

# INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> NOVEMBER, 2023.

B2V5 Palpora Pannu

## KEYFEATURES

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

## INSTRUCTIONS FOR THE VISITING OFFICER

Activity	INSTRUCTIONS	ACTION POINTS
Activity 1	Seeking details from the District team	<p>a. Take print outs of filled booklets of B2V1, B2V2 and B2V3 &amp; B2V4 from <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a> or <a href="http://www.jkpanchayat.in">www.jkpanchayat.in</a></p> <p>b. Also take print outs of the summarized excel sheets of the previous phases from <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a> or <a href="http://www.jkpanchayat.in">www.jkpanchayat.in</a>. 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 <a href="http://www.jkpanchayat.in">www.jkpanchayat.in</a> / <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a></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"> <li>• PRI grants</li> <li>• District Plan</li> <li>• UT plan</li> <li>• MGNREGA</li> <li>• Other schemes of other departments</li> <li>• Any other work</li> </ul> <p>e. Plans/ beneficiary lists:</p> <ul style="list-style-type: none"> <li>• MGNREGA draft plan document for the year 2023-24.</li> <li>• List of Awaas+ beneficiaries alongwith IHHL Convergence</li> <li>• List of pension beneficiaries.</li> <li>• List of SHGs</li> <li>• List of agriculture scheme beneficiaries</li> </ul> <p>f. Lists of beneficiaries for:</p> <ul style="list-style-type: none"> <li>• Various certificates/ benefits to be distributed by the visiting officer.</li> <li>• Any other activities identified by different departments</li> </ul>

<b>Activity 2</b>	<b>Reach the Panchayat on day of visit.</b>	<ol style="list-style-type: none"> <li>1. To hold meetings with PRIs, Officers/officials of the department, and General Public to have firsthand information about the Infrastructure &amp; implementation of Schemes as per Schedule 1A, 1B &amp; Schedule-II.</li> <li>2. Ensure that all front line workers of different deptts are present.</li> <li>3. Ensure exhibition by different depts. about individual beneficiary schemes.</li> <li>4. Inspect JKB/PSB counters/outlets.</li> <li>5. Participate/ensure organization of sports activity in playfield, talent hunt cultural event/youth activity.</li> <li>6. Ensure awareness generation about PM Vishwakarma scheme and AyushmanBhav.</li> <li>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.</li> <li>8. Visit government establishments, i.e., Health facility, Education Institute, Aganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc.</li> <li>9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&amp;K, etc.</li> <li>10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JJM, etc.</li> <li>11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat.</li> <li>12. Wherever possible, distribute employment letters for people selected under various government employments.</li> <li>13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs &amp; AMRIT SAROVARs.</li> <li>14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved.</li> <li>15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc.</li> <li>16. Organize village-level cultural events to engage panchayat members.</li> <li>17. Obtain a candid assessment about the performance of various deptts, including fair feedback about discrepancies in functioning.</li> <li>18. Open discussion on Nasha Mukta Abhiyan, corruption-free Panchayat, etc.</li> <li>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.</li> </ol>
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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](http://www.jkpanchayat.jk.gov.in) portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Muk, Bhrashtachar Muk, Rozgar yukt J&K, besides carrying forward the activities during Jan Abhiyan and saturating them.

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

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

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

## Instruction for Field visit

### FIELD VISIT

Facility	Purpose
<b>Khidmat Centres</b>	Create /Generate awareness on online services particularly G2C schemes Aapki Zamin AapkiNigrani, Beams, Janbhagidari, Digital J&K
<b>JKB/PSB counters/outlets</b>	a) Status of counter b) Number of visitors etc
<b>Incomplete buildings/pro- jects</b>	Verify whether identification and redistribution done
<b>PDS</b>	Visit, evaluate, online status
<b>PHC</b>	Visit- evaluate, status of staff, equipment and quality
<b>PMAY</b>	Inspect, Inaugurate
<b>My school, my pride progress; schools- water, toilets, staff</b>	Visit, check for water, electricity, sanitation, meet students and staff
<b>Swachh SBM</b>	Evaluate
<b>Panchayat play ground, Sports kits distribution Village games</b>	Ensure, verify. Participate in at least one game in the playground
<b>Har Gaon Hariyali, Planta- tion drive</b>	Evaluate status, feedback
<b>Village cultural event</b>	Participate in ensure that it is held
<b>Dangal/ Haat/Mela</b>	
<b>Exhibition of schemes</b>	Ensure that every department participates and that it continues for the entire duration of B2V
<b>Jal Jeewan Mission verification- WSS/JSD Electricity supply</b>	Verify

## **AWARENESS GENERATION ABOUT FLAG SHIP SCHEMES**

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

<b>FLAG SHIP SCHEMES</b>	
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 KisanSamman 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	
<b>ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS</b>	
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. *Yes*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. *No*
- iii. Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest within the Gram Panchayat been done? Yes/No. If No, reason thereof. *Yes - GISAM*
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No *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. *No*
- vi. Whether schools have started segregating waste. Yes/No *Yes*
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No *No*

### 2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? Yes/No *Yes*
- ii. Do all the eligible individuals been provided the Golden Card? Yes/No *No*
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? Yes/No *Yes*
- iv. Are all the eligible individuals been vaccinated against COVID-19? Yes/No *Yes*
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? Yes/No *Yes*
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? Yes/No *Yes - Institutionalized*

### 3. Water-sufficient village

- i. Do all the IHHs in the Gram Panchayat have water pipeline connections? Yes/No *Yes*
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify *Yes - Soakage pits constructed*
- iii. Do all the IHHs in the Gram Panchayat have toilets? Yes/No *Yes*
- iv. Are all the IHHs toilets functional or not? Yes/No *Yes*
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No *Yes*
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? Yes/No *No*
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No *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 *Yes*
- ii. How many BalSabha's were organized in the Gram Panchayat. *02*



- iii. Whether the issues raised by BalSabha are addressed during the Gram Sabha. Yes/NO *Yes*
- iv. Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? Yes/NO *(By school themselves)*
- v. Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/NO *No.*

#### 5. Village with good governance

- i. Is CSC located in the Gram Panchayat Bhawan or not? Yes/NO *No.*
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram panchayat wall or not? Yes/NO *Yes*
- iii. Does the Gram Panchayat has its building or not? Yes/NO *Yes - But disputed (locked)*
- iv. Is the Gram Panchayat office functional or not? Yes/NO *No.*
- v. Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/NO *Yes.*
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? Yes/NO *Yes.*

#### 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 - *Yes.*
- ii. Have all the eligible households registered in PDS or not? Yes/NO *Yes.*
- iii. Has Gram Panchayat provided space for Self-help Groups in PanchayatGhar for holding meetings or not? Yes/NO *No.*
- iv. Have all the eligible households been registered for Pension or not? Yes/NO *Yes.*
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/NO *Yes.*
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/NO *Yes.*
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/NO *No.*

#### 7. Socially secured village

- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes/NO *No.*
- ii. Is Gram Panchayat Office Disabled Friendly or not? Yes/NO *No.*
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/NO *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 *No.*
- v. Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes/NO *Yes.*
- vi. Are all the eligible households getting benefits from IAY or not? Yes/NO *Yes.*

#### 8. Engendered Development in Village

- i. How many MahilaSabha's were organized in the Gram Panchayat - *04.*
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) *No.*
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No) *Yes*
- iv. Number of women beneficiaries headed households covered under PDS system. *43*
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana - *70*

#### 9. Self-sufficient infrastructure in the village



- i. Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet. Yes/No ☒ No.
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No) ☒ No.
- iii. Whether child-friendly park with required facilities is available in GP (Yes/No) ☒ No.
- iv. Whether the GP has easy access to Godown for storage (Yes/No) ☒ No.
- v. Whether street lights are provided in public places for ensuring safety (Yes/No) ☒ Yes.

## Deliverables:

S/No	Department	Deliverable
1	Agriculture Production Department	<ul style="list-style-type: none"> <li>i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms.</li> <li>ii. Ensuring saturation of Kissan Credit Cards (KCC) &amp; Soil Health Cards (SHC).</li> <li>iii. Awareness about G.I. Tagging of agriculture crops.</li> <li>iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment.</li> <li>v. Distribution of seedling and seeds including Rabi seeds, lavender seeds.</li> <li>vi. Implementation of FasalBeemaYojna (Crop Insurance)</li> <li>vii. Issuing sanction letters for insurance of the Cattle</li> </ul>
2	Rural Development Department	<ul style="list-style-type: none"> <li>i. Establishment of AmritSarovar per Panchayat (Target/Achievement)</li> <li>ii. Saturation of all households in SHGs across all panchayats.</li> <li>iii. Number of works verified and completed during B2V-I, II, III &amp; IV.</li> <li>iv. Achieving 100% social audit of PMAY.</li> <li>v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households</li> <li>vi. Achieving PMAY/IHHL Saturation.</li> <li>vii. Status of Drug Free/Corruption free Panchayats</li> <li>viii. Organizing of various sports events at the Panchayat level.</li> </ul>
3	Information Technology	<ul style="list-style-type: none"> <li>i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated.</li> <li>ii. Awareness about BEAMS, Janbhagidari&amp; E-UnnatPortal etc.</li> <li>iii. Hoardings, Wall paintings in all panchayats about Digital J&amp;K &amp; Services.</li> <li>iv. Organizing of one CSC Camps per panchayat.</li> <li>v. Assistance to be provided in enrolment for User Services, Golden Card, Domicile Certificates etc.</li> </ul>
4	Finance Department	<ul style="list-style-type: none"> <li>i. Number of Aadhaar Linked accounts under PMJJY, PMSBY, APY &amp; PMJDY.</li> <li>ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&amp;K Bank, EDI and Labour.</li> <li>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.</li> <li>iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc.</li> </ul>
5	Revenue Department	<ul style="list-style-type: none"> <li>i. Awareness programme about Management legacy data of registration &amp; Delivery of registration documents online to the citizens by the Tehsildar concerned.</li> <li>ii. Information campaign for popularization of "AapZameenAap Ki Nigrani".</li> <li>iii. Achieving saturation of land passbooks.</li> <li>iv. Pending inheritance mutations to be completed.</li> <li>v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)</li> </ul>
6	Health & Medical Department	<ul style="list-style-type: none"> <li>i. Saturation of Golden Cards under PMJAY/ SEHAT Scheme.</li> <li>ii. Swachh Hospitals- Clean Toilets and Junk free premises.</li> <li>iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats.</li> <li>iv. Screening of School Children.</li> <li>v. Awareness about screening of NCD (Non communicable disease).</li> </ul>
7	Social Welfare	<ul style="list-style-type: none"> <li>i. Geo-tagging of established Child Care Institutions.</li> <li>ii. Saturation of Old Age Pension ISSS/NSAP.</li> <li>iii. Number of Disability Cards (UDID) digitized.</li> <li>iv. 500 Anaemia check-up camps to be conducted.</li> <li>v. Number of Aanganwari Beneficiaries Aadhar Seeded.</li> </ul>



		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	i. Plantation drives under "Har Gaon Haryali" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green J&K drive" campaign.
9	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. v. Plastic free tourism destinations.
10	Culture Department	i. Organizing school talent hunt competitions. ii. Cultural event at panchayat level under Har Din Tivhar. iii. Promotion of local artists by way of organizing KaviSamaylan, Painting competitions etc.
11	Labour & Employment	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	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	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	i. Organizing sports activities/games in every panchayat. ii. Distribution of sports kits. iii. Stadium / Flood Lights
15	Transport	i. Steps taken to reduce the occurrence of road accidents. ii. Cases under MUMKIN scheme to be finalized.
16	Tribal Affairs	i. Organizing of Tribal Artisan Mela in each District. ii. Saturation of Scholarship Schemes.
17	Power Development Department	i. Distribution of Transformers. a) Check Unique Number b) Identify DTS with low oil and top oil c) Identify DTS with load imbalance d) Replace Non Standard fuses standard fuses. e) All pending electrical accidental claim cases to be resolved and disbursed. f) Removal of damaged transformers.
18	Food, Civil Supplies and consumer affairs	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	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 & Aanganwaris 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 Vishwa Karma 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.





**14 to 16<sup>th</sup> 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	Mohammad Iqbal
2	Designation	I/C Assistant Engineer
3	Department	PDD
4	Place of posting	KPDCL Granddharbal
5	Mobile No	8803394138
6	Email ID	ek-migbal@gmail.com
7	Home District	Srinagar
8	Dates of visit	15-11-2023 to 16-11-2023

### 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	Palpora
2	Local Government Directory(LGD) code of the Panchayat	241253
3	Name of CD Block	Parneema
4	Name of Tehsil	Budgam
5	Name of District	Budgam

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	01
3	No. of households in the Panchayat	658
4	Population (approx) of the Panchayat	3948



## 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	D.P. Singh	AEA	Present	
2	Education	Shabir M. Shah	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Arsalan Tahir	MTS	Present	
4	Forest	Mushtaq M. Shah	Guard	Present	
5	Health and Medical Education	Dr. Sagib Suiiya	MO	Present	
6	ICDS Department	Rubina Akhter	AW	Present	
7	Irrigation and Flood Control Department	Bilal Ahmad Bhat	Helper		
8	Jal Shakti Department	Mansoor Ahmed	J.E	Present	
9	Power Development Department	Farooq Ahmed Raina	I/C S.O	Present	
10	Public Works Department	-			
11	Revenue	Feroz M. Shah	Patwari	Present	
12	Rural Development and Panchayat Raj	Imtiyaz Ahmed	PAA	Present	
13	Skill Development	-			
14	Social Welfare Department	Zaib	Jr. Assistant	Present	
15	Youth Services and Sports Department	Mushtaq Ahmed	Physical Educ. Teacher	Present	
16	Others				
17	R & B	Nazir Khan	I/C JE	Present	
18	J & K Bank	Syed Tahir	B.C.	Present	
19					
20					

# QUESTIONNAIRE FOR B2V5

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

1	Infrastructure of Panchayat Ghar				
	a) Govt building/private	Govt. building, but locked by owner - disputed.			
	b) New/need repairs	N			
	II. Furniture(Y/N)	N			
	III. Computer/printer(Y/N)	Yes - kept at Block headquarter			
	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)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	01	51	-	Private
	b) Primary	NIL			
	c) Middle	04	568	-	3 Govt.; 1 Private
	d) High	NIL			
	e) Higher Secondary	NIL			
	f) College	NIL			
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		7	211	-	06 Private & 01 Govt.
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
				01	Rented
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)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		03	2275	Yes.	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		NO. govt. office			
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		03 NO.	02 (Kargam) 01 (Palpur)	good	yes
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	None			
15	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.	-			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		NIL			
17	List of Underutilized Buildings- names	Name	Year of construction		
		Govt. Primary School, Mochibagh, Kargam.	2010		



# 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 Welfare Department	129	129	
2	Widow pension	Social Welfare Department	21	21	
3	Disability pension	Social Welfare Department	15	15	
4	Status under Stunting Mukht	Social Welfare Department	-	-	
5	Status under wasting Mukht	Social Welfare Department	-	-	
6	Equipment's provided to Specially abled persons( implants, tricycles etc)	Social Welfare Department	05	05	
7	Digital Services provided	IT/ BDO/ CSC	25	25	
8	Daksh Kisan	Agriculture Department	50	50	
9	Kisan credit card	Agriculture Department	359	329	
10	PM Kisan Sammannidhi	Agriculture Department	282	282	
11	Employment Saturation (PMEGP, Tejasvani, Munkin, Mission Youth, Himmayat, etc)	Employment Department	PMEGP 02	02	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	
13	JJM Implementation	Jal Shakti Department	-	-	
	I. No of Household provided FHTC		658	237	
	II. Har Ghar Jal village(s) certified (No.)		03	0	
14	No of Households electrified	POD	571	571	
15	PMAY- Gramin	RDD& PR	-	-	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	658	658	
17	ODF Plus villages (No)	RDD& PR	03	03	
18	Targeted Sock pit completed	RDD& PR	67	25	Under process
19	JKRLM:	RDD& PR			
	I. Number of Self Help Groups formed		-	05	
	II. Number of Households Involved			30	
20	Land Passbook Saturation	Revenue Department	1270	1270	
21	Pending Mutations	Revenue Department	458	456	Under observation
22	Domicile Certificates	Revenue Department	3948	3158	Under Process
23	Persons identified drug addicts	BDO/ Sarpanch	-	-	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	01	01	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	
26	Golden Health Card under Ayushman Bharat	Health Department	2680	2438	Aadhar not available
27	Janani suraksha yojana	Health Department	27	17	Beneficiaries not interested.
28	Status under Anaemia Mukht	Health Department	10	10	
29	Status under Leprosy Mukht	Health Department	-	-	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	14	14	
31	Number of Ayushman Sabas held	Health Department	01	01	
32	Out of School Children brought to Schools	School Education Department	-	-	
33	Number of students still out of Schools	School Education Department	0	0	
34	Persons educated through bridge courses	School Education Department	0	0	
35	Household using clean cooking fuel (LPG)	FCS & CA	658	638	

# QUESTIONNAIRE FOR B2V5

Schedule-IV

(FIELD VISITS IN THE PANCHAYAT)

## I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & Wellness Centre NTPHC Kargam
2	Type of building (Govt./ Private)	Private
3	Availability of Staff a) Doctor b) Paramedical	a) 01 b) 01
4	No of patients attended during the month	280
5	Status of medicine availability	Partially available
6	Special medical camp held, if any	No.
7	Status of Immunization	All eligible immunized.
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	Yes - 15
10	Non- Institutional deliveries in Panchayat (Current Year)	None
11	Other	-
12	Remarks of the Visiting Officer	Building is rented and there is dearth of staff.

## II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	GMS Palpore, GMS Kargam, GMS Munipany & SSM School.
2	Type of building (Govt./ Private)	03 govt. & one private.
3	Availability of Staff as per sanctioned strength	Sufficient.
4	Enrolment of the School a) Boys b) Girls	a) 297 b) 271
5	Availability of play ground	No playground is available in any school.
6	Availability of drinking water	Yes
7	Availability of electricity	Yes; except GMS Palpore.
8	Availability of functional toilets	Yes; but need upgradation/improvement
9	Activities undertaken under 'My School My Pride'	Cleanliness; Volley ball etc.
10	Other	
11	Remarks of the Visiting Officer	1. Govt. MS Palpore needs new building and there is severe threat of a big chinara tree over the school building. 2) CSC for GMS Palpore is required alongwith electricity connection. 3. PMGSY approach road to GMS Kargam needs repairing.



### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	07; Palpora (2), Kargam (3), Munipappu (2)
2	Number of children enrolled	
	a) Boys	9) 108
	b) Girls	b) 103
3	Status of Building (Private/ Govt.)	6 in Private & 01 Munipappu is govt. building
4	Availability of Helper/ worker	Yes (07)
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. But not in AWC Munipappu A.
10	Availability of electricity connection	Yes
11	Number of children stunted	-
12	Number of children wasted	-
13	Any Other	-
14	Remarks of the Visiting Officer	-

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Palpora Munipappu & Kargam
2	Government / Private	Munipappu store is in private others in govt.
3	Name of the dealer (In case of Private)	Muneer Sh. Malik in Munipappu
4	No of registered beneficiaries	2275
5	No of beneficiaries drawing Ration from the store	2225
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	Electric supply is required in all the three CAPD stores.

V. Bank/ Extension counter:

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

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Kargam <sup>(02)</sup> , palpora <sup>(01)</sup>
2	Condition of Amrit Sarovar	good in Kargam; not good in palpora.
3	Details of repair undertaken, if any	No.
4	Utilization of Amrit Sarovar	Utilized in Kargam but not in palpora
5	Any Other	-
6	Remarks of the Visiting Officer	-

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Mochibagh Kargam
2	Condition of Playground	Not good.
3	Utilization of Playground	Yes
4	Any Other	-
5	Remarks of the Visiting Officer	Development of playground is required.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Not available in Panchayat halqa.
2	Government/ Private building	-
3	Land passbook saturation	Saturation achieved
4	Pending mutations	02 are Pending (under observation)
5	Any Other	-
6	Remarks of the Visiting Officer	Patwarkhana is required in panchayat halqa.



## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	NIL in current FY 2023-24
2	Name of the beneficiary	-
3	Status of the house (completed/ in-use/ under-construction)	-
4	Any Other	-
5	Remarks of the Visiting Officer	Eligible beneficiaries had already constructed.

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Palpora, Kurgam, Munipapky
2	Name of the beneficiaries	100
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	In-use
4	Any Other	-
5	Remarks of the Visiting Officer	Good initiative

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Palpora
2	No of online services provided by the CSC	20
3	No of persons approached for services	150
4	Any Other	-
5	Remarks of the Visiting Officer	-

## XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good
2	Transport	Good
3	Electricity	All households are electrified.
4	Drinking water	Poor quality in village palpora.
5	Cleanliness	Good
6	Sports facility (Playground)	Available but needs development.
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	
	2. Skits, Songs, Dramas	Done
	3. Local Folk programme / Show	Done
	4. Discussions with PRI and Senior citizens	Thru debate discussion done.
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	Done
	2. Distribution of sports kit	-
C	Inaugurations (If any)	
	PMAY house	-
	Segregation Sheds	Visited
	Amrit Sarovar	Visited
	JJM Assets	-
	Compost/ Soak Pits	Visited
	PMGSY / MGNREGA works	Inspected/ visited.
	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	Awareness about all these created among the general public & panchayat body.



# QUESTIONNAIRE FOR B2V5

Schedule-VI  
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean and Green Energy.
2	Activities undertaken under the Theme (as per instruction manual)	Soakage pits, composite pit vermiposts and IMHL units constructed; Segregation sheds constructed.
3	Status of activities undertaken	Benefited.
4	Visible impact of the Activities	Yes
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	Maximum
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Tied nature of funds.
8	Remarks of the Visiting Officer on the status SDG Theme	Running smoothly.

# QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Providing of poles and wires -	Addressed.
2	Irrigation khuls have been desilted & widened.	(Almost 50%)
3	Demand of staff & equipment in health & wellness centre Karayam	addressed almost 50%.
4	NEREGA Roads built.	
B	Impact of B2V1 to B2V4	
1	① Electricity distribution system has been upgraded to a great extent from B2V1 to B2V4.	
2	② Panchayat has become "Nasha Mukht".	
3	③ Sanitation improved.	
4	④ Awareness to General public.	
C	Challenges in the Panchayat	
1	① Clean drinking water is not available in village palpora which is the top most demand.	
2	② NTPHC needs govt. building & staff as well as laboratory facility.	
3	③ GMS Palpora needs new building & CSC.	
D	Suggestions if any	
1	There is lack of coordination between different members of Panchayat body which needs improvement so that they work as a coherent group for overall development of the whole panchayat halqa.	
2		
3		
4		
5		



# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural Development Department
2	Power Development Department
3	School Education Department
2	LEAST RESPONSIVE DEPARTMENTS
1	PHE
2	Skill Development
3	J&K Bank

## ii. FEEDBACK ON UT INITIATIVES

1. Transparency and accountability has been increased.
2. Large scale recruitments has been done in the UT which has reduced unemployment.
3. Digitisation and e-governance has been promoted which reduced contact points & thus reduced corruption.

## iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Quality of drinking water (tapped) in village Palpora is very poor.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Same as above. Demand of clean water has not been met.
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)	A lot of works have been done, however, burning issues like clean drinking water facility has not been addressed & upgradation of health center is required.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	7.5
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the visiting officer stayed for 2 days in the gram panchayat.

Signature of Sarpanch

Name: Gh. Nabi Mir

GH. NABI MIR

SARPANCH

Halqa Palapora, Block Parnewa

*(Signature)*

Signature of the Visiting Officer

Name: Mohammad Iqbal