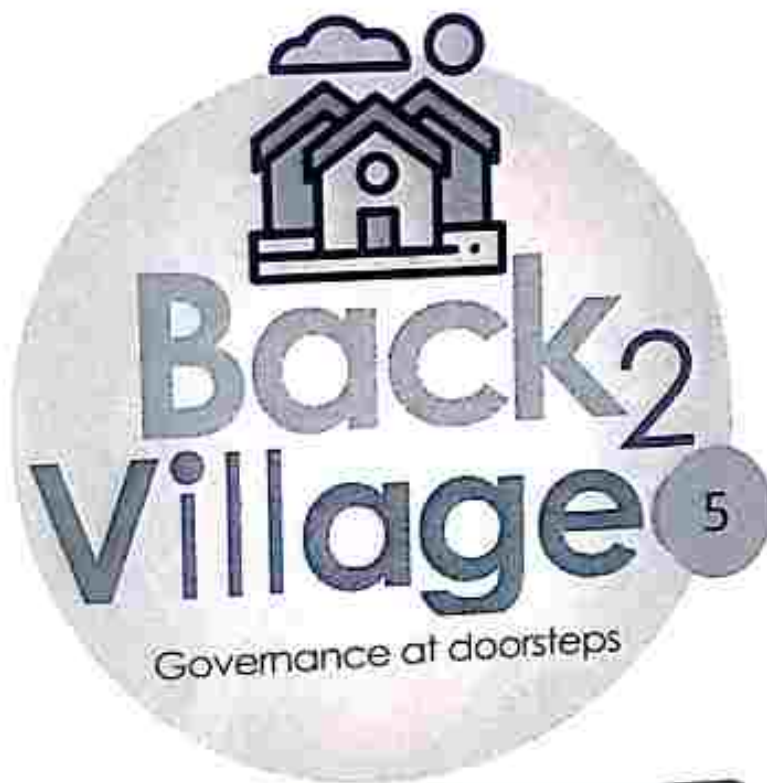


# INSTRUCTION MANUAL FOR B2V5



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

Panchayat - Gandala.

## 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	<ol style="list-style-type: none"> <li>Take print outs of filled booklets of B2V1, B2V2 and B2V3 &amp; <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></li> <li>Also take print outs of the summarized excel sheets of the previous <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 in previous 4 phases of B2V and feedback on deliverables of last year from Deputy Commissioner.</li> <li>Take prints of blank 2 booklets of B2V5 from <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a></li> <li>Collect List of new works started/ ongoing/ completed during the previous 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> </li> <li>Plans/ beneficiary lists: <ul style="list-style-type: none"> <li>• MGNREGA draft plan document for the year 2023-24.</li> <li>• List of Awaaz+ beneficiaries alongwith IHHL Convergence</li> <li>• List of pension beneficiaries.</li> <li>• List of SHGs</li> <li>• List of agriculture scheme beneficiaries</li> </ul> </li> <li>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> </li> </ol>

Reach the  
Panchayat on day  
of visit.

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 1A, 1B & Schedule-II.
2. Ensure that all front line workers of different deptts are present.
3. Ensure exhibition by different depts. about individual beneficiary schemes.
4. Inspect JKB/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 Zami Aapki Nigrani, Digital J&K, etc.
10. Check effectiveness of centrally sponsored schemes through field visits to 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 deptts, including fair feedback about discrepancies in functioning.
18. Open discussion on Nasha Mukti 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.



## 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. He/she 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 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 referred to administrative deptt under CSS/UT plans under intimation to DCs, and the rest of 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 completion 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 J&K, Rozgar-yukt J&K, besides carrying forward the activities during Jan Abhiyan and similar schemes.

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 ensure they feel empowered. He/she shall ensure that the BDC Chairperson and Sarpanch/Panchs 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 Aapki Nigraani, 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 Jeevan Mission verification- WSS/JSD Electricity supply</b>	Verify

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

<b>FLAG-SHIP SCHEMES</b>	
1. Ayushman Bharat- PMJAY	
2. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission	
3. PM Awas Yojana (Rural)	
4. PM Ujjawala Yojana	
5. PM Vishwakarma	
6. PM Kisan Samman Nidhi	
7. Kisan Credit Card (KCC)	
8. PM Poshan Abhiyan	
9. Har Ghar Jal- Jal Jeevan Mission	
10. Survey of Villages and Mapping with improvised technology in Village areas (SVANMITVA )	
11. Jan Dhan Yojana	
12. Jeevan Jyoti Bima Yojana	
13. PM KUSUM Yojana	
14. Suraksha Bima Yojana	
15. Atal Pension Yojana	
<b>ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS</b>	
1. Enrolment in Eklavya Model residential school	
2. Scholarship schemes	
3. Forest Rights Title: Individual and Community Land	
4. Van Dhan Vikas Kendra: Self Help Groups	



Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.

1. SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY MARCH 2024
2. STATUS OF WORKS UNDER THE FOLLOWING GOALS

## 1. Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste.
- 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 IHHs 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 IHHs in the Gram Panchayat have toilets? Yes/No
- iv. Are all the IHHs 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. 02

- 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 have 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  
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 PanchayatGhar 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 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 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:

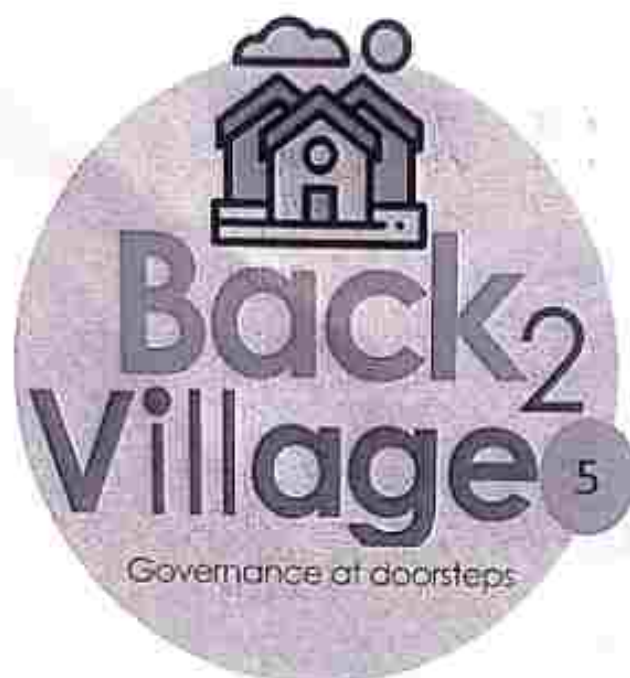
S/No	Department	Deliverable
1	Agriculture Production Department	<ul style="list-style-type: none"> <li>i. Awareness programmes regarding the establishment of Bee Co Mushroom farms.</li> <li>ii. Ensuring saturation of Kissan Credit Cards (KCC) &amp; Soil Health (SHC).</li> <li>iii. Awareness about G.I.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



		<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 3&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 enhancement Scheme.
20	Cooperative	i. Formation of Primary Agriculture Credit Society (PACS) & 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 employee iii. Monitoring complaints through fixed line telephone grievance cell PUI 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 Sd & Aganwaris 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.



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

# QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

## A. Details of Reporting Officer:

S.No	Particulars	
1	Name	ABHISHEK TALWARIA
2	Designation	FA/CAO
3	Department	NATIONAL HEALTH MISSION
4	Place of posting	NAGROTA JAMMU
5	Mobile No	94191 02979
6	Email ID	abhishek.talwaria@raj-g-mail.com
7	Home District	JAMMU
8	Dates of visit	14-11-2023 to 15-11-2023

## 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	GANDALA
2	Local Government Directory(LGD) code of the Panchayat	240440
3	Name of CD Block	UDHAMPUR
4	Name of Tehsil	UDHAMPUR
5	Name of District	UDHAMPUR

## C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02 GANDALA & HIMBRA
2	No. of hamlets in the Panchayat	07
3	No. of households in the Panchayat	339 as per 2011 Census
4	Population (approx) of the Panchayat	1735 as per 2011 Census



# 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	Ren
1	Agriculture	Rajesh Kumar	AEA	P	
2	Education	Madhu Sharma	HM	P	
3	Food, Civil Supplies and Consumer Affairs	Raj pal	Dealer	P	
4	Forest	Tahir	Forest Guard		
5	Health and Medical Education				
6	ICDS Department	Radha Pandhon	A.W.W	P	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Mohit Hon's	AE	P	
9	Power Development Department	Dev Raj	JE	P	
10	Public Works Department	Mohinder	JE	P	
11	Revenue	Parve	Patwari	P	
12	Rural Development and Panchayat Raj	Jangir Kumar	Sec Panchayat	P	
13	Skill Development	- Nil	- Nil	A	
14	Social Welfare Department	- Nil	- Nil	"	
15	Youth Services and Sports Department	- Nil	- Nil	"	
16	Others				
17	Animal husbandry	Karipal	MTS	P	
18	Fishing	Anil Kumar	Fishing Guard	P	
19	Bank	Rohit Gupta		P	
20	IJC	Parom Chadgal	I.P.O.	P	

# QUESTIONNAIRE FOR B2V5

## Schedule-II

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

1	Infrastructure of Panchayat Ghar	Yes			
	a) Govt building/private	Govt. Building			
	b) New/need repairs				
	II. Furniture (Y/N)	Y			
	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 (CSC Not available)			
	VII. Water (Y/N)	Y			
	VIII. Electricity (Y/N)	Y			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary	7	282	21	Govt - 1 Bldg
	c) Middle	01	102	6	Govt.
	d) High	01	199	13	Govt. Building
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		07			Private Building
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of Health & wellness centers	No. of Institute having Govt. building
		NIL	01		
5	Bank branch (Y/N)	N			
6	Availability of ATM (Y/N)	N			
7	Khidmat center/ CSC (Y/N)	Y			
8	Patwarkhana (Y/N)				
9	Village haat (Y/N)	N			
10	Playground (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
11	Ration shop (Y/N)	01			
		01		Functional	
12	Government offices- details, whether functional or not	No. of Govt Offices			
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		01	W.No. 3		
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc.				
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	NIL			
	ii. Number of Asset captured	0			
	iii. Please mention assets	0			
	1.	0			
	2.	0			
	3.	0			
	4.	0			
	5.	0			
16	List of Incomplete Buildings- names, year of construction	Name *	Year of construction		
		NIL			
17	List of Underutilized Buildings- names	Name *	Year of construction		
		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	RE
1	Old Age pension	Social Department Welfare	NIL	NIL	
2	Widow pension	Social Department Welfare	NIL	NIL	
3	Disability pension	Social Department Welfare	NIL	NIL	
4	Status under Stunting Mukht	Social Department Welfare	NIL	NIL	
5	Status under wasting Mukht	Social Department Welfare	NIL	NIL	
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare	NIL	NIL	
7	Digital Services provided	IT/ BDO/ CSC	1	1	
8	Kisan Kisan	Agriculture Department	—	13	
9	Kisan credit card	Agriculture Department	331	240	
10	PM Kisan Sammanidhi	Agriculture Department	239	239	
11	Employment Saturation (PMEGP, Tejasvani, Mukht, Mission Youth, Himayat, etc)	Employment Department	NIL	NIL	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	NIL	NIL	
13	JDM Implementation	Jal Shakti Department	365	183	Im
	I. No of Household provided FHTC		NIL	NIL	
	II. Har Ghar Jal village(s) certified (No.)		NIL	NIL	
14	No of Households electrified	PDD	331	331	
15	PMAY- Gramin	RDD& PR	133	133	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	339	339	
17	QDF Plus villages (No)	RDD& PR	4		
18	Targeted Seck pit completed	RDD& PR	245	945	
19	JKRLM:	RDD& PR			
	I. Number of Self Help Groups formed		NIL	NIL	
	II. Number of Households involved		NIL	NIL	
20	Land Passbook Saturation	Revenue Department	95%	90%	
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department			
23	Persons identified drug addicts	BDO/ Sarpanch	NIL	NIL	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes	Yes	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	NIL	NIL	
26	Golden Health Card under Ayushman Bharat	Health Department	2165	2130	gulin
27	Janani suraksha yojana	Health Department	- NIL	NIL	
28	Status under Anaemia Mukht	Health Department	NIL	NIL	
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			
31	Number of Ayushman Salas held	Health Department			
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	331	331	



# QUESTIONNAIRE FOR B2V5

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

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	PHC GANDALA
2	Type of building (Govt./ Private)	Private
3	Availability of Staff a) Doctor b) Paramedical	Nil 2
4	No of patients attended during the month	
5	Status of medicine availability	Satisfactorily
6	Special medical camp held, if any	Nil
7	Status of Immunization	Good
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	31
10	Non- Institutional deliveries in Panchayat (Current Year)	02
11	Other	
12	Remarks of the Visiting Officer	Institution working satisfactorily and providing good service to the residents of Panchayat.

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	MS Lower Gandala
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Yes, 6
4	Enrolment of the School a) Boys b) Girls	50 50 52 52
5	Availability of play ground	Y Y
6	Availability of drinking water	Y Y
7	Availability of electricity	Y Y
8	Availability of functional toilets	Y Y
9	Activities undertaken under 'My School My Pride'	Y Y
10	Other	
11	Remarks of the Visiting Officer	School working is good Staff is also good.

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	W. No 3
2	Number of children enrolled a) Boys b) Girls	23 30
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	N
12	Number of children wasted	N
13	Any Other	
14	Remarks of the Visiting Officer	Anganwadi Center working is good and satisfactory

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	(Mansar, <sup>Himachal</sup> Gurdala
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Raj pal
4	No of registered beneficiaries	518
5	No of beneficiaries drawing Ration from the store	518
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	CAPD store is working Satisfactorily.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	6 Km away from Pankajast
2	No of Accounts in the branch	NIL
3	No of persons applied under various self-employment schemes	NIL
4	No of cases sanctioned under various self-employment schemes	NIL
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	NIL
6	Availability of ATM	NIL
7	Any Other	
8	Remarks of the Visiting Officer	Bank not attended

VI. Amrit Sarovar:

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

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	NIL
2	Condition of Playground	NIL
3	Utilization of Playground	NIL
4	Any Other	
5	Remarks of the Visiting Officer	NIL

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	NIL
2	Government/ Private building	"
3	Land passbook saturation	"
4	Pending mutations	"
5	Any Other	"
6	Remarks of the Visiting Officer	"



## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	W.No. 2, Panchon
2	Name of the beneficiary	Kashpreet S/o
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	House is Completed

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	N.No. 4,
2	Name of the beneficiaries	Jaganmuth
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed, inuse
4	Any Other	
5	Remarks of the Visiting Officer	soak pits are functional

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	W.No. 4, Gandaki
2	No of online services provided by the CSC	
3	No of persons approached for services	50% of residents of Panchayat
4	Any Other	
5	Remarks of the Visiting Officer	CSC workshop is satisfactory providing all online services to locals of Panchayat.

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

S. No	Particulars	Observations
1	Connectivity Road	Main road is satisfactory except side roads
2	Transport	Average
3	Electricity	Satisfactory
4	Drinking water	Satisfactory (JTM)
5	Cleanliness	Satisfactory
6	Sports facility (Playground)	NIL
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	NIL
	2. Skits, Songs, Dramas	"
	3. Local Folk programme / Show	"
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	NIL
B	Sports Activities	
	1. Sports Event	NIL
	2. Distribution of sports kit	NIL
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	NIL
	Anrit Sarovar	Yes
	JJM Assets	Yes
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	NIL
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	NIL
	Land Pass books	NIL
	Any other	Yes
E	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	Self sufficient infrastructure
2	Activities undertaken under the Theme (as per instruction manual)	Yes,
3	Status of activities undertaken	Panchayat is working for achieving the SDG adopted at panchayat level
4	Visible impact of the Activities	CFL and Street solar light installed at public area
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	2
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Nil
8	Remarks of the Visiting Officer on the status SDG Theme	Panchayat adopted SDG themes and working for achievement of goals



# QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status	under Adage / Review Scheme
A	Demands/ Grievances addressed by the Administration		
1	Maximum Beneficiaries have been covered maintaining left out cases		
2	Demand of PHC have been fulfilled i.e. subcentre to PHC (B2V1)		
3	Water supply to A. No. 2 Galdan have been fulfilled (B2V2)		
4	Demand for CPC building for GP have been fulfilled (B2V3)		
5			
B	Impact of B2V1 to B2V4		
1	There is regular meetings of all the departments at		
2	Panchayat level for effective implementation of UT/central		
3	Sponsored Schemes. General Public is now more aware and		
4	getting more benefit of it. It also increases		
5	transparency and accountability at Panchayat level.		
C	Challenges in the Panchayat		
1	As reported by PRT members and officials of		
2	line department, that there is dire need of		
3	staff in different departments at Panchayat level.		
4	to implement the schemes at Grassroot level in		
5	such a tough terrain.		
D	Suggestions if any		
1	Majority of population of Panchayat are labour/farmer		
2	additional source of Income from such as horticulture,		
3	milch, Poultry, Dairy, Skill development may be		
4	sanctioned for regular Income so that their		
5	standard of living may improve.		

# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural development department
2	Agriculture department
3	Education department
2	LEAST RESPONSIVE DEPARTMENTS
1	Horticulture
2	Youth and sports
3	SKV development

## ii. FEEDBACK ON UT INITIATIVES

There is regular meetings of all departments on first Monday of every month for assessment and effective Implementation of all the UT/CSS at Panchayat level. General public in large is getting more aware about the different schemes and getting maximum benefit of it. giving more participation this increases accountability and transparency at Panchayat level.

## iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	1) Road local Connectivity and transport facility Fresh survey should be conducted for left out habitations to avoid the benefits of CSS to many.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1) Road Connectivity 2) Xeroxed for upgradation of High school to higher sec. school.
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 functioning of public departments in the Panchayat is satisfactory as no major complain has been received to the visiting officer by the locals and PRIs.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	08
5	Certificate from Sarpanch that the visiting officer has stayed in the Panchayat for 2 days	Certified that visiting officer has stayed in the Panchayat for 2 days.

Signature of Sarpanch

Name: Kuldeep P. Raj

*Kuldeep Raj*  
Sarpanch  
Pvt. Halqa Gandala

Signature of the Visiting Officer

Name: Abhishek Talwar

Financial Advisor & C.A.O  
State Housing Society  
NHJ J&K