

INSTRUCTION MANUAL FOR B2V5



UP TO 10th NOVEMBER 2023.

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

INSTRUCTIONS	ACTION POINTS
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 Awasaj+ 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

Reach
Panchayat on day
of visit.

the

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 IA, 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 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 Vishwakarma scheme and AyushmanBhav.
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 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.

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 Mukht, Bhrahtachar Mukht, 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. Bhrahtachar Mukht J&K.
 - vi. Nasha Mukht, 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.

20. 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 a week's time, positively.

Instruction for Field visit FIELD VISIT

Facility	Purpose	
Khidmat Centres	Create /Generate awareness on online services particularly G2C schemes Aapki Zamin Aapki Nigam, Beams, Janbhugidari, Digital J&K	Not available in Panchayat.
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc	Not available in Panchayat.
Incomplete buildings/pro- jects	Verify whether identification and redistribution done	NIL
PDS	Visit, evaluate, online status	
PHC	Visit- evaluate, status of staff, equipment and quality	(of staff services period) No PHC is available. Health and Wellness Centre is available.
PMAY	Inspect, Inaugurate	PMAY houses constructed in the Panchayat inspected one such house.
My school, my pride progress; schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff.	Visited H.S. Panchayat, interested with students / staff. Water / Electricity available.
Swachh SBM	Evaluate	No Progress has been made in Swachh SBM.
Panchayat play ground, Sports kits distribution Village games	Ensure, verify. Participate in at least one game in the playground	Sports activity organized at H.S. Panchayat.
Har Gann Hariyali, Planta- tion drive	Evaluate status, feedback	Afforestation/ Plantation done at Kheriyar/TRC Boni.
Village cultural event	Participate in ensure that it is held	Cultural Event Organized at High School Panchayat
Baagal/ Haat/Mela		— NIL)
Exhibition of schemes	Ensure that every department participates and that it continues for the entire duration of B2V	NIL
Jai Jeewan Mission verification- WSS/ISD Electricity supply	Verify	195 households peride First Water for Commal and not in progress.

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

Awareness about
all the schemes
provided during
B2V5.

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

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. *Nil*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. *Nil*
- 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. *(Reasons not given)*
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No
- 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. *Plantation and maintenance of traditional water bodies being done.*
- vi. Whether schools have started segregating waste. Yes/No
- vii. Whether schools have their own compost/makaga pits for solid/liquid waste management. Yes/No

2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? Yes/No
- ii. Do all the eligible individuals have 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

3. Water-sufficient village

- i. Do all the IHHs 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 IHHs in the Gram Panchayat have toilets? Yes/No
- iv. Are all the IHHs 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/Anganwadifunctional or not? Yes/No
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No

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/No
- ii. How many BalSabha's were organized in the Gram Panchayat. *Nil.*

Whether the issues raised by HalSabha are addressed during the Gram Sabha. Yes/No
Whether Gram Panchayat is packing the data related to dropout children and children with irregular attendance? Yes/NO
Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/No

Village with good governance

Is CSC located in the Gram Panchayat Bhawan or not? Yes/No
Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram Panchayat wall or not? Yes/No
Does the Gram Panchayat has its building or not? Yes/No
Is the Gram Panchayat office functional or not? Yes/No
Are the activities approved under the Halga Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No
Is Social Audit of earlier Schemes/Programs carried out or not? Yes/No

Poverty-free and enhanced livelihood village

Has Gram Panchayat developed any criteria for the identification of the poor? Yes/No if yes specify
Have all the eligible households registered in PDS or not? Yes/No
Has Gram Panchayat provided space for Self-help Groups in Panchayat/Bhar for holding meetings or not? Yes/No
Have all the eligible households been registered for Pension or not? Yes/No
Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No
Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No
Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No

Socially secured village

Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes/No
Is Gram Panchayat Office Disabled Friendly or not? Yes/No
Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/No
Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like toilets, barrier-free access, etc., or not? Yes/No
Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes/No
Are all the eligible households getting benefits from IAY or not? Yes/No

Gendered Development in Village

How many Mahila Sabha's were organized in the Gram Panchayat Nil
Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No)
Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No)
Number of women beneficiaries headed households covered under PDS system. 28
Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matruva Vandana Yojana 28

Sufficient infrastructure in the village

Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet. Yes/No

Whether the Disaster management plan is available at the GP Level (Yes/No)

Whether child-friendly park with required facilities is available in GP. (Yes/No)

Whether the GP has easy access to Godown for storage (Yes/No)

Whether street lights are provided in public places for ensuring safety (Yes/No)

Deliverables:

Sl. No.	Department	Deliverable
1	Agriculture Production Department	I. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. II. Ensuring saturation of Kissan Credit Cards (KCC) & Soil Health Cards (SHC). <i>In Progress</i> III. Awareness about G.I. Tagging of agriculture crops. <i>N/A</i> IV. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment. <i>In Progress</i> V. Distribution of seedling and seeds including Rabi seeds, Soyender seeds. <i>Big done.</i> VI. Implementation of Fasalbeema Yojna (Crop Insurance) <i>Done.</i> VII. Issuing sanction letters for insurance of the Cattle.
2	Rural Development Department	I. Establishment of AnritSarovar per Panchayat (Target/Achievement) - <i>In Progress</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. <i>N/A</i> IV. Achieving 100% social audit of PMAY. <i>No</i> V. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households. <i>No.</i> VI. Achieving PMAY/THHL Saturation. <i>No.</i> VII. Status of Drug Free/Corruption free Panchayats - VIII. Organizing of various sports events at the Panchayat level. <i>Organised across Panchayats.</i>
3	Information Technology	I. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated. - <i>N/A.</i> II. Awareness about BEAMS, Janbhagidar & E-UnnatPortal etc. III. Hoardings, Wall paintings in all panchayats about Digital 3K & 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, PMSEY, APY & PMJDY. II. Providing Self-employment to at least 20 person per panchayat in consultation with 3K Bank, EDI and Labour. <i>N/A.</i> 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. <i>Big done on regular basis.</i> II. Information campaign for popularization of 'Aap Zamoor Aap Ki Fikr'. <i>Big done.</i> III. Achieving saturation of land passbooks. <i>In Progress.</i> IV. Pending inheritance mutations to be completed. <i>Done.</i> V. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional) <i>Not available in Panchayat.</i>
6	Health & Medical Department	I. Saturation of Golden Cards under PMJJY/ SEHAT Scheme. <i>In Progress.</i> II. Swachh Hospitals- Clean Toilets and Junk free premises. <i>Big done.</i> III. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. <i>Big done.</i> IV. Screening of School Children. <i>Big done.</i> V. Awareness about screening of NCD (Non communicable disease).
7	Social Welfare	I. Geo-tagging of established Child Care Institutions. <i>Done</i> II. Saturation of Old Age Pension ISSS/NSAP. <i>Done</i> III. Number of Disability Cards (UDID) digitized. <i>Done</i> IV. 500 Anaemia check-up camps to be conducted. V. Number of Aanganwari Beneficiaries Aahar Seeded.

		vi. Number of Beti Bachao Beti Padhao events held. vii. Saturation of left out cases under disability pension, implants and tricycles etc. viii. Awareness about Drug Mukht Panchayats.
9	Forest, Ecology & Environment	i. Plantation drives under "Har Ghar Haryali" program. <i>Done</i> ii. Conservation of water bodies. <i>Not done</i> iii. Forest for Fodder. <i>Not done</i> iv. "Green 36K drive" campaign. <i>In Progress</i>
10	Tourism	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. <i>NA</i> v. Plastic free tourism destinations.
11	Culture Department	i. Organizing school talent hunt competitions. ii. Cultural event at panchayat level under Har Din Tyhar. <i>Not done</i> iii. Promotion of local artists by way of organizing Kavi Samayari, Painting competitions etc.
12	Labour & Employment	i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fairs per District. <i>HA</i> iii. Awareness about Self Employment Schemes under Seed Capital Fund & Youth Start-up Loan Scheme.
13	School Education Department	i. Number of students covered under Nipun Bharat & Padega Bharat Tabhi Badega Bharat. ii. Identification of out of school children and their enrolment. <i>Done</i> iii. My School My Pride-Cleanliness and Maintenance drives to be organized. <i>Done</i> iv. Holding of at least 200 Parent Teacher meetings per district. <i>Done</i> v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility. <i>All schools having drinking water, Electricity and Separate Toilet</i>
14	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.
15	Youth Services & Sports	i. Organizing sports activities/games in every panchayat. <i>Regularly organized</i> ii. Distribution of sports kits. <i>Not done</i> iii. Stadium / Flood Lights. <i>Not available</i>
16	Transport	i. Steps taken to reduce the occurrence of road accidents. <i>NA</i> ii. Cases under MUMKIN scheme to be finalized.
17	Tribal Affairs	i. Organizing of Tribal Artisan Mela in each District. <i>NA</i> ii. Saturation of Scholarship Schemes.
18	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. f) Removal of damaged transformers. <i>NA</i>
19	Food, Civil Supplies and consumer affairs	i. Achievement made under opening of fair price shops. <i>Done</i> ii. Saturation of Aardhaar Seeded Ration Cards. iii. 100% grievance redressal to be ensured. iv. Awareness about the schemes of the Department.
20	Skill Development	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. <i>NA</i> 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.	HA.
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.	HA.
22	Public Works Department (R&B)	i. Connectivity of left out habitations under PMGSY. — <i>Under budget</i> ii. Safe audit and inspection of all roads. — <i>Only done</i> iii. All major roads pothole free in the district. — <i>In progress</i>	
23	ARI Trainings	i. Inspections carried to evaluate quality of work and grievances disposal, record keeping & Inventory management.	HA.
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.	HA.
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.	HA.
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.	HA.
27	Jal-Shakti Department	i. Providing of Functional Household Tap Connection (FHTC) to the left out areas. — <i>In progress</i> 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. (<i>Works under progress</i>).	
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.	HA.
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.	HA.
30	Estates Department	i. Vacation/identification of all unsafe buildings. ii. Eviction of unauthorized occupants.	HA.
31	Hospitality & Protocol	i. Awareness programmes regarding eat right. ii. Capacity building/ training of the staff.	HA.
32	Floriculture Department	i. Awareness about yoga. ii. Training and awareness camps for farmers in commercial floriculture.	HA.
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.	HA.
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.	HA.
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.	HA.



on 10th NOVEMBER 2023.

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QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Dr. Jyotsna
2	Designation	Assistant Executive Engineer
3	Department	PWD
4	Place of posting	PWD (CRB) Sub-division Bikaner
5	Mobile No	9417135265
6	Email ID	sharmajyotsna@gmail.com
7	Home District	Jamshedpur
8	Dates of visit	9th and 10th November 2023.

B. Locational details of Panchayat: (to be pre-filled, information to be taken from the previous phases booklets/summarized excel sheet uploaded on jkpanchayat.jk.gov.in (to be validated by the visiting officer and missing details to be filled))

S.No	Particulars	
1	Name of the Panchayat	CHALGA
2	Local Government Directory (LGD) code of the Panchayat	240859
3	Name of CD Block	Duggam
4	Name of Tehsil	00 Bani
5	Name of District	Kathua

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	22
3	No. of households in the Panchayat	480
4	Population (approx) of the Panchayat	2550 (Approx.)

QUESTIONNAIRE FOR B2V5

Schedule-I (B)

(Details of Officers/ Officials present in the Panchayat)

(To be filled up by the visiting Officer during his/her visit to the Panchayat. All fields have to be filled by the visiting Officer before the booklet is handed over to the DC)

S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Sh. Anil Sharma	JARO	Present	
2	Education	Sh. Subash chandra	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	—	—	Absent	
4	Forest	Sh. Pankaj Kumar	Forest Guard.	Present	
5	Health and Medical Education	Mr. Zetoban Bano	FNPHW	Present	
6	ICDS Department	Ms. Pooja Devi	AWS	Present	
7	Irrigation and Flood Control Department	Sh. Shibi Lal	A/Colic	Present	
8	Jal Shakti Department	Sh. Karam Chand	Lineman	Present	
9	Power Development Department	Mr. Ashok Kumar	(DRO) Lineman	Present	
10	Public Works Department	—	—	Absent	
11	Revenue	Sh. Javid Mnd.	Patwari	Present	
12	Rural Development and Panchayat Raj	Sh. Kuldeep Kumar	CAS	Present	
13	Skill Development				
14	Social Welfare Department	Mr. Khushida Bano	Craft Teacher I/c TSWO	Present	
15	Youth Services and Sports Department	Mr. Sudesh Kumar	Physical Education Master.	Present	
16	Others Fisheries	Mohd. Yasin	MTS	Present	
17	Animal Husbandry	Sh. Sanjay Kumar	MTS	Present	
18	Sheep Husbandry	Sh. Jit Lal	ASM	Present	
19	Poultry Culture	Sh. Shehnawaz Hussain	HTG	Present	
20					

QUESTIONNAIRE FOR B2V5
Schedule-II
(FIRST HAND INFORMATION ON INFRASTRUCTURE -
PANCHAYAT ASSET REGISTER AND ITS UTILIZATION)

1	Infrastructure of Panchayat Other				
	a) Govt building/private	Cmty. Building			
	b) New/needing repairs	Poor condition			
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	Yes, but not functional			
	IV. Internet (Y/N)	No			
	V. Telephone (Y/N)	No			
	VI. Toilet (CSC/part of panchayat shed) (Y/N)	Not functional			
	VII. Water (Y/N)	Yes			
	VIII. Electricity (Y/N)	No			
2	Educational Institutes	No. of Schools	Enrollment	Teacher(s)	Govt Building/ Private Building
	a) Kindergarten	NIL			
	b) Primary	05	480/47	01	04 in Govt. Bldg., 01 in P.A. Bldg.
	c) Middle	NIL			
	d) High	01	273		
	e) Higher Secondary	NIL			
	f) College	NIL			
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helping / Welfare activities	Govt Building/ Private Building
		11	187		01 in Govt. Bldg. / 10 in P.A. Bldg.
4	Healthcare facility	No. of sub-centres	No. of PHCs	No. of Health & Wellness centres	No. of Institute having Govt. Building
		NIL	NIL	01	NIL
5	Bank branch (Y/N)	No			
6	Availability of ATM (Y/N)	No			
7	Kid's center/ CSC (Y/N)	No			
8	Post office (Y/N)	No			
9	Village hall (Y/N)	No			
10	Playground (Y/N)	Yes, available at H.S. Panchayat			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	661	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		03	Yes		
13	Asset Registers - details, location, condition	Details	Location	Condition	Utilization
		-	Kharayat	Under	-
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Panchayat has potential for tourism.			
15	Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	No			
16	Number of Asset captured	-			
17	Please mention assets	-			
	1.				
	2.				
	3.				
	4.				
	5.				
18	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		NIL			
19	List of Underutilized Buildings- names	Name	Year of construction		
		-			

QUESTIONNAIRE FOR B2V5

Schedule-111 (STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

S. No.	NAME OF THE SCHEME	DEPARTMENT	COFAC 2 TARGET PLANNED BENEFICIARIES/ PERSON IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASON FOR PENDING
1	Old Age pension	Social Welfare Department	95	95	NIL
2	Widow pension	Social Welfare Department	25	25	NIL
3	Shawl/blanket pension	Social Welfare Department	13	13	NIL
4	Status under sheltering host	Social Welfare Department		NIL	
5	Status under dwelling host	Social Welfare Department		NIL	
6	Equipment's provided to specially skilled persons (handicraft, pottery etc)	Social Welfare Department		01	(Scarcely provided)
7	Digital Services provided	IT / RDO / CSC	NIL	NIL	
8	Deekah Khas	Agriculture Department	45	40	(Not interested people)
9	State credit card	Agriculture Department	272	198	(Average/not interested)
10	PM Kisan Samanya Yojana	Agriculture Department	218	218	
11	Employment Satisfaction (PMEP, Employment, Housing, Malaria, Youth, etc)	Employment Department	Data not provided		
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	Data not provided		
13	100 Implementation	Jal Shakti Department			
	I. No of Households provided FITEC	195	299	195	(Not all being done as scheme is in progress)
	II. No of Households provided FITEC	195			
14	No of Households electrified	RDO	Data not provided		
15	PMAT - Green	RDO & PE	60	60	
16	SBM (under 1000) functional (Household safety)	RDO & PE	374	286	- in progress
17	ODF Plus villages (No)	RDO & PE	-	-	
18	Targeted Aardr pit completed	RDO & PE	-	60	
19	WALM	RDO & PE			
	I. Number of Self Help Groups formed		-	36	
	II. Number of Households involved			385	
20	Land Possession Satisfaction	Revenue Department	1162	900	(in progress)
21	Pending Mutation	Revenue Department	37	37	
22	Duplicate Certificates	Revenue Department	Data not available for Panchayat level.		
23	Persons identified drug addicts	RDO / Sarpanch	NIL		
24	Awareness camps for de-addiction conducted	RDO / Sarpanch	-	03	
25	Drugs Addicts rehabilitated	RDO / Sarpanch	NIL		
26	Citizen Health Card under Ayushman Bharat	Health Department	1590	1590	(Distribution in progress)
27	Janani suraksha yojana	Health Department	-	19	
28	Status under Aardr host	Health Department		NIL	
29	Status under Leprosy host	Health Department		NIL	
30	Number of Aardr host organized at Health & Welfare centres / CHCs under Ayushman Bharat	Health Department	-	03	
31	Number of Aardr host	Health Department	-	-	
32	Out of School Children brought to schools	School Department Education	NIL	NIL	
33	Number of students with out of schools	School Department Education	NIL	NIL	
34	Persons educated through bridge courses	School Department Education	NIL	NIL	
35	Household using clean cooking fuel (LPG)	PDS & CA	Not provided		

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No.	Particulars	Status
1	Name of Health Institutions	Health and Wellness Centre, Panyalay.
2	Type of building (Govt./ Private)	Private.
3	Availability of Staff a) Doctor b) Paramedical	Pharmacist - 01 FN PHN - 02 04 No. No - 01
4	No of patients attended during the month	
5	Status of medicine availability	Yes
6	Special medical camp held, if any	Yes, held at Satevathi Public School.
7	Status of Immunization	Completed.
8	Participation of health worker in Village Health and Nutrition Day	Nil
9	Institutional deliveries in Panchayat (Current Year)	Nil
10	Non-Institutional deliveries in Panchayat (Current Year)	07
11	Other	
12	Remarks of the Visiting Officer	A new building for Health and Wellness Centre to be constructed.

II. Education Institutions:

S. No.	Particulars	Status
1	Name of Education Institutions	High School, Panyalay.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Staff is available as per sanctioned strength. Vacant P.Ts - Maths Teacher - 03, Lab Asst - 01, P.T.S - 02.
4	Enrollment of the School a) Boys b) Girls	153 120 / 273
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'	More Mahi, More Dosti, Tiranga Yatra, Swachhata Seva hai, Swachhata Shiksha.
10	Other	
11	Remarks of the Visiting Officer	High School should be upgraded to Higher Secondary school, chain link fencing should be constructed for H.S. and a covered courtyard to be constructed for morning prayers and other outdoor activities during rain.

III. Anganwadi Center:

S. No.	Particulars	Status
1	Location of Anganwadi Center	A/C. Pooja Panchaj.
2	Number of children enrolled a) Boys b) Girls	10 23
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	Yes.
12	Number of children wasted	NIL
13	Any Other	NIL
14	Remarks of the Visiting Officer	fair factory.

IV. CAPD Store:

S. No.	Particulars	Status
1	Location of CAPD Store	Tamali H. No 3
2	Government / Private	Private.
3	Name of the dealer (in case of Private)	Naiminder Kumar.
4	No of registered beneficiaries	651
5	No of beneficiaries drawing Ration from the store	651
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	N/O
8	Availability of ration	Yes
9	Any Other	
10	Remarks of the Visiting Officer	fair factory.

V. Bank/ Extension counter:

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

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Under construction in Panchayat.
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	
4	Utilisation of Amrit Sarovar	
5	Any Other	
6	Remarks of the Visiting Officer	—

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Higga Choud Panchayat.
2	Condition of Playground	Good
3	Utilisation of Playground	Being used by students/locals for playing.
4	Any Other	
5	Remarks of the Visiting Officer	The play field is good for playing and conducting outdoor activities.

VIII. Partwarkhana:

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

IX. PMAY HOUSE:

S. No	Particulars	Status
1	Location of PMAY house constructed	Ward No. 3 Panchayat.
2	Name of the beneficiary	Mahid. Agasib Khadem
3	Status of the house (completed/ in-use/ under-construction)	Completed.
4	Any Other	
5	Remarks of the Visiting Officer	The PMAY house stands completed and the beneficiary is residing inside.

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Ward No 5
2	Name of the beneficiaries	Khurshid Ahmed.
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed.
4	Any Other	
5	Remarks of the Visiting Officer	Soakage pit completed and is in use.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC center	Not available in Panchayat.
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	Road needs widening.
2	Transport	Motorbikes and Taxis.
3	Electricity	Average, needs improvement.
4	Drinking water	Good and to connections are being provided to the left out House holder.
5	Cleanliness	Average.
6	Sports facility (Playground)	Available at H.S. Panchayat.
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	<u>Cultural Events/ Programmes</u>	
	1. Debates and Seminars	Held at H.S. Panjvaly
	2. Skits, Songs, Oranges	Held at H.S. Panjvaly
	3. Local Folk programme / Show	Held at H.S. Panjvaly
	4. Discussions with PRI and Senior citizens	Held at H.S. Panjvaly
	5. Exhibitions	Done at Panjvaly Centre
B	<u>Sports Activities</u>	
	1. Sports Event	
	2. Distribution of sports kit	Sports Event Organized at H.S. Panjvaly
C	<u>Inaugurations (If any)</u>	
	PMAY house	—
	Segregation Sheds	—
	Amrit Sarovar	—
	IZM Assets	—
	Compost/ Sook Pits	—
	PMGSY / MGNREGA works	—
	Any other	—
D	<u>Distribution of certificates</u>	
	Self Employment Schemes	
	Land Pass books	400 Issued, Rest in progress.
	Any other	
E	<u>Awareness generation on digital services, transparency, Corruption Free, Nashamukt Bharat, Viksit Bharat (Mobile Van) and Flagship Schemes given in the instruction manual</u>	General public/PRI explained for all the good initiatives of the govt and got assured. Awareness given for digital services, Haridwar, Corruption free, Nashamukt Bharat, Viksit Bharat and other flagship schemes.

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

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Poverty free and enhanced livelihood village.
2	Activities undertaken under the Theme (as per instruction manual)	Nil
3	Status of activities undertaken	Nil
4	Visible impact of the Activities	Nil
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Prepared and shall be uploaded.
6	How many activities of SDG have been covered under GDP	01
7	Bottlenecks, if any, faced in the achievement of SDG Theme	—
8	Remarks of the Visiting Officer on the status SDG Theme	No paper work has been done on achievement of SDGs in the Panchayat.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A Demands/ Grievances addressed by the Administration		
1	Allopathic dispensary sanctioned for the Panchayat.	
2	Veterinary dispensary sanctioned for the Panchayat.	
3	Repairs of NP's chidala done.	
4	Protection wall to playground of HS Panchayat done.	
5	Regular supply of Nutrition to AWC done.	
B Impact of B2V1 to B2V4		
1	Supply of medicines in Health and Wellness Centre made available.	
2	Regular supply of nutrition to AWCs is ensured.	
3	Repairs of NP's chidala done.	
4	Allopathic dispensary sanctioned for Panchayat.	
5	People get aware about CSCs and govt. governance initiatives.	
C Challenges in the Panchayat		
1	Payments of works executed under B2V, are pending.	
2	Absence of CSC at Panchayat level.	
3	Lack of Employment opportunities.	
4	Pending wages and claims under MHTREA.	
5	Poor condition and poor maintenance of assets of Panchayat.	
D Suggestions if any		
1	Solar Backup and Internet facility to be made functional at Panchayat Ahar.	
2	Electricity / Bathroom to be made functional at Panchayat Ahar.	
3	One Educated Youth to operate MHTREA at Panchayat Ahar.	
4	One mobile phone to be engaged at Panchayat Ahar.	
5	One watch and hand for cleaning and safety care of Panchayat Ahar/ Assets to be engaged.	

QUESTIONNAIRE FOR B2V5

Schedule VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

BEST PERFORMING DEPARTMENTS	
1	Education
2	PHE
3	Health
LEAST RESPONSIVE DEPARTMENTS	
1	Employment
2	PDD
3	Revenue

II. FEEDBACK ON UT INITIATIVES

The general perception of the people about UT initiatives is very good and policies and schemes of the govt are reaching to the grass root level. The people are satisfied with the govt governance initiatives of the govt. The benefits of all schemes of central level are being transferred directly to the accounts of beneficiaries.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Laying of pipes under Jal Jeevan Mission are not done underground but laid on ground.
2	Major/urgent public demands that were/ were reflected earlier but have not been addressed so far	Replacement of electric wooden poles, splicing of CSE cable and upgradation of HTS line yet not done.
3	Overall assessment of the visit and suggestions: (The visiting officer to ensure that the overall assessment is recorded in details along with concrete suggestions)	The Panchayat is a hilly area and has potential to tourism. The major occupation being agriculture and cattle rearing. Some vocational training and self employment opportunities to be provided to the people. A CSE needs to be provided to vehicle facilities for online services. Major infra needs to be taken for solid waste disposal.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	07
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the Visiting officer has stayed in the Panchayat for 02 days.

Handwritten Signature of Sarpanch

Name

Mahimadax Dard

Panchayat Chelogo

Handwritten Signature of the Visiting Officer

Name

Dr. Jagdishan