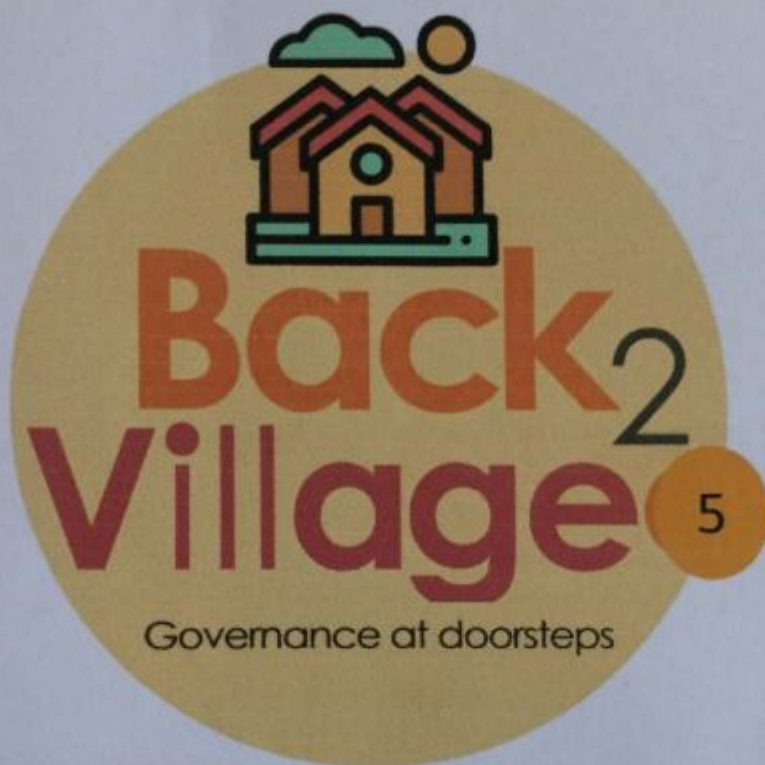


Lathoong

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Mohd Rameez Khan
2	Designation	District Treasury Officer
3	Department	Finance
4	Place of posting	Kulgam
5	Mobile No	9596978648
6	Email ID	mulaommadskhan85329@jk.gov.in
7	Home District	Poonch
8	Dates of visit	15-11-2023 & 16-11-2023

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

S.No	Particulars	
1	Name of the Panchayat	Lattoong
2	Local Government Directory(LGD) code of the Panchayat	1246
3	Name of CD Block	Surankote
4	Name of Tehsil	Surankote
5	Name of District	Poonch

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	09
3	No. of households in the Panchayat	417
4	Population (approx) of the Panchayat	2868

QUESTIONNAIRE FOR B2V5

Schedule-I (B)

(Details of Officers/ Officials present in the Panchayat)

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

S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Mohd Farooq	AEA'	Present	
2	Education	Ayaz Ahmed	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Hafiza Begum	Debar	-do-	
4	Forest	Jaraid Ahmed	BO	-do-	
5	Health and Medical Education	Dr Mohd Farooq	M-O	-do-	
6	ICDS Department	Shameem Akhter	AWW	-do-	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Muzaffar H. Shah	Lineaman	-do-	
9	Power Development Department	Mohd Farooq	Lineaman	-do-	
10	Public Works Department				
11	Revenue	Fareed Ahmed	Patwari	-do-	
12	Rural Development and Panchayati Raj	Dr Shabir Ahmed	I/c Sec Ppt	-do-	
13	Skill Development				
14	Social Welfare Department				
15	Youth Services and Sports Department	Joginder Kumar	PEM	Present	
16	Others				
17	Education (BLO)	Mohd Arshid	Teacher	-do-	
18	Naveed Iqbal				
19	Animal Husbandry	Naveed Iqbal	VP	Present	
20	Floriculture	Mohd Munshi	HT LPA	-do-	

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 Buildings			
	b) New/needingrepairs	NA			
	II. Furniture(Y/N)	Yes			
	III. Computer/printer(Y/N)	Yes			
	IV. Internet (Y/N)	Yes			
	V. Telephone (Y/N)	NO			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes			
	VII. Water (Y/N)	NO			
	VIII. Electricity(Y/N)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	06	34	-	Govt
	b) Primary	04	62	-	Govt
	c) Middle	02	167	-	Govt
	d) High	NIL	-	-	-
	e) Higher Secondary	01	297	-	Govt
	f) College	NIL	-	-	-
3	AnganwadiCentre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		10	204	NIL	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		0	1	0	01
		NIL	NTPHC	-	-
5	Bankbranch(Y/N)	NO	NO	-	-
6	Availability of ATM (Y/N)	NO	-	-	-
7	Khidmatcenter/ CSC (Y/N)	Yes	-	-	-
8	Patwarkhana(Y/N)	Yes	-	-	-
9	Village haat (Y/N)	Yes	-	-	-
10	Playground(Y/N)	Yes	-	-	-
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		02	1489	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		05	Yes		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		NIL	NIL	NIL	NIL
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Deer Karan Shah Ghazi Zigarat			
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		
		NIL	NIL		
		Name	Year of construction		
17	List of Underutilized Buildings- names	NIL	NIL		

QUESTIONNAIRE FOR B2V5

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

S. No	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDENCY
1	Old Age pension	Social Department Welfare	48	48	-
2	Widow pension	Social Department Welfare	07	07	-
3	Disability pension	Social Department Welfare	33	33	-
4	Status under Stunting Mukht	Social Department Welfare			
5	Status under wasting Mukht	Social Department Welfare			
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department Welfare	01	01	Missing tricycle
7	Digital Services provided	IT/ BDO/ CSC	2200	1275	
8	Daksh Kisan	Agriculture Department	19	19	
9	Kisan credit card	Agriculture Department	85	85	
10	PM Kisan Sammannidhi	Agriculture Department	141	141	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		213	118	Tendered
	ii. Har Ghar Jal village(s) certified (No.)		NIL	NIL	
14	No of Households electrified	PDD	400	400	100%
15	PMAY- Gramin	RDD& PR	74	67	Ration card issue
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR			
17	ODF Plus villages (No)	RDD& PR	01	01	
18	Targeted Sock pit completed	RDD& PR	310	218	Job card issue
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		40	40	-
	ii. Number of Households involved		323	323	
20	Land Passbook Saturation	Revenue Department	377	377	
21	Pending Mutations	Revenue Department	NIL	NIL	
22	Domicile Certificates	Revenue Department	2250	2250	
23	Persons identified drug addicts	BDO/ Sarpanch	NIL	NIL	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	02	02	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	NIL	NIL	
26	Golden Health Card under Ayushman Bharat	Health Department	2500	2300	Migration
27	Janani suraksha yojana	Health Department	36	36	
28	Status under Anaemia Mukht	Health Department	NIL	NIL	1
29	Status under Leprosy Mukht	Health Department	NIL	NIL	
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	01	01	
31	Number of Ayushman Sabas held	Health Department	03	03	
32	Out of School Children brought to Schools	School Department Education	NIL	NIL	
33	Number of students still out of Schools	School Department Education	NIL	NIL	
34	Persons educated through bridge courses	School Department Education	NIL	NIL	
35	Household using clean cooking fuel (LPG)	FCS & CA	412	407	

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NTPHC Lathoong
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	01 MPW 01 NO-02 01 Sweeper 01
4	No of patients attended during the month	239
5	Status of medicine availability	Sufficient (Ayurvedic)
6	Special medical camp held, if any	Yes (VHND)
7	Status of Immunization	Fully Immunized
8	Participation of health worker in Village Health and Nutrition Day	Satisfactory
9	Institutional deliveries in Panchayat (Current Year)	Yes
10	Non- Institutional deliveries in Panchayat (Current Year)	—
11	Other	
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	GHSS Lathoong
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	23
4	Enrolment of the School a) Boys b) Girls	Total 297
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'	Yes
10	Other	
11	Remarks of the Visiting Officer	Infrastructure is Satisfactory

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	ward no 4 Madan Moh
2	Number of children enrolled a) Boys b) Girls	12 13
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	Yes
7	Availability of timely Ration	Yes
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	25
12	Number of children wasted	
13	Any Other	
14	Remarks of the Visiting Officer	Satisfactory

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Lakshmi Near Tower
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Hafiza Begum
4	No of registered beneficiaries	789
5	No of beneficiaries drawing Ration from the store	777
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Yes
9	Any Other	
10	Remarks of the Visiting Officer	EKYC for 350 ration card holders has been Completed out of 789. overall functioning is Satisfactory.

V. Bank/ Extension counter: *NIL*

S. No	Particulars	Status
1	Location of Bank/ Extension counter	<i>/</i>
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	

VI. Amrit Sarovar: *NIL*

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

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	<i>G.H.S.S. Latkoorg</i>
2	Condition of Playground	<i>Satisfactory</i>
3	Utilization of Playground	<i>Best of its Capacity</i>
4	Any Other	
5	Remarks of the Visiting Officer	<i>Satisfactory for Basic Expenses.</i>

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	<i>Near G.H.S.S. Latkoorg</i>
2	Government/ Private building	<i>Govt</i>
3	Land passbook saturation	<i>100%</i>
4	Pending mutations	<i>NIL</i>
5	Any Other	<i>NIL</i>
6	Remarks of the Visiting Officer	<i>Building in dilapidated condition</i>

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Ward-2 Mohd Ashraf Mohd Khalid
2	Name of the beneficiary	
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	Undersigned observed that PMAY scheme has changed life of many people meet with Sh. Imtiaz (PWD) and he said that he is satisfied with Govt Scheme.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Ward no-09
2	Name of the beneficiaries	Near Mohd Zaman
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed and utilized
4	Any Other	
5	Remarks of the Visiting Officer	Partially functional.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Lakhoong Near Tower
2	No of online services provided by the CSC	13
3	No of persons approached for services	63 per day
4	Any Other	
5	Remarks of the Visiting Officer	All Services are provided by CSC but Local people demanded for J&K Bank Khidmat Center for easy access of all services.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	
2	Transport	
3	Electricity	
4	Drinking water	
5	Cleanliness	
6	Sports facility (Playground)	
7	Any Other	

QUESTIONNAIRE FOR B2V5

Schedule-V
(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

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

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Healthy village (2022-23)
2	Activities undertaken under the Theme (as per instruction manual)	32
3	Status of activities undertaken	Completed
4	Visible impact of the Activities	It is making very visible impact on people's daily life
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes (2022-23) 2023-24 prepared but uploading is pending
6	How many activities of SDG have been covered under GPDP	32
7	Bottlenecks, if any, faced in the achievement of SDG Theme	There were many bottlenecks like lack of coordination by public front line workers
8	Remarks of the Visiting Officer on the status SDG Theme	

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Setting up of playfield	
2	providing Ambulance facility for NTPHC Lathoong	
3	Deputation of doctors on rotation basis to NTPHC Lathoong	
4	Tek Bank khidmat centre and ATM facility	
5	Setting up of a central library in the middle of Panchayat	
B	Impact of B2V1 to B2V4	
1	Increased Awareness of Govt Schemes	
2	Awareness about self employment	
3	More stress on Central Sponsored Scheme especially MGNREGA	
4	participation of frontline workers increased and public presence also increased	
5	people have become more vocal and many issues were resolved.	
C	Challenges in the Panchayat	
1	Waste Segregation	
2	checking illegal mining in nullahs & river banks	
3	Road Connectivity in rural areas	
4	Awareness regarding Govt Schemes in vernacular language	
5	PRI's school fundline Co-ordination	
D	Suggestions if any	
1	NTPHC Lathoong's Infrastructure may be upgraded on priority	
2	Students of PPS Gogian may be shifted to nearest school Karij	
3	A playfield may be set up in the Panchayat on priority in view on	
4	GPS Lathoong doesn't have boundary wall which safe buildy	
5	may be taken up on priority. Condition	

5 Water hand pumps require immediate attention as many pumps needs minor repairs and drinking water facility may be restored without much effort.

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDP
2	Education
3	JKSPDC
2	LEAST RESPONSIVE DEPARTMENTS
1	PWD (R&B)
2	Skill Development / Employment department
3	Irrigation and Flood control

ii. FEEDBACK ON UT INITIATIVES

people are more curious about govt schemes and appreciating G2C initiatives. They are more satisfied about service delivery system. EPDS has also brought transparency, portals like BEAMS, JKATTENDANCE, Jan Bhagay Bai portal, have changed the people perspective towards planning and service delivery system.

iii. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	NIL
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	- Better water supply system required - Electricity supply lines may be upgraded. - NTPHC Lab may be given attention.
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)	overall development of panchayat is satisfactory. RDP has performed well in the panchayat
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	7.5
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	سید محمد علی شاہ نے ۷/۱۰/۲۰۲۵ء کو پانچایت میں ۲ روز گزارے۔ محمد علی شاہ

Signature of Sarpanch

Name..... Sadeer Din

Signature of the Visiting Officer

Name..... Mohammed Rameez Khan