any Other	-
5	Remarks of the Visiting Officer	Satisfactory but also need of Khidmat Center.

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	Yes
6	Sports facility (Playground)	no
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	Satisfactory
	2. Skits, Songs, Dramas	Done
	3. Local Folk programme / Show	do
	4. Discussions with PRI and Senior citizens	do
	5. Exhibitions	do
B	Sports Activities	
	1. Sports Event	Ansam Road, Stippling etc
	2. Distribution of sports kit	no
C	Inaugurations (If any)	Yes
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	no
	IIM 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	Satisfactory Done

QUESTIONNAIRE FOR B2V5

Schedule-VI

(SDG THEME ADOPTED BY THE PANCHAYAT)

Particulars	Status
SDG Theme adopted by the Panchayat	Yes (Clean & Green Village)
Activities undertaken under the theme (as per action plan manual)	1. Clean & Green Village. 2. Healthy Village. 3. Sh. Sanitary pit, Compost pit, F. Sanitary latrine, etc.
Status of activities undertaken	Satisfactory
Visible impact of the activities	By these activities Panchayat become neat & clean.
Have Gram Panchayat Development Plan (GDP) prepared and updated	Yes
How many activities of SDG have been covered under GDP	Nil
Bottlenecks, if any, faced in the achievement of SDG Theme	Lack of awareness among people.
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	1. Scarcity of water provided	
2	2. Upgradation of electric infrastructure	
3	3. Construction of Panchayat Office building	
4		
5		
B	Impact of B2V1 to B2V4	
1		
2	There was a great impact of B2V1-B2V4	
3	as some works are under process and	
4	some have been done.	
5		
C	Challenges in the Panchayat	
1	Playground, Health Centres	
2		
3	School Building and inclusion of Panchayat	
4	in RPSA category.	
5		
D	Suggestions if any need	
1	Completion of pipe line under Scheme	
2	33M, School Building, Health Centres,	
3	Play-field in said Panchayat	
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD
2	Education Department
3	PHE
2	LEAST RESPONSIVE DEPARTMENTS
1	Skill Development
2	Employment Department
3	Food & Control

II. FEEDBACK ON UT INITIATIVES

The B2V5 Programme at Panchayat level is good & needs to be further improved. At the departments level performed well. But the RDD, Education and PHE Departments played a vital role than others. Sarpanch Ahmed Sofi (LKS) of said Panchayat has been doing nothing in conduct of this B2V5 programme.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	- nil.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Play ground & Health & Welfare centres.
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)	There should be awareness programme regarding all scheme of all department in the said Panchayat
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	

GH. MOHD. DAR
SARPANCH

Signature of Sarpanch

Name: Gh. Mohd. Dar

Signature of the Visiting Officer

Name: Arman Ullah Dar