

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Abdul Majeed Baba
2	Designation	Lecturer
3	Department	Education
4	Place of posting	Higher Secondary School Sultanpura
5	Mobile No	7889902394
6	Email ID	abdulmajeedbabay484@gmail.com
7	Home District	Baramulla.
8	Dates of visit	13 and 14 (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	Sultanpura Kandi (PH-26).
2	Local Government Directory(LGD) code of the Panchayat	242433
3	Name of CD Block	Wagooza
4	Name of Tehsil	Wagooza
5	Name of District	Baramulla.

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	Sultanpura Kandi
2	No. of hamlets in the Panchayat	08 (Eight).
3	No. of households in the Panchayat	290
4	Population (approx) of the Panchayat	1550

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	Ab Rasheed Tanay	Helper	Present	
2	Education	Naveed Arjun	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Riyaz Ahmed	Store Keeper	Present	
4	Forest	Riyaz Ah Khan	Forest Guard	Present	
5	Health and Medical Education	Gh. Rana		Present	
6	ICDS Department	Dilshada Begum	Anganwadi	Present	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Ab Rehman War	ALM	Present	
9	Power Development Department	Sultan Mohd	Worles Supervisor	Present	
10	Public Works Department	Zaffar Ahmed Khalid	Inspector	Present	
11	Revenue	Mustafiz Zame	Patwari	Present	
12	Rural Development and Panchayat Raj	Firaj-ud-din Pannay Ahmed	Sec. Pan Acc. Assistant	Present	
13	Skill Development				
14	Social Welfare Department	Muqeeds-ban Nisa	Social worker	Present	
15	Youth Services and Sports Department	Hammad Singh	P. LHM	Present	
16	Others Social Forestry	M. Rafiq Chachi	ILC BO	Present	
17	Botany Horticulture	Masoodul Hasan		Present	
18					
19					
20					

13/2/2021

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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	Govt.			
	b) New/need repairs	Need repairs.			
	II. Furniture(Y/N)	Yes, but it is still lying in BOC office wagon.			
	III. Computer/printer(Y/N)	Yes.			
	IV. Internet (Y/N)	No			
	V. Telephone (Y/N)	No			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes.			
	VII. Water (Y/N)	Yes			
	VIII. Electricity(Y/N)	No			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary				
	c) Middle				
	d) High	01	117	nil	Govt.
	e) Higher Secondary	01	103	01+01 (master)	
	f) College				
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		04	107	nil	private buildings
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
5	Bank branch(Y/N)	NO			
6	Availability of ATM (Y/N)	NO			
7	Khidmat center/ CSC (Y/N)	Yes.			
8	Patwarkhana (Y/N)	NO			
9	Village haat (Y/N)	NO			
10	Playground (Y/N)	Yes			
11	Ration shop (Y/N)	Yes			
		No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01			
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		06		06	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	not applicable.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	NO.			
	ii. Number of Asset captured	nil			
	iii. Please mention assets				
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		School building 3 nos.	2012 & 13.		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Feed dumping site	2013		

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

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	a) Govt building/private	Govt.			
	b) New/need repairs	Need repairs.			
	II. Furniture(Y/N)	yes, but it is still lying in BDO office warehouse.			
	III. Computer/printer(Y/N)	yes.			
	IV. Internet (Y/N)	no			
	V. Telephone (Y/N)	no			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	yes.			
	VII. Water (Y/N)	yes			
	VIII. Electricity(Y/N)	no			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary				
	c) Middle				
	d) High	01	117	nil	Govt.
	e) Higher Secondary	01	103	01+01 (masters)	
	f) College				
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		04	107	nil	private buildings
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
5	Bank branch(Y/N)	NO		01	01
6	Availability of ATM (Y/N)	NO			
7	Khidmat center/ CSC (Y/N)	yes.			
8	Patwarkhana(Y/N)	NO			
9	Village haat (Y/N)	NO			
10	Playground(Y/N)	yes			
11	Ration shop (Y/N)	yes	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not
			01		
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		06	06		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	not applicable.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	no.			
	ii. Number of Asset captured	nil			
	iii. Please mention assets				
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		School building 3 nos	2012 & 13.		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Road dumping site	2013		

QUESTIONNAIRE FOR B2V5

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

S. No	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDENCY
1	Old Age pension	Social Department Welfare	131	131	
2	Widowpension	Social Department Welfare	—	29	
3	Disabilitypension	Social Department Welfare	—	30	
4	Status under Stunting Mukht	Social Department Welfare	nil	—	
5	Status under wasting Mukht	Social Department Welfare	nil	—	
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department Welfare	nil	(not provided till date).	
7	Digital Services provided	IT/ BDO/ CSC	10CSA. (yes).		
8	Dakh Kisan	Agriculture Department	15	15	
9	Kisan credit card	Agriculture Department	238	238	
10	PM KisanSammanidhi	Agriculture Department	157	157	
11	Employment Saturation (PMEGP, Tejasvani, Mukin, Mission Youth, Himmatyat, etc)	Employment Department	nil	nil	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	nil	nil	
13	JDM Implementation	Jal Shakti Department			
	I. No of Household provided FHTC		282	282	
	II. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDO	240	240	
15	PHAY- Gramin	RDD& PR	03	03	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	138	138	
17	ODF Plus villages (No)	RDD& PR	01	01	
18	Targeted Sock pit completed	RDD& PR	120	72	
19	JKRLM:	RDD& PR			
	I. Number of Self Help Groups formed		15	15	
	II. Number of Households involved		150	150	
20	Land Passbook Saturation	Revenue Department	300	250 (Due to updation)	
21	Pending Mutations	Revenue Department	15	15	
22	Domicile Certificates	Revenue Department	900	900	
23	Persons identified drug addicts	BDO/ Sarpanch	nil	nil	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	20	20	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	nil	nil	
26	Golden Health Card under Ayushman Bharat	Health Department	1200	1200	
27	Janani suraksha yojana	Health Department	30	30	
28	Status under Anaemia Mukht	Health Department	50	50	
29	Status under Leprosy Mukht	Health Department	01	01	
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	12	560	
31	Number of AyushmanSabas held	Health Department	04	200	
32	Out of School Children brought to Schools	School Department Education	nil	nil	
33	Number of students still 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)	FCS & CA	240	240	

QUESTIONNAIRE FOR B2V5

Schedule-IV

(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	SW HWC SC
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor ✓ b) Paramedical	a) Doctor b) ANM - ① ② HDF - ① PTS -
4	No of patients attended during the month	218
5	Status of medicine availability	NCD, 1st-Aid (Almost available)
6	Special medical camp held, if any	Yes, Aushman Shava.
7	Status of Immunization	100%
8	Participation of health worker in Village Health and Nutrition Day	Yes, VHNC. (VHND)-04
9	Institutional deliveries in Panchayat (Current Year)	Nil.
10	Non- Institutional deliveries in Panchayat (Current Year)	No.
11	Other	
12	Remarks of the Visiting Officer	I visited personally, the health centre and found all the facilities at first aid level available in the institution.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. High School Sultapur
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	No, some posts are lying vacant.
4	Enrolment of the School a) Boys b) Girls	103 55 48
5	Availability of play ground	No.
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	Visited the School personally and found satisfactory functioning of the school in delivering the goods to the students.

III. Anganwari Center:

S. No	Particulars	A	B	Status	D.
1	Location of Anganwari center	Saltapur			
2	Number of children enrolled	36	28	22	24
	a) Boys	14	17	11	09
	b) Girls				15
3	Status of Building (Private/ Govt.)	Private	Private	Private	Private
4	Availability of Helper/ worker	Yes	Yes	Yes	Yes
5	Maintenance of record of children	Yes	Yes	Yes	Yes
6	Availability of sufficient ration	Yes	Yes	Yes	Yes
7	Availability of timely Ration	Yes	Yes	Yes	Yes
8	Availability of Functional toilet	Yes	Yes	Yes	Yes
9	Availability of tap connection	Yes	Yes	Yes	Yes
10	Availability of electricity connection	No	Yes	Yes	Yes
11	Number of children stunted	No	No	No	No
12	Number of children wasted	No	No	No	No
13	Any Other				
14	Remarks of the Visiting Officer	I visited all 4 centers and checked the records, cleanliness and other necessary items found in proper condition and satisfactory.			

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Saltapur Kandi
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	
4	No of registered beneficiaries	180
5	No of beneficiaries drawing Ration from the store	180
6	Whether store is functioning through Aadhar biometric system	Aadhar Biometric
7	Whether record/register maintained in the store	No.
8	Availability of ration	Yes
9	Any Other	
10	Remarks of the Visiting Officer	Visited the store personally and found the Store keeper is not maintaining any register of consumers but is distributing the ration on Aadhar card

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Chandroosa
2	No of Accounts in the branch	Saturated
3	No of persons applied under various self-employment schemes	12
4	No of cases sanctioned under various self-employment schemes	12
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	12
6	Availability of ATM	7 Km distant.
7	Any Other	
8	Remarks of the Visiting Officer	Bank employees aware the public about their schemes in the gram Sabha held at Panchayat Chow Sultanpore on 14.11.2023

VI. Amrit Sarovar:

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

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Sultanpore
2	Condition of Playground	under construction
3	Utilization of Playground	yes
4	Any Other	
5	Remarks of the Visiting Officer	The playground is under construction and is yet to be fenced and levelled.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	
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	Sultanpore
2	Name of the beneficiary	1. Ayaz Ali Akbar 2. Rajat Ali Akbar 3. Mumtaz Ali Akbar
3	Status of the house (completed/ in-use/ under-construction)	under construction
4	Any Other	
5	Remarks of the Visiting Officer	Visited the 3 houses which are under construction under PMAY scheme.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Sultanpore
2	Name of the beneficiaries	1. Ab. Akbar 2. Rajat Ali Akbar 3. Mumtaz Ali Akbar
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	completed in all respects.
4	Any Other	
5	Remarks of the Visiting Officer	The above mentioned beneficiaries have been provided Soakpits and are completed in all respects.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Sultanpore
2	No of online services provided by the CSC	10
3	No of persons approached for services	50 per month.
4	Any Other	
5	Remarks of the Visiting Officer	The CSC is functional and is providing services (e-services) to the people.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	upto mark.
2	Transport	no transport available.
3	Electricity	good.
4	Drinking water	good.
5	Cleanliness	satisfactory
6	Sports facility (Playground)	under construction
7	Any Other	

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	
	2. Skits, Songs, Dramas	
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens	
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	
	2. Distribution of sports kit	
C	Inaugurations (If any)	
	PMAY house	
	Segregation Sheds	
	Amrit Sarovar	
	JJM Assets	
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	
	Land Pass books	
	Any other	
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat (Mobile Van) and Flagship Schemes given in the instruction manual	

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)	PMAY provided to people, MGNREGA provided to people, self-help groups organization in the village.
3	Status of activities undertaken	All the activities have been taken in the village and meet the Target.
4	Visible impact of the Activities	provided livelihood to the villagers.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	three (03)
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No.
8	Remarks of the Visiting Officer on the status SDG Theme	Various steps have been taken by the Panchayat body to meet out the theme. Such as PMAY, provided to people, MGNREGA and self-help groups, organizations has been made for the meet out of the theme.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	The Demands and grievances of the public have not been addressed by the administration till date.	
2		
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	The general public is not satisfied with the program of B2V. as all the demands and grievances remained unaddressed by the administration.	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	1. Presence of Public in gram Sabha has been observed with least interest. 2. Panchayat members were also found absent from the B2V5 programme.	
2		
3		
4		
5		
D	Suggestions if any	
1	The demands and grievances should be addressed on priority basis so that the public will take interest in such programmes.	
2		
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1. BEST PERFORMING DEPARTMENTS	
1	All the departments are working well
2	and have no stone unturned in performing their duties
3	
2. LEAST RESPONSIVE DEPARTMENTS	
1	Industries department has shown least
2	interest in this area in implementing its
3	schemes.

ii. FEEDBACK ON UT INITIATIVES

Initiatives taken by UT have been appreciated by the people but if implemented at grass root level.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	2. Not handled over the dumping stone of road to the corner left since its construction (2013) 3. Lack of transport facilities in the area
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1. Play ground construction 2. 201 building construction
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)	It has been observed that the area has been ignored as there are not such facilities which the area needs or demands. The area is remaining snow-bounded for about six months and the people are living very severe and hard life.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	07 (Seven)
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	I certify that the visiting officer along with his team stayed for 2 days in this Panchayat held on 10-11-2023 To 14-11-2023

Abdul Najar

Signature of Sarpanch

Panchayat Hales Sultanpur

Name: Abdul Najar

Signature of the Visiting Officer

Name: Ab. Majid Akhtar

Lee. Hs Sultanpur
Pattana,