

Block : Duggan
Panchayat : Banjai
Date of visit : 09-11-2023
to 10-11-2023.

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023.

- Deputy Commissioner to lead the committee
- Social Development Department to be the focal department
- Housing Development & Monitoring committees and 12 to be the support departments

WORK PLAN FOR THE COMMISSIONER

INTERACTIONS ACTION POINTS

During the
the Deputy
may

- Take note of the progress of ETVS, RCV and RSV in RSV and
the progress of the RSV in the RSV
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- Collect List of work items, mainly regarding completed during the previous and current
financial year under the following heads:
 - HED grant
 - District Plan
 - LCV plan
 - MCH/MSGA
 - Other activities of other departments
 - Any other work
- Place beneficiary list:
 - MCH/MSGA draft plan document for the year 2023-24
 - List of former beneficiaries alongside RSVL Commission
 - List of present beneficiaries
 - List of RSVL
 - List of agriculture scheme beneficiaries
- List of beneficiary list:
 - Various activities benefit to be identified by the visiting officer
 - Any other activities identified by different departments

DELEGATES

- Deputy Commissioners for each of the districts
- Rural Development Department to be the nodal department
- Planning Development & Monitoring Department and IT to be the support departments

TABLE COPY FOR THE VISITING OFFICER

Sl. No.	INSTRUCTIONS	ACTION POINTS
1	Seeking details from the District	- Take print outs of filled booklets of R2V1, R2V2 and R2V3 & R2V4 from www.dpmharyana.gov.in or www.dpmharyana.in - Also take print outs of the summarized rural plans of the previous phase from www.dpmharyana.gov.in or www.dpmharyana.in on issues raised during previous 4 phases of R2V and feedback on deliverables of last year from the office of Deputy Commissioners - Take print of Book 2 booklets of R2V5 from www.dpmharyana.gov.in - Collect List of new work started/ ongoing/ completed during the previous and current financial year under the following heads: • PFI grants • District Plan • IIT plan • MGNREGA • Other schemes of other departments • Any other work - Plan's beneficiary list: • MGNREGA draft plan document for the year 2023-24 • List of Awaaz beneficiaries alongwith IHHL Convergence • List of pension beneficiaries • List of SHGs • List of agriculture scheme beneficiaries - List of beneficiaries for: • Various certificates/ benefits to be distributed by the visiting officer • Any other activities identified by different departments

KEY FEATURES

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

INSTRUCTIONS FOR THE VISITING OFFICER

INSTRUCTIONS	ACTION POINTS
Seeking details from the District team	- Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in - 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. - Take prints of blank 2 booklets of B2V5 from www.jkpanchayat.in / www.jkpanchayat.jk.gov.in - 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 - Plans/ beneficiary lists: • MGNREGA draft plan document for the year 2023-24 • List of Awaas+ beneficiaries alongwith HHIL Convergence • List of pension beneficiaries • List of SHGs • List of agriculture scheme beneficiaries - Lists of beneficiaries for: • Various certificates/ benefits to be distributed by the visiting officer, • Any other activities identified by different departments

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ayat on day
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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 I A, 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 JKH/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, Anganwadicenters, 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 Zantun Aapki Nigrani, 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 Nusha 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 dept under CSS/UT plans under intimation to DC's, and the rest of the works to DCs for reflecting it under district/CSS plans.
5. His/her work shall be hard-core planning and audit and is not a PR exercise.
6. Every Deputy Commissioner has to ensure that at least one RDD official (ideally Panchayat Secretary) is present in every panchayat with relevant panchayat records, to ensure the conduct of all activities as planned. Panchayat-wise orders need to be issued in advance.
7. The BDO has to ensure that Gram Sabha is held during the visit of the officer in the panchayat and uploaded on Vibrant Gram Sabha Portal.
8. The visiting officer should ideally carry his/her laptop to complete the reports at the Panchayat level itself and upload the final report, duly signed both by the Sarpanch and by the visiting officer on the www.jkpanchayat.jk.gov.in portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Mukti, Bhraashhtachar Mukti, Rozgar yukt J&K, besides carrying forward the activities during Jan Abhiyan and saturating them.

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

- a. Make full use of Centrally Sponsored Schemes.
- b. Saturation of individual beneficiary schemes.
- c. Self-employment schemes.
- d. Bank-linked schemes, including departmental subsidy schemes.
- e. Empowerment and transparency through digital initiatives.
- f. Effectiveness of grassroots machinery:
 - i. Puiwari, 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. Bhraashhtachar Mukti J&K.
 - vi. Nasha Mukti, J&K.

9. The PRI members (Sarpanchs, Panchs, BDC Chairperson) shall be at the forefront of all activities and given due importance, and the approach should be to strengthen them and make them feel empowered. He/she shall ensure that the BDC Chairperson and Sarpanch/Panch are present at the time of inauguration and ceremonies.

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

AWARENESS 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 Kissan Samman Nidhi**
7. **Kissan Credit Card (KCC)**
8. **PM Poshan Abhiyan**
9. **Har Ghar Jal- Jal Jeevan Mission**
10. **Survey of Villages and Mapping with improvised technology in Village areas (SVANMITVA)**
11. **Jan Dhan Yojana**
12. **Jeevan Jyoti Bima Yojana**
13. **PM KUSUM Yojana**
14. **Suraksha Bima Yojana**
15. **Atal Pension Yojana**

ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS

1. **Enrolment in Eklavya Model residential school**
2. **Scholarship schemes**
3. **Forest Rights Title: Individual and Community Land**
4. **Van Dhan Vikas Kendra: Self Help Groups**

Assess the progress of different schemes relating to the localized STIs provided by the village and the commitment provided by the 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.
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas.
- iii. Has sweeping of road use, water bodies, lanes, ditches, wetlands, degraded forest within the Gram Panchayat been done? Yes/No. If No, reason stated. ☒ Yes
- iv. Has the Climate Resilience Plan been developed by the GP? Yes/No ☒ Yes
- v. Steps taken by the Gram Sabha about the climate change mitigation actions like reducing energy consumption, usage of fuel, beds, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like crop rotation, water conservation measures, and conservation of wetlands. ☒ Yes
- vi. Whether schools have started segregating waste. Yes/No ☒ Yes
- vii. Whether schools have their own composting pits for solid/liquid waste management. Yes/No ☒ Yes

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 have provided the Golden Card? Yes/No ☒ Yes
- 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 being 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

3. Water-sufficient village

- i. Do all the HHs in the Gram Panchayat have water pipeline connection? Yes/No ☒ Yes
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify. ☒ No
- iii. Do all the HHs in the Gram Panchayat have toilets? Yes/No ☒ Yes
- iv. Are all the HHs toilets functional or not? Yes/No ☒ Yes
- v. Do all the Schools/Anganwadis have a toilet facility or not? Yes/No ☒ Yes
- vi. Are all the toilets in the schools/Anganwadis functional or not? Yes/No ☒ Yes
- vii. Whether Gram Panchayat/HWWS has separate toilet for women or not? Yes/No ☒ Yes

4. Child-Friendly village

- i. Do all the children under the age of 14 years have enrolled in the Anganwadis for pre-schooling? Yes/No ☒ Yes
- ii. How many Bal Sakshis were organized in the Gram Panchayat. ☒ 0

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

5. Village with good governance

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

6. Poverty-free and enhanced livelihood village

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

7. Socially secured village

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

8. Engendered Development in Village

- i. How many Mahila Sabha's were organized in the Gram Panchayat 02
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No)
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No)
- iv. Number of women beneficiaries headed households covered under PDS system. 15
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana

9. Self-sufficient infrastructure in the village

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

Deliverables:

S/No	Department	Deliverable
1	Agriculture Production Department	i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. ii. Ensuring saturation of Kissan Credit Cards (KCC) & Soil Health Cards (SHC). iii. Awareness about G.I. Tagging of agriculture crops. iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment. v. Distribution of seedling and seeds including Rabi seeds, lavender seeds. vi. Implementation of FasalBeemaYojna (Crop Insurance) vii. Issuing sanction letters for insurance of the Cattle
2	Rural Development Department	i. Establishment of AmritSarovar per Panchayat (Target/Achievement) ii. Saturation of all households in SHGs across all panchayats. iii. Number of works verified and completed during B2V-I, II, III & IV. iv. Achieving 100% social audit of PMAY. v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households vi. Achieving PMAY/IHHL Saturation. vii. Status of Drug Free/Corruption free Panchayats viii. Organizing of various sports events at the Panchayat level.
3	Information Technology	i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated. ii. Awareness about BEAMS, Janbhagikar/ E-UnnatPortal etc. iii. Hoardings, Wall paintings in all panchayats about Digital J&K & Services. iv. Organizing of one CSC Camps per panchayat. v. Assistance to be provided in enrolment for User Services, Golden Card, Domicile Certificates etc.
4	Finance Department	i. Number of Aadhaar Linked accounts under PMJJY, PMSBY, APY & PMJDY. ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&K Bank, EDI and Labour. iii. Setting up of counters by Banks at Panchayat level for verification, Sanctioning and disbursement of cases and also accepting fresh application under all individual subsidy schemes. iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc.
5	Revenue Department	i. Awareness programme about Management legacy data of registration & Delivery of registration documents online to the citizens by the Tehsildar concerned. ii. Information campaign for popularization of "AapZameenAap Ki Nigani". iii. Achieving saturation of land passbooks. iv. Pending inheritance mutations to be completed. v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)
6	Health & Medical Department	i. Saturation of Golden Cards under PMJAY/ SEHAT Scheme. ii. Swachh Hospitals- Clean Toilets and Junk free premises. iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. iv. Screening of School Children. v. Awareness about screening of NCD (Non communicable disease).
7	Social Welfare	i. Geo-tagging of established Child Care Institutions. ii. Saturation of Old Age Pension ISSS/NSAP. iii. Number of Disability Cards (UDID) digitized. iv. 500 Anaemia check-up camps to be conducted. v. Number of Aanganwari Beneficiaries Aadhar Seeded.

		vi. Number of Prasthavadh Prasthavadh events held.
		vii. Saturation of left out homes under disability pension, implants and tricycles etc.
8	Forest, Ecology & Environment	viii. Awareness about Drug Abuse Panchayats. i. Plantation drives under "Har Tooti, Harpal" 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 destinations/ 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 Tatar. iii. Promotion of local artists by way of organizing KaviSamayan, Painting competitions etc.
11	Labour & Employment	i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fairs 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 TabliBadega 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 (Nasha Mukht Campus, 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. Training Politechnic/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 Vishwakarma Scheme.
35	Planning Development & Monitoring Department	i. Monitoring of CSS / Flagship Programmes. ii. Physical verification of completed projects/ works. iii. Monitoring of Aspirational Panchayat, Block and District programmes. iv. Awareness programme about registration of Births & Deaths. v. Panchayat development index rating verification.



10-16 SEPTEMBER 2023



10-16th NOVEMBER 2023

QUESTIONNAIRE FOR B2V5

Schedule-1 (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	AMAR SINGH
2	Designation	Sr. Lcd.
3	Department	Education.
4	Place of posting	Govt Hr. Vee School Lohary
5	Mobile No	99062 79729
6	Email ID	amar.06051969 @g-mail.co
7	Home District	KATHUA
8	Dates of visit	09-11-2023 & 10-11-2023

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	BANJAL
2	Local Government Directory(LGD) code of the Panchayat	666
3	Name of CD Block	DUGGAN
4	Name of Tehsil	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	20
3	No. of households in the Panchayat	282
4	Population (approx) of the Panchayat	2,130.

QUESTIONNAIRE FOR B2V5

Schedule-1 (B)

(Details of Officers/ Officials present in the Panchayat)

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

S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Tarsem Lal	AER	Present	-
2	Education	Das Raj	Teacher	- do -	-
3	Food, Civil Supplies and Consumer Affairs	Karm Chand	Pt. Dealer	Present	-
4	Forest	Balwant Raj	Forest Guard	Present	-
5	Health and Medical Education	Hemish Raj	Pharmacist	Present	-
6	ICDS Department	Neham Kaur	MMW	Present	-
7	Irrigation and Flood Control Department	-	-	-	-
8	Jal Shakti Department	Hema Raj	CP Worker	Present	-
9	Power Development Department	Puraj Pandey	Dailywage	Present	-
10	Public Works Department	Balwant Singh	Dailywage	Present	-
11	Revenue	-	-	-	Ignored
12	Rural Development and Panchayat Raj	Kishor Kumar	GRS	Present	-
13	Skill Development	-	-	-	-
14	Social Welfare Department	-	-	-	not attended even 1.30 PM
15	Youth Services and Sports Department	Jaswant Singh	PEM	Present	-
16	Others	Wardman Singh	Utack Post.	Present	-
17	Sheep Husbandry	-	-	-	-
18	Horticulture	-	-	-	-
19	Sericulture	-	-	-	-
20	Animal Husbandry	-	-	-	-
21	Social Forestry	-	-	-	-

QUESTIONNAIRE FOR B2V5

Schedule II

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

1	Infrastructure of Panchayat Ghat	1. Mangal 2. Kachhar			
	a) Govt building/private	govt. buildings			
	b) New/needing repairs	needing repair			
	II. Furniture (Y/N)	Y			
	III. Computer/printer (Y/N)	N			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (ESC/part of panchayat ghat) (Y/N)	Y			
	VII. Water (Y/N)	Y			
	VIII. Electricity (Y/N)	Y			
2	Educational Institutions	No. of Schools	Enrollment	Teacher vacancies	Govt Building / Private Building
	a) Kindergarten	-	-	-	-
	b) Primary	03	176	01	Govt.
	c) Middle	02	83	04	Govt.
	d) High	01	128	07	Govt.
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwadis	Total Children Enrolled	Teacher / Worker vacancies	Govt Building / Private Building
		08	238	-	Private Building
4	Healthcare facility	No. of dispensaries	No. of PHCs	No. of Health & Wellness centers	No. of Institutions having secret building
		-	-	02	02
5	Bank branch (Y/N)	N			
6	Availability of ATM (Y/N)	N			
7	Khidmat center/ CSC (Y/N)	N			
8	Patwarkhana (Y/N)	N			
9	Village haat (Y/N)	N			
10	Playground (Y/N)	Y			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		N	-	-	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		01		01	
13	Amrit Sarovars - details, location, condition	Details	Location	Functions	Utilization
		Under Construction	Govt. owned	-	-
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Lot of tourist potential in the panchayat, Ravi ranchura Meadow, Tourism Mata, Mahurani etc.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	-			
	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	
		-		-	
17	List of Underutilized Buildings- names	Name		Year of construction	
		-		-	

S. No.	NAME OF THE SCHEMES	DEPARTMENT	ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	NOTIFICATION NO. AND DATE OF THE SCHEME	PERCENTAGE
1	Old Age pension	Social Department	Welfare	-	-
2	Widow pension	Social Department	Welfare	-	-
3	Disability pension	Social Department	Welfare	-	-
4	Status under Shunting Mukh	Social Department	Welfare	-	-
5	Status under Wailing Mukh	Social Department	Welfare	-	-
6	Equipment's provided to specially abled persons (insights, trolley etc.)	Social Department	Welfare	-	-
7	Digital Services provided	IT/ RDO/ CSC	-	000	-
8	Dakh Kisan	Agriculture Department	-	-	-
9	Kisan credit card	Agriculture Department	288	191	91 not
10	PM Kisan Sammanidhi	Agriculture Department	336	228	125 not
11	Employment Saturation (PMEGP, Tejaswini, Mukti, Mission Youth, Himayat, etc.)	Employment Department	-	-	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	SHS Implementation	Jal Shakti Department	-	-	-
	I. No of Household provided FITC	Frontline worker	-	-	-
	II. Har Ghar Jal village(x) certified (No.)	Shiksha	-	-	-
14	No of Households electrified	POD	270	-	-
15	PMAY - Gramin	RD& PR	180	79	not
16	SBM Gramin - IHPL functional (Household toilets)	RDO & PR	282	282	-
17	ODF Plus villages (No)	RDO & PR	02	-	-
18	Targeted Socx pit completed	RDO & PR	40	40	-
19	JKRLM	RDO & PR	03	-	-
	I. Number of Self Help Groups formed	27	-	-	-
	II. Number of Households involved	56	-	-	-
20	Land Passbook Saturation	Revenue Department	nil	-	-
21	Pending Mutations	Revenue Department	-	-	-
22	Domicile Certificates	Revenue Department	-	-	-
23	Persons Identified drug addicts	BDO/ Sarpanch	Yes.	-	-
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes	-	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Yes	-	-
26	Golden Health Card under Ayushman Bharat	Health Department	2066	1824	242
27	Janani suraksha yojana	Health Department	38	38	-
28	Status under Arsenitis Mukh	Health Department	-	-	-
29	Status under Leprosy Mukh	Health Department	-	-	-
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	82	82	-
31	Number of Ayushman Saksas held	Health Department	03	-	-
32	Out of School Children brought to Schools	School Department	-	-	-
33	Number of students still out of Schools	School Department	-	-	-
34	Persons educated through bridge courses	School Department	-	-	-
35	Household using clean cooking fuel (LPG)	FCS & CA	282	30	not

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

Health Institutions:

S. No.	Particulars	Status
1	Name of Health Institutions	Health Sub Centre, a2.
2	Type of building (Govt./ Private)	Govt. (1) Engral (1) Private (1)
3	Availability of Staff a) Doctor b) Paramedical	03
4	No of patients attended during the month	218 M + 271 F = 489
5	Status of medicine availability	available
6	Special medical camp held, if any	Family planning camp.
7	Status of Immunization	Govt.
8	Participation of health worker in Village Health and Nutrition Day	yes
9	Institutional deliveries in Panchayat (Current Year)	08
10	Non- Institutional deliveries in Panchayat (Current Year)	07
11	Other	-
12	Remarks of the Visiting Officer	The building of Health sub centre is risky for employees & patients.

Education Institutions:

S. No.	Particulars	Status
1	Name of Education Institutions	Govt HS Engral,
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	No. of Masters, P.T., Tr. = 05 01 01 03
4	Enrolment of the School a) Boys 69 b) Girls 59	128
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'	Plantation drive, music night, hand embroidery, chess, etc.
10	Other	-
11	Remarks of the Visiting Officer	The school is at nice place, but has shortage of staff. More govt buildings are in worst condition. They should be demolished immediately.

Anganwadi Center		Station
S.No.	Particulars	Condition
1	Location of Anganwadi center	14
2	Number of children enrolled a) Boys = 9 b) Girls = 5	Private
3	Status of Building (Private/ Govt.)	Yes
4	Availability of toilet/ water	Maintained
5	Maintenance of record of children	No
6	Availability of sufficient ration	No
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 started	- Nil -
12	Number of children wasted	- Nil -
13	Any Other	
14	Remarks of the Visiting Officer	The AWC is not good as possible for children. It should be re-modelled and maintained.

CAPO Store		Station
S.No.	Particulars	
1	Location of CAPO Store	Galla Buzat
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	Korane Chandel
4	No of registered beneficiaries	180 Household
5	No of beneficiaries drawing Ration from the store	1420 Approximately
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	No.
8	Availability of ration	Yes
9	Any Other	-
10	Remarks of the Visiting Officer	The dealer is instructed to use electronic machine for weighing ration. Chandel is not of the dealer.

S. No	Particulars	Status
1	Location of Anganwaricenter	Guddrie - A
2	Number of children enrolled a) Boys 09 b) Girls 05	14
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Maintained
6	Availability of sufficient ration	No
7	Availability of timely Ration	No
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	- Nil -
12	Number of children wasted	- Nil -
13	Any Other	-
14	Remarks of the Visiting Officer	The env is not good & unsuitable for children & infants. It should be renovated & maintained.

CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Galla Bungal
2	Government / Private	Prt.
3	Name of the dealer (in case of Private)	Korant Chand
4	No of registered beneficiaries	180 Household
5	No of beneficiaries drawing Ration from the store	1400 Approximately.
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	No.
8	Availability of ration	Yes
9	Any Other	-
10	Remarks of the Visiting Officer	The dealer is instructed to use electronic machine for weighing ration & maintain record of beneficiaries.

V. Bank / Extension counter:

S. No	Particulars	Status
1	Location of Bank / Extension counter	—
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	Requested to higher authorities to open an Extension counter @ C.S.C. in the panchayat.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Ganesh Banjari
2	Condition of Amrit Sarovar	Under construction.
3	Details of repair undertaken, if any	—
4	Utilization of Amrit Sarovar	Providing water for animals
5	Any Other	—
6	Remarks of the Visiting Officer	Works undergoing & completed in short period of time.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	—
2	Condition of Playground	—
3	Utilization of Playground	—
4	Any Other	—
5	Remarks of the Visiting Officer	At least two playgrounds should be constructed each in Brijal & Kachhla village.

VIII. Patwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	—
2	Government / Private building	—
3	Land passbook saturation	—
4	Pending mutations	—
5	Any Other	—
6	Remarks of the Visiting Officer	no person who is a people complained for ^{office} not visited in panchayat.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Hard No. 1 Gurdine
2	Name of the beneficiary	Prag Kumar S/o. Kamal Singh.
3	Status of the house (completed/ in-use/ under-construction)	Under construction
4	Any Other	-
5	Remarks of the Visiting Officer	Needy and deserving household, 70% work of house completed.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Hard No. 1 Sundighi.
2	Name of the beneficiaries	Parkash S/o. Annu
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed.
4	Any Other	-
5	Remarks of the Visiting Officer	Benefitted and uses the soak pit for proper drainage of kitchen.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter / CSC counter	-
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	A CSE should be open in Bungal Bungal as people are totally unaware of CSC services.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Totally disconnected from block head office.
2	Transport	Transportation is not good and slow.
3	Electricity	Electricity is in some what in good condition.
4	Drinking water	Available.
5	Cleanliness	Good.
6	Sports facility (Playground)	Nil.
7	Any Other	Not good network (internet problem)

QUESTIONNAIRE FOR B2V5

(AWAARDEN / EVENTS / INAGURATION)

AWAARDEN / INAGURATION Organized during the visit on 04/04/2021

Sr.	Particulars	Notes
1	Cultural Events / Programmes	
1	Debate and Seminars	-
2	Skit, Songs, Games	-
3	Local folk programme / Show	-
4	Discussion with PBI and Senior citizens	-
5	Exhibitions	2nd exhibition
6	Sports Activities	-
1	Sports Event	Religious Fest. The city was
2	Distribution of sports kit	and material provided
3	Donation of kit	- kit
4	PRAT Inaug	# 2
5	Inauguration Sheds	-
6	Guest Seminar	Not started - postponed
7	LHM Awards	-
8	Compass / Book Fila	-
9	PRADY / PADMECA works	if inaugurated & inaugurated many times
10	Any other	-
11	Distribution of staff kit	No. 100 staff kit distributed
12	Self Employment Schemes	-
13	Land Free books	-
14	Any other	-
15	Assessment generation in digital services, transparency, Corruption free, Nasha Mukti Shakti, Vastu Shakti (Mobile Van) and Flagship Schemes given in the instruction manual	Yes

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	—
	3. Local Folk programme / Show	—
	4. Discussions with PRI and Senior citizens	—
	5. Exhibitions	Yes conducted
B	Sports Activities	
	1. Sports Event	
	2. Distribution of sports kit	Volleyball Plakhi, Chess & Carrom board not available, conducted.
C	Inaugurations (If any)	Nil
	PMAY house	02
	Segregation Sheds	—
	Amrit Sarovar	Work started in my presence
	IJM Assets	—
	Compost/ Soak Pits	01
	PMGSY / MGNREGA works	• I inaugurated & inspected many others
	Any other	—
	Distribution of certificates	No. Certificate distributed
	Self Employment Schemes	Front line workers not attended, they ignored (Bharat Van)
E	Land Pass books	
	Any other	Yes.
	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	Yes
2	Activities undertaken under the Theme (as per instruction manual)	Yes
3	Status of activities undertaken	Open discussion on Nasha market, Corruption free Bant, cleanliness, modern, on Healthy village etc.
4	Visible impact of the Activities	Disease free & healthy, cleanliness in the Hamlets.
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	—
8	Remarks of the Visiting Officer on the status SDG Theme	The youth & PRIs should adopt the instructions under sustainable goals to make panchayat better & prosperous.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Connect the panchayat by road from GREF road to	
2	Tractor road from Dhamra GREF road to Gachhu ^{Banjul Gachhu}	
3	Demarcation of Banjul pvt in to two panchayats.	
4	To adjust the panchayat in Block Banni instead of Block Duggan.	
5	New buildings for HS Banjul and Health & Extension Centre	
B	Impact of B2V1 to B2V4	
1	Medicines and paramedical staff available	
2	telecommunication network improved.	
3	water & electricity supply improved.	
4	40% people aware of govt schemes.	
5	no impact on revenue from line workers.	
C	Challenges in the Panchayat	
1	Handicaps in every work with out road.	
2	Block Duggan office is far off from panchayat Banjul	
3	Topography of P. Banjul is full of Terminals & plantation	
4	It should be developed, telecommunication facility should be installed	
5	As mobile net work is very low through out panchayat	
D	Suggestions if any	
1	Top priority for road connectivity from GREF road.	
2	this panchayat should be divided in to two panchayats	
3	A CSE should be for in Punt. Banjul so that people get benefits	
4	of government schemes.	
5	The panchayat should be visited by superior officer of the block.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	R D D
2	Education
3	Agriculture
2	LEAST RESPONSIVE DEPARTMENTS
1	Revenue
2	Social Welfare
3	PHE

II. FEEDBACK ON UT INITIATIVES

By UT formation the opinions of people are as under:

- (I). Sufficient quantity of ration is supplied to panchayats.
- (II) RDD schemes are at door steps.
- (III) The electricity and water supply is in good conditions.
- (IV) The living standards of people improved more earlier.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	A major complain brought in notice that no regular official visit in our panchayat since for two years.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Construction of Road from GKEP road Daman to Gurdhara Banjal or from any other side. Demanded from B2V1 to till date.
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 people of the panchayat participating in B2V5 programme with full zeal and enthusiasm but are not happy due to basic amenities like road connectivity. The people are unaware of land passbooks or certificates, as they said they are ignored by models.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	04
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	The visiting officer has remained in my Panchayat m.e. 09/11/23 to 10/11/2023.

Signature of Sarpanch

Name: Pya Bahadur Bahal

Signature of the Visiting Officer

Name: Mr. Anur Singh