

# INSTRUCTION MANUAL FOR B2V5



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

## 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

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: <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> <p>e. Plans/ beneficiary lists: <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> <p>f. Lists of beneficiaries for: <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> </p>

<p>Activity 2</p>	<p>Reach the Panchayat on day of visit.</p>	<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 Mukht 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 Mukta, Bhrashtachar Mukta, 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 Mukta J&K.
    - vi. Nasha Mukta, 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:-

FLAG SHIP SCHEMES	
1.	Ayushman Bharat- PMJAY
2.	Deen Dayal Antoyodhya Yojana- National Rural Livelihood Mission
3.	PM Awas Yojana (Rural)
4.	PM Ujjawala Yojana
5.	PM Vishwakarma
6.	PM KissanSamman 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

## SDG Theme & Goals

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.
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas .
- 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 .
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands.
- vi. Whether schools have started segregating waste. Yes/No
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No

### 2. Healthy village

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

### 3. Water-sufficient village

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

### 4. Child-Friendly village

- i. Do all the children under the age of 0-6 years been enrolled in the Anganwadicenters for pre-schooling? Yes/NO
- ii. How many BalSabha's were organized in the Gram Panchayat.

- 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 Panchayathave 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 Halqa 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 PanchyatGhar 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

*(theme adopted by G.P.)*

**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 Panchayathave 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 MahilaSabha's were organized in the Gram Panchayat
- 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.
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva VandanaYojana

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



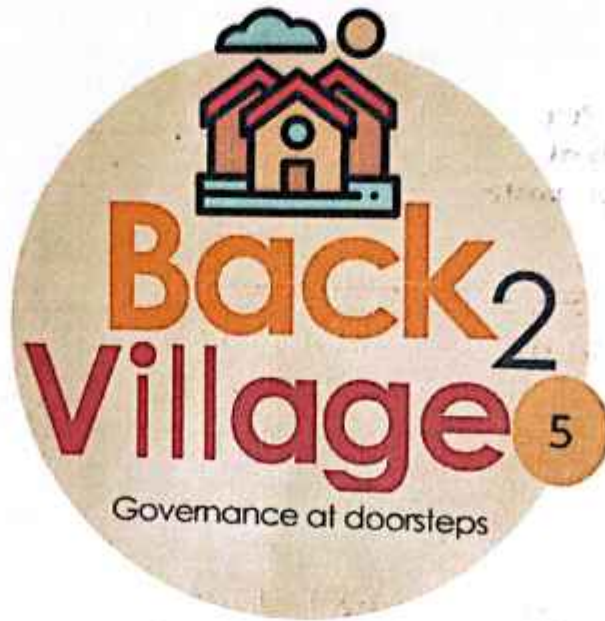
- i. Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet. Yes/No
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No)
- iii. Whether child-friendly park with required facilities is available in GP (Yes/No)
- iv. Whether the GP has easy 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	<ol 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> </ol>
2	Rural Development Department	<ol 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> </ol>
3	Information Technology	<ol 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> </ol>
4	Finance Department	<ol 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> </ol>
5	Revenue Department	<ol 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> </ol>
6	Health & Medical Department	<ol 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> </ol>
7	Social Welfare	<ol 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> </ol>

		<ul style="list-style-type: none"> <li>vi. Number of BetiBachaoBetiPadhao events held.</li> <li>vii. Saturation of left out cases under disability pension, implants and tricycles etc.</li> <li>viii. Awareness about Drug Mukht Panchayats.</li> </ul>
8	Forest, Ecology & Environment	<ul style="list-style-type: none"> <li>i. Plantation drives under "Har Gaon Haryali" program.</li> <li>ii. Conservation of water bodies.</li> <li>iii. Forest for Fodder.</li> <li>iv. "Green J&amp;K drive" campaign.</li> </ul>
9	Tourism	<ul style="list-style-type: none"> <li>i. Identification &amp; Registration of Home Stays.</li> <li>ii. Providing support for tourism activities under village cooperatives.</li> <li>iii. Promotion for augmenting the tourist inflow.</li> <li>iv. Identification, delineation and demarcation of at least 5 tourist destination/ circuits/ themes tracks per district.</li> <li>v. Plastic free tourism destinations.</li> </ul>
10	Culture Department	<ul style="list-style-type: none"> <li>i. Organizing school talent hunt competitions.</li> <li>ii. Cultural event at panchayat level under Har Din Tivhar.</li> <li>iii. Promotion of local artists by way of organizing KaviSamaylan, Painting competitions etc.</li> </ul>
11	Labour & Employment	<ul style="list-style-type: none"> <li>i. Registration of Job Seekers 50 per District.</li> <li>ii. Organizing of one Job fares per District.</li> <li>iii. Awareness about Self Employment Schemes under Seed Capital Fund &amp; Youth Start-up Loan Scheme.</li> </ul>
12	School Education Department	<ul style="list-style-type: none"> <li>i. Number of students covered under Nipun Bharat &amp; Padega Bharat TabhiBadega Bharat</li> <li>ii. Identification of out of school Children and their enrolment.</li> <li>iii. My School My Pride-Cleanliness and Maintenance drives to be organized.</li> <li>iv. Holding of at least 200 Parent Teacher meetings per district.</li> <li>v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility.</li> </ul>
13	Higher Education	<ul style="list-style-type: none"> <li>i. Digital push for Open &amp; Distance Learning (ODL) and online courses.</li> <li>ii. My college my pride (NashaMukht Camps, Eco Clubs, Sports &amp; Games)</li> <li>iii. Careers counselling and Job placements.</li> </ul>
14	Youth Services & Sports	<ul style="list-style-type: none"> <li>i. Organizing sports activities/games in every panchayat.</li> <li>ii. Distribution of sports kits.</li> <li>iii. Stadium / Flood Lights</li> </ul>
15	Transport	<ul style="list-style-type: none"> <li>i. Steps taken to reduce the occurrence of road accidents.</li> <li>ii. Cases under MUMKIN scheme to be finalized.</li> </ul>
16	Tribal Affairs	<ul style="list-style-type: none"> <li>i. Organizing of Tribal Artisan Mela in each District.</li> <li>ii. Saturation of Scholarship Schemes.</li> </ul>
17	Power Development Department	<ul style="list-style-type: none"> <li>i. Distribution of Transformers. <ul style="list-style-type: none"> <li>a) Check Unique Number</li> <li>b) Identify DTS with low oil and top oil</li> <li>c) Identify DTS with load imbalance</li> <li>d) Replace Non Standard fuses standard fuses.</li> <li>e) All pending electrical accidental claim cases to be resolved and disbursed.</li> <li>f) Removal of damaged transformers.</li> </ul> </li> </ul>
18	Food, Civil Supplies and consumer affairs	<ul style="list-style-type: none"> <li>i. Achievement made under opening of fare price shops.</li> <li>ii. Saturation of Aadhaar Seeded Ration Cards.</li> <li>iii. 100% grievance redressal to be ensured.</li> <li>iv. Awareness about the schemes of the Department</li> </ul>
19	Skill Development	<ul style="list-style-type: none"> <li>i. Training of left out SHG members registered with NRLM/Tribal Affairs.</li> <li>ii. Skill Training of B2V4/MTMP2 youth.</li> <li>iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of JK UT.</li> <li>iv. 100% admission Polytechnic/ITI.</li> </ul>

		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. <i>80 members. (PACS Sector)</i> ii. Holding Awareness Camps <i>Yes.</i> iii. Registration of new cooperative societies. <i>Yes.</i>
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 BadaltaJ&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 VishawaKarma 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.



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	AYAZ AHMAD BHAT
2	Designation	SR. LECTURER
3	Department	EDUCATION
4	Place of posting	BHSS BOMAI
5	Mobile No	9906464000
6	Email ID	bhat878@gmail.com
7	Home District	Baramulla
8	Dates of visit	13th & 14th Nov., 2023

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

S.No	Particulars	
1	Name of the Panchayat	Wadoora
2	Local Government Directory(LGD) code of the Panchayat	242051
3	Name of CD Block	Tujjar Shaiq
4	Name of Tehsil	Zaingeel (Bomai)
5	Name of District	Baramulla

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	11
3	No. of households in the Panchayat	546
4	Population (approx) of the Panchayat	5626 (as per 2011)

# 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 Field staff 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	Manzoor Ahmad	JAEO	Present	
2	Education	Mohd. Altaf Hajam	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Mohd Hussain War	storekeeper	Present	
4	Forest				
5	Health and Medical Education	Parvaiz Ahmad	Pharmacist	Present	
6	ICDS Department	Mehbooba	ANW	Present	
7	Irrigation and Flood Control Department	Mohd Shafi Dae	W/S	Present	
8	Jal Shakti Department	Gh. Hassan Khan	F.L.M	Present	
9	Power Development Department	Ab Rasheed	Lineman	Present	
10	Public Works Department	<del>ABSENT</del>			NO Officer found present
11	Revenue	Mohd. Isfan	Patwari	Present	
12	Rural Development and Panchayat Raj	Parvaiz Ah. Garie	Secretary Panchayat	Present	
13	Skill Development	N			
14	Social Welfare Department	Necofar Jahan	craft Assistant	Present	
15	Youth Services and Sports Department	Showkat Bashir	PET	Present	
16	Others Sheep.	Altaf Hussain	Sheep -	Supervisor present	
17	Fisheries	Ab. Rashid	F.S	present	
18	NRLM	Khalida Begum	mobiliser	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) Govtbuilding/private	Govt. building			
	b) New/needingrepairs	Needing repairs.			
	II. Furniture(Y/N)	N			
	III. Computer/printer(Y/N)	Y			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Y			
	VII. Water (Y/N)	N			
	VIII. Electricity(Y/N)	N			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	03	115+51+64	-	Govt.
	b) Primary	03	230	-	Govt.
	c) Middle	02	100	-	Govt.
	d) High	01+private	50+60	-	Govt.
	e) Higher Secondary	NA	NA	-	-
	f) College	NA	NA	-	-
3	AnganwadiCentre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		08			
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		Nil	01	-	01
5	Bankbranch(Y/N)	Yes			
6	Availability of ATM (Y/N)	Yes			
7	Khidmatcenter/ CSC (Y/N)	Y			
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	
		02	2247	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		05	05		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Near Sepathi Mid water		Bad	Not utilized.
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Beautification of River Banks and establishment of water transport.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	NO.			
	ii. Number of Asset captured	NA			
	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		



## QUESTIONNAIRE FOR B2V5

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

S. No	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDENCY
1	Old Age pension	Social Department Welfare	267	267	-
2	Widowpension	Social Department Welfare	12	12	-
3	Disabilitypension	Social Department Welfare	27	27	-
4	Status under Stunting Mukht	Social Department Welfare	100% achieved.		
5	Status under wasting Mukht	Social Department Welfare	100% achieved.		
6	Equipment's provided to Specially abled persons( implants, tricycles etc)	Social Department Welfare	4	4	-
7	Digital Services provided	IT/ BDO/ CSC	csc in rented building		
8	Daksh Kisan	Agriculture Department	NA	NA	-
9	Kisan credit card	Agriculture Department	567	379	under process
10	PN KisanSammannidhi	Agriculture Department	350	350	-
11	Employment Saturation (PNEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	4 in total, Wadorna comes under PACS see below		
13	JJM Implementation	Jal Shakti Department			
	I. No of Household provided FHTC		546		
	II. Har Ghar Jal village(s) certified (No.)		546		
14	No of Households electrified	PDD	546	546	41P
15	PMAY- Gramin	RDD& PR	13	07	Already out of the
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	13	07	Already benefitted
17	ODF Plus villages (No)	RDD& PR	Yes		
18	Targeted Sock pit completed	RDD& PR	110	110	-
19	JKRLM:	RDD& PR			
	I. Number of Self Help Groups formed		12+11	12+11	-
	ii. Number of Households Involved		58+60	58+60	-
20	Land Passbook Saturation	Revenue Department	670	562	Record issue
21	Pending Mutations	Revenue Department	34	34	-
22	Domicile Certificates	Revenue Department	815	813	under progress
23	Persons identified drug addicts	BDO/ Sarpanch	None		
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Awareness Camps conducted.		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	None		
26	Golden Health Card under Ayushman Bharat	Health Department	4145	3316	under progress.
27	Janani suraksha yojana	Health Department	80% done, 20% under progress		
28	Status under Anaemia Mukht	Health Department	3	3	-
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	Every Saturday.		
31	Number of AyushmanSabas held	Health Department	2	2	-
32	Out of School Children brought to Schools	School Department Education	NA	-	-
33	Number of students still out of Schools	School Department Education	NA	-	-
34	Persons educated through bridge courses	School Department Education	-	-	-
35	Household using clean cooking fuel (LPG)	FCS & CA	546	546	-

# QUESTIONNAIRE FOR B2V5

## Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NTPHC Wadoora
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff	
	a) Doctor	01
	b) Paramedical	03
4	No of patients attended during the month	250
5	Status of medicine availability	Yes
6	Special medical camp held, if any	No
7	Status of Immunization	every month.
8	Participation of health worker in Village Health and Nutrition Day	Yes,
9	Institutional deliveries in Panchayat (Current Year)	35
10	Non- Institutional deliveries in Panchayat (Current Year)	NA
11	Other	NTPHC needs repairs.
12	Remarks of the Visiting Officer	Visited the Health Centre which is in dire need of 2nd storey accommodation and smooth water supply. The centre is without a sweeper as the post is lying vacant.

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	G.S. H.S. Wadoora payern, Govt. Primary School Wadoora payern
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Staff available.
4	Enrolment of the School	531 total of all schools.
	a) Boys	238
	b) Girls	293
5	Availability of play ground	Available only in G.S. H.S. Wadoora payern.
6	Availability of drinking water	Available
7	Availability of electricity	Available
8	Availability of functional toilets	Available.
9	Activities undertaken under 'My School My Pride'	Done on regular basis.
10	Other	- playgrounds needed for other schools.
11	Remarks of the Visiting Officer	There is a long list of demands put forward.

1. Filling & leveling of school ground with drainage
2. Construction of latrine slab (H/S Wadoora)
2. Fencing (H/S Wadoora)
4. Inclusion of adjoining land to the school playground (H/S Wadoora)
3. Demarcation of school land by Revenue Dept (H/S Wadoora)
4. Paved path for MS Wadoora Rule.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Wai Mohalla Wadara Payern and others. (Total 08)
2	Number of children enrolled a) Boys 130 b) Girls 147	205 children enrolled in all 08 Anganwari centres.
3	Status of Building (Private/ Govt.)	private
4	Availability of Helper/ worker	Yes available
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	Nil
12	Number of children wasted	Nil
13	Any Other	
14	Remarks of the Visiting Officer	The Centre has been functioning smoothly but is need of lockers and racks for wear safe keep of stationery material etc.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Near Panchayat Ghar...
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	-
4	No of registered beneficiaries	2247
5	No of beneficiaries drawing Ration from the store	2247
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	CAPD Store at Wadara Bala to be made functional
10	Remarks of the Visiting Officer	Store has been functioning smoothly without any major complaints from the public.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Present in SKUAST wadoora premises.
2	No of Accounts in the branch	2500
3	No of persons applied under various self-employment schemes	32
4	No of cases sanctioned under various self-employment schemes	32
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	32
6	Availability of ATM	Yes, SKUAST premises.
7	Any Other	One ATM needed outside;
8	Remarks of the Visiting Officer	Public has demanded shifting of the branch near SKUAST gate for ease of access as general public faces problems in going inside the SKUAST premises.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Near Segregation shed at Rivel bank wadoora payen
2	Condition of Amrit Sarovar	Not in a good condition.
3	Details of repair undertaken, if any	—
4	Utilization of Amrit Sarovar	Not being utilised
5	Any Other	
6	Remarks of the Visiting Officer	Demand for construction of Fish pond near the segregation shed at

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Available in both wadoorpayen & Bala
2	Condition of Playground	Good condition
3	Utilization of Playground	Yes, utilized
4	Any Other	
5	Remarks of the Visiting Officer	2nd phase of the upgradation work planned for next financial year (Wadoora Bala)

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	NA
2	Government/ Private building	NA
3	Land passbook saturation	In progress
4	Pending mutations	In progress
5	Any Other	Need one patwarkhana.
6	Remarks of the Visiting Officer	Public has demanded establishment of a patwarkhana in the PVT, Halga

**IX. PMAY house:**

S. No	Particulars	Status
1	Location of PMAY house constructed	near Mohalla wadonra payern.
2	Name of the beneficiary	NISSAR AHMAD and others
3	Status of the house (completed/ in-use/ under-construction)	<del>Completed</del> under construction
4	Any Other	
5	Remarks of the Visiting Officer	The beneficiary has received two instalments and the final instalment shall be released after the completion of the work.

**X. Soak pits/Compost pits:**

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Near H/o Mohd Ashraf and others.
2	Name of the beneficiaries	Mohd Ashraf and others (110)
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed. Soakpits
4	Any Other	Compost pits 5 completed.
5	Remarks of the Visiting Officer	All beneficiaries have received the funds for P.D. <u>05</u> Compost pits

**XI. Khidmatcenter / CSC:**

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Near National Highway
2	No of online services provided by the CSC	15-20
3	No of persons approached for services	240/month
4	Any Other	
5	Remarks of the Visiting Officer	The public has demanded shifting of the CSC centre to the old centre as the centre is not accessible to all.

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

S. No	Particulars	Observations
1	Connectivity Road	Roads needs mechanization
2	Transport	Demand for public transport for village
3	Electricity	Poles and wires needed urgently
4	Drinking water	TJM to be implemented in tota
5	Cleanliness	Partially clean. No proper garbage
6	Sports facility (Playground)	Available.
7	Any Other	dumping site

**QUESTIONNAIRE FOR B2V5**  
**Schedule-V**  
**(AWARENESS/ EVENTS / INAGURATION)**

**EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER**

S. No	Particulars	Status
<b>A</b>	<b>Cultural Events/ Programmes</b>	
	1. Debates and Seminars	is held
	2. Skits, Songs, Dramas	at H/S wadwa. held
	3. Local Folk programme / Show	Yes
	4. Discussions with PRI and Senior citizens	Yes, held in cordial atmosphere
	5. Exhibitions	Nil
<b>B</b>	<b>Sports Activities</b>	
	1. Sports Event	Sports event organized by H/S wadwa
	2. Distribution of sports kit	NA
<b>C</b>	<b>Inaugurations (If any)</b>	
	PMAY house	visited but not inaugurated
	Segregation Sheds	Inaugurate d
	Amrit Sarovar	Under consideration
	JJM Assets	Under construction
	Compost/ Soak Pits	05/110
	PMGSY / MGNREGA works	
	Any other	/
<b>D</b>	<b>Distribution of certificates</b>	
	Self Employment Schemes	
	Land Pass books	
	Any other	performance certy. etc
<b>E</b>	<b>Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual</b>	Yes

## QUESTIONNAIRE FOR B2V5

### Schedule-VI (SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Poverty Free and enhanced Livelihood village.
2	Activities undertaken under the Theme (as per instruction manual)	Dev. of Criteria for Identification of the poor PDS Registration, Registration of pension case Jobs cards issued, SHG's etc.
3	Status of activities undertaken	Mentioned as above.
4	Visible impact of the Activities	inhabitants have accepted that there is visible impact of various activities.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	50%
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Public awareness, as people hesitate to come forward to know the ways to solve poverty.
8	Remarks of the Visiting Officer on the status SDG Theme	There is a need to develop monitoring mechanism for actions.

## QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
<b>A Demands/ Grievances addressed by the Administration</b>		
1	Drinking water facility	
2	Power supply to West Mohalla	
3		
4	Compora footbridge complete by requires Ramp plan	
5		
<b>B Impact of B2V1 to B2V4</b>		
1	Sense of accountability has been generated	
2	through B2V programmes. Though enthusiasm	
3	of the public has steadily dwindled. Those at the	
4	forefront have beliened in the system and look	
5	forward positively.	
<b>C Challenges in the Panchayat</b>		
1	Solid waste <del>management</del> management/disposal.	
2	Irrigation of Land - no proper canal system	
3		
4		
5		
<b>D Suggestions if any</b>		
1	To check lack of enthusiasm, wider publicity is required	
2	Special funds should be released for each B2V	
3	B2Vs be held on holidays for maximum <sup>progrms</sup>	
4	Public participation	
5		

⇒ B2V programmes shouldn't be only focused on R.O.D. Other Departments should be involved. at large scale and regular awareness programmes should be conducted.



# QUESTIONNAIRE FOR B2V5

## Schedule-VIII

### I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

<b>1 BEST PERFORMING DEPARTMENTS</b>	
1	RDD
2	ICDS
3	CAPD
<b>2 LEAST RESPONSIVE DEPARTMENTS</b>	
1	PDD
2	PWD
3	SKUAST (FoA) Wadwa

### ii. FEEDBACK ON UT INITIATIVES

General public has appreciated the UT initiatives taken by the Govt. which have reduced the suffering of the common people especially the introduction of the Digital and online means of applying for and getting benefitted by various schemes without moving from pillar to post and office to office physically.

### iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Not fully satisfied with B2V programmes due to inadequate implementation & lack of tangible outcomes but
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	→ Pipa irrigation for 'Gound' area has not been fulfilled
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)	During my visit to the village, I observed a mixed landscape of achievements & challenges. There is an urgent need to hold public awareness programmes by various departments about their schemes & programmes. Funding for the pvt to be increased for faster and need specific development programmes.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	— 0.6 —
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the visiting officer stayed in GP for 2 days and patiently listened to the grievances of public. The plan is framed with my consent and other stakeholders especially public.

Signature of Sarpanch *[Signature]*

Signature of the Visiting Officer *[Signature]*

14.11.23

Name... *[Name]* ...

Name... *Ayaz Ahmad Bhatt* ...

There is vehement demand that a full fledged and separate cell should be created at the district level for constant monitoring and execution of the demands raised during B2V programmes.

