

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	Sh. Mohi-ud-din Wani
2	Designation	Lecturer
3	Department	Education
4	Place of posting	Gvt. B.H.S.S - Laderwan
5	Mobile No	7006910633
6	Email ID	gmwani30@gmail.com
7	Home District	Kupwara
8	Dates of visit	13/11/2023 , 14/11/2023.

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	KANIPORA Kalaraose
2	Local Government Directory(LGD) code of the Panchayat	239190
3	Name of CD Block	Kalaraose
4	Name of Tehsil	Kupwara
5	Name of District	Kupwara

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01.
2	No. of hamlets in the Panchayat	09
3	No. of households in the Panchayat	460
4	Population (approx) of the Panchayat	3700.

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	Mangori Ah. Mir	HCC	Present	
2	Education	Ab. Majeed	Master	Present	
3	Food, Civil Supplies and Consumer Affairs	Junaid Ah. Tass	Asst. Store keeper	Present	
4	Forest	Mohd Magbool Dar	Forest Guard	Present	
5	Health and Medical Education	Dr. Ashraf	M.O	Present	
6	ICDS Department	Asmat Ara	A/W	Present	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Ab. Hamid Khan	Line man	Present	
9	Power Development Department	Mohd Shafi Faruqi	Line man	Present	
10	Public Works Department	Ab. Gaffar Mir	Road Supervisor	Present	
11	Revenue	Mohd. Iqbal Bhatt	Patwari	Present	
12	Rural Development and Panchayat Raj	Tanish Fayaz	Panchayat Sec.	Present	
13	Skill Development				
14	Social Welfare Department	Jahangir Ahmad	operator	present	
15	Youth Services and Sports Department	Shah Nawaz Ahmad	P.E.T	Present	
16	Others PMGSY	Fojdar Khan	Works Supervisor	Present	
17	Animal Husbandary	Sajad Ah. Pirmie	ASM	Present	
18	Sheep Husbandary	Javid Ah. Khan	ASM	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	Rented			
	b) New/need repairs	New building needed.			
	II. Furniture (Y/N)	Yes			
	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)	No -			
	VII. Water (Y/N)	- No -			
	VIII. Electricity (Y/N)	- No -			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	- Nil -	-	- Nil -	Govt = 02 Pvt = 01
	b) Primary	03	167	- Nil -	
	c) Middle	- Nil -	-	-	
	d) High	01	515	Master = 02 Teacher = 02	Govt = 02 Pvt = 19
	e) Higher Secondary	- Nil -	-	-	
	f) College	- Nil -	-	-	
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		06	190	- Nil -	Pvt. / Rented
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institutes having Govt. building
		- No -	- No -	- No -	- No -
5	Bank branch (Y/N)	- No -			
6	Availability of ATM (Y/N)	No			
7	Khidmat center/ CSC (Y/N)	- No -			
8	Patwarkhana (Y/N)	- No -			
9	Village haat (Y/N)	- No -			
10	Playground (Y/N)	- No -			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	3700	On Line Functional	
12	Government offices- details, whether functional or not	No. of Govt Offices	02 (Yes)		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		- No -	- Nil -	- No -	- No -
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc				
15	i. Whether Panchayat assets captured on e-Gram Sampda App (Y/N)	Yes			
	ii. Number of Asset captured	23 (approx)			
	iii. Please mention assets	1. Recreation shed 2. Link roads 3. Food bank 4. Jambh 5. Graveyard			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		- Nil -	- Nil -		
17	List of Underutilized Buildings- names	Name	Year of construction		
		- Nil -	- Nil -		

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 PENDING
1	Old Age pension	Social Department Welfare	180	180	- Nil -
2	Widow pension	Social Department Welfare	13	13	
3	Disability pension	Social Department Welfare	22	22	
4	Status under Stunting Mukht	Social Department Welfare	NA	NA	
5	Status under wasting Mukht	Social Department Welfare	NA	NA	
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare	07	07	
7	Digital Services provided	IT/ BDO/ CSC	- Nil -	- Nil -	
8	Daksh Kisan	Agriculture Department	02	02	
9	Kisan credit card	Agriculture Department	216	216	Documentation pending
10	PM Kisan Sammanidhi	Agriculture Department	318	293	
11	Employment Saturation (PMEGP, Tejasvani, Munkin, Mission Youth, Himayat, etc)	Employment Department	-	-	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	
13	JSM Implementation	Jal Shakti Department			
	I. No of Household provided FHTC		600	400	Lack of resources
	II. Har Ghar Jal village(s) certified (No.)		200	0	- do -
14	No of Households electrified	POD	460	400	under process
15	PMAY- Gramin	RDD& PR	34	33	under process
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	375	375	
17	UDF Plus villages (No)	RDD& PR	01	01	
18	Targeted Sock pit completed	RDD& PR	090	90	
19	JKRLM:	RDD& PR			
	I. Number of Self Help Groups formed		04	04	
	II. Number of Households involved		-	-	
20	Land Passbook Saturation	Revenue Department	394	25	under process
21	Pending Mutations	Revenue Department	Nil	-	
22	Domicile Certificates	Revenue Department	1234	921	Not applied
23	Persons identified drug addicts	BDO/ Sarpanch	- Nil -	- Nil -	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes	Yes	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Nil	- Nil -	
26	Golden Health Card under Ayushman Bharat	Health Department	2050	1720	under process
27	Janani suraksha yojana	Health Department	38	32	under process
28	Status under Anaemia Mukht	Health Department	2050	615	Not applied
29	Status under Leprosy Mukht	Health Department	NA	NA	
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	12	09	
31	Number of Ayushman Sahas held	Health Department	12	12	
32	Out of School Children brought to Schools	School Department Education	Nil		
33	Number of students still out of Schools	School Department Education	Nil		
34	Persons educated through bridge courses	School Department Education	- Nil -		
35	Household using clean cooking fuel (LPG)	FCS & CA	460	300	

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Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	- Nil -
2	Type of building (Govt. / Private)	- Nil -
3	Availability of Staff a) Doctor b) Paramedical	- Nil -
4	No of patients attended during the month	
5	Status of medicine availability	
6	Special medical camp held, if any	
7	Status of Immunization	
8	Participation of health worker in Village Health and Nutrition Day	
9	Institutional deliveries in Panchayat (Current Year)	10
10	Non- Institutional deliveries in Panchayat (Current Year)	02
11	Other	
12	Remarks of the Visiting Officer	Panchayat Hatga needs immediately one health center to cater the health issues of about 4000-poor population.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	H/S Narizub. P/S Kanipora, P/S Chachhi nichalla & Narizab Bala.
2	Type of building (Govt. / Private)	Govt.
3	Availability of Staff as per sanctioned strength	H/S Narizub. P/S Kanipora, P/S Chachhi nichalla & Narizab Bala. Master = 10 Amd = 03 Amd = 01 Amd = 01
4	Enrolment of the School a) Boys b) Girls	H/S 515 = 167 Boys = 764 Boys = 113 Girls = 251 Girls = 54
5	Availability of play ground	- No -
6	Availability of drinking water	- Yes -
7	Availability of electricity	Yes - NO electricity in P/Schok.
8	Availability of functional toilets	Yes.
9	Activities undertaken under 'My School My Pride'	- Yes -
10	Other	
11	Remarks of the Visiting Officer	① H/S Narizub has insufficient school build for enrollment of 515 students. Needs new building blocks and separate toilets for girls. H/S Narizub needs playground. ② P/S Kanipora needs foot path from Chaki Kool to School building and needs removal of old aged wall nut tree which causes life threat to students and staff. Needs high attention of authorities of revenue department.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Lone-Mohalla W-3
2	Number of children enrolled	
	a) Boys	32
	b) Girls	18
3	Status of Building (Private/ Govt.)	Pvt.
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	NA
12	Number of children wasted	NA
13	Any Other	-
14	Remarks of the Visiting Officer	A/W center Lone Mohalla needs foot path from Katari Mohalla to A/W center

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Near BHS-Kanipora
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	NA
4	No of registered beneficiaries	3700
5	No of beneficiaries drawing Ration from the store	3700
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	Timely supply and building floor repairment needs.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	- Nil -
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	Panchayat Halga needs one SBI Bank branch/ATM on urgent basis

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	- NA -
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	Land not available. but there is dire need of Amrit Sarovar.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Near H/S one playground was sanctioned
2	Condition of Playground	
3	Utilization of Playground	
4	Any Other	
5	Remarks of the Visiting Officer	The work was approved by the authorities but was stopped due to land dispute.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Kalgroose
2	Government/ Private building	Govt.
3	Land passbook saturation	394
4	Pending mutations	Nil
5	Any Other	Nil
6	Remarks of the Visiting Officer	Public demands one Partwarkhana in the said P-Halga for their convenience

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Ward-2 Kanipora.
2	Name of the beneficiary	Firozudin Bajard
3	Status of the house (completed/ in-use/ under-construction)	Under Construction
4	Any Other	
5	Remarks of the Visiting Officer	During visit some PMAY houses were completed and some were under construction. Beneficiaries were thankful to Govt. Needs more Sanctions of PMAY Houses.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Kanipora & Narizub.
2	Name of the beneficiaries	Job card Holders of Panchayat
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed as per target
4	Any Other	Segregation shed and Community Compost pits constructed.
5	Remarks of the Visiting Officer	Needs more Soakage pits and Community Compost pits. Overall assessment remains satisfactory during the visit.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	- Nil -
2	No of online services provided by the CSC	-
3	No of persons approached for services	-
4	Any Other	
5	Remarks of the Visiting Officer	People need one Khidmat centre for their convenience.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Only one main road is leading to Machit through the area. and needs
2	Transport	Needs improvement
3	Electricity	inner links.
4	Drinking water	needs improvement
5	Cleanliness	needs improvement
6	Sports facility (Playground)	Yes
7	Any Other	- Nil -

QUESTIONNAIRE FOR B2V5

Schedule-V
(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
A	Cultural Events/ Programmes	
	1. Debates and Seminars	Yes
	2. Skits, Songs, Dramas	Yes
	3. Local Folk programme / Show	Yes
	4. Discussions with PRI and Senior citizens	Yes
B	5. Exhibitions	Yes
	Sports Activities	Yes
	1. Sports Event	Yes
C	2. Distribution of sports kit	No
	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	No
	JDM Assets	No
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
D	Any other	
	Distribution of certificates	
	Self Employment Schemes	No
	Land Pass books	
E	Any other	
	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Yes

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Schedule-VI

(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Yes (ULM & Green village)
2	Activities undertaken under the Theme (as per instruction manual)	✓ Nasha Mukti Baharat, SBM Toilet cleanliness drive, Segregation Mera mati - mera dakh. Shree Vastu - Pledges.
3	Status of activities undertaken	Yes, Satisfactory
4	Visible Impact of the Activities	100% ODF plus achieved.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Prepared and Submitted.
6	How many activities of SDG have been covered under GPDP	07 (75%)
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Non-availability of land
8	Remarks of the Visiting Officer on the status SDG Theme	The SDG themes undertaken have changed the vision of people. The impact of SDG theme is obviously visible on ground.

[Signature]
 14/11/23
 V.O.
 B2V5

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Must	
2	the administration were addressed by	
3	connectivity (footpaths, etc), houses for hostlers	
4	handicapped and better mobile &	
5	connectivity,	
B	Impact of B2V1 to B2V4	
1	100% ODF Plus	
2	Many PMAY Houses Somehow &	
3	constructed.	
4	const. of footpaths for inter connectivity,	
5	const. of wells & availability of drinking water there.	
C	Challenges in the Panchayat	
1	Non-availability of land.	
2	water, electricity & roads	
3	are main challenges faced by	
4	the panchayat residents.	
5		
D	Suggestions if any	
1	① More Staff for A/S Nagarik & const. of	
2	more building for the S/S children enrolled.	
3	② JJM Project for safe & drinking water.	
4	③ Protection lands at various places along	
5	humanity nalla should be constructed	
	④ Separate toilet facility for boys and girls	
	in all schools should be in place.	
	⑤ Better Road connectivity through NABARD/	
	PMUSY between various hamlets.	
	⑥ Creation of 03 No. of new Anganwadi	
	centers at Kanipora.	
	⑦ Upgradation of P/S Kanipora to Ups Kanip	
	⑧ Seperate Sheep Center for panchayat	
	Kanipora.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDP
2	Education
3	Social Welfare / ICDS.
2	LEAST RESPONSIVE DEPARTMENTS
1	R & B / PWD.
2	PHE.
3	Skill-development.

II. FEEDBACK ON UT INITIATIVES

The U.T Govt. initiatives are highly appreciable and people friendly at basic level. The voice of people is heard by the Govt and villages/hamelets are developing day by day. Proper awareness about various schemes should be given to general public for better implementation.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	No, health center is located in the P. Halga. No, Khidmat center is in the P. Halga.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Construction of water reservoir for safe drinking water. No, repairments of Transformers and Electric lines and poles.
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)	Concerned Sarpanch and PRIs are doing good job, However people demand better road connectivity and water supply for drinking & irrigation.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	07/10
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the V.O and the nodal officer stayed in the Panchayat for 02 days and various site inspections & inauguration of various works were done.

Signature of Sarpanch

Name: Fareed Ahmad

Signature of the Visiting Officer

Name: Lt. Mohi-ud-din Wani