

Malta
S. C. P. A.

INSTRUCTION MANUAL FOR B2V5



Governance at doosteps

2016-17 AGO-FM09-B-2023

EXERCISES

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

DIRECTIONS FOR THE VISITING OFFICER

INSTRUCTIONS	ACTION POINTS
Seizing drafts from the District	- Take print out of three booklets of BSVI, BSVI and BSVI & BSVI from www.bsvi.gov.in or www.bsvi.gov.in - Also take print out of the successful and failed drafts of the previous phases from www.bsvi.gov.in or www.bsvi.gov.in on issues raised during previous 4 phases of BSVI and feedback on data collected of last year from the office of Deputy Commissioner. - Take print of three 2 booklets of BSVI from www.bsvi.gov.in or www.bsvi.gov.in - Collect list of new works started/ongoing completed during the previous and current financial year under the following heads: • PFI grants • District Plan • UT plan • MGNREGS • Other schemes of other departments • Any other work - Plan/ budgetary line: • MGNREGS draft plan document for the year 2023-24. • List of Assets-beneficiaries along with IDBI Correspondence. • List of pension beneficiaries. • List of NRI's • List of agriculture schemes beneficiaries - List of beneficiaries for: • Various certificate/benefits to be distributed by the visiting officer • Any other activities identified by different departments

Reach the Panchayat on day of visit.

1. To hold meetings with PDCs, Officers/Officials of the department, and General Public to have firsthand information about the Infrastructure & implementation of Schemes as per Schedule I-A, I-B & Schedule-II.
2. Ensure that all front line workers of different depts. are present.
3. Ensure exhibition by different depts. about individual beneficiary schemes.
4. Inspect JCB/PSB counters/outlets.
5. Participate/ensure organization of sports activity in playfield, talent hunt cultural events/youth activity.
6. Ensure awareness generation about PM Vatsikarma scheme and AashirwadBhar.
7. Ensure saturation of soil health card and Golden Health Card under AyushmanBharat, saturation of Old Age Pension Scheme, Domicile Sanitation, KCC Sanitation, and saturation of land passbooks.
8. Visit government establishments, i.e., Health facility, Education Institute, Anganwadicenters, CAPD store, Bank/Extension counter, Anrit Suovar, Playground, PawaKhana, etc.
9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigam, Digital J&K, etc.
10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, UM, 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: MGNREGS, PMAY, IHHL toilets and payments CSCs & AMRT SAROVAR.
14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved.
15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc.
16. Organize village-level cultural events to engage panchayat members.
17. Obtain a candid assessment about the performance of various depts. including fair feedback about discrepancies in functioning.
18. Open discussion on Nasha Mukti Abhiyan, corruption-free Panchayat, etc.
19. Assess the progress of different schemes relating to the localized SIXs 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 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, whenever necessary the larger works are to be referred to administrative deptt under CSSA, 1 place under irrigation 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 portal.
9. The focus of the visit is on youth, skills, self-employment, Nudra Mukh, Bhadrachar Mukh, Roogar yukt J&K, besides carrying forward the activities during Jan Abhiyan and sustaining them.

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

- a. Make full use of Centrally Sponsored Schemes
 - b. Sanction 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. Parwari, 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. Bhadrachar Mukh J&K.
 - vi. Nudra Mukh, J&K.
9. The PFI 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/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 (BDU/Panchayat Secretary) for further uploading of the report on the www.dpanchayat.in / www.jkpanchayat.in.gov.in portal within a week's time, positively.

Instruction for Field visit

FIELD VISIT

Facility	Purpose
Khidmat Centres	Create /Generate awareness on online services particularly GIC schemes Aapki Zamin Aapki Nigrah, Deans, Sanbhagidari, Digital J&K
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc
Incomplete buildings/projects	Verify whether identification and redistribution done
PDS	Visit, evaluate, online status
PHC	Visit- evaluate, status of staff, equipment and quality
PMAY	Inspect, Inaugurate
My school, my pride progress; schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff
Swachh SBM	Evaluate
Panchayat play ground, Sports kits distribution Village games	Ensure, verify. Participate in at least one game in the playground
Har Ghar Haryali, Plantation drive	Evaluate status, feedback
Village cultural event	Participate in ensure that it is held
Dangal/ Hast/Mela	
Exhibition of schemes	Ensure that every department participates and that it continues for the entire duration of B2V
Jal Jeevan Mission verification- WSS/JSD Electricity supply	Verify

WARENESS GENERATION ABOUT FLAG SHIP SCHEMES

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

FLAG SHIP SCHEMES

1.	Ayushman Bharat- PMJAY	
2.	Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission	
3.	PM Awas Yojana (Rural)	
4.	PM Ujjwala Yojana	
5.	PM Vishwakarma	
6.	PM Kisan Samman Nidhi	
7.	Kisan Credit Card (KCC)	
8.	PM Pradhan Abhiyan	
9.	Har Ghar Jal- Jal Jeevan Mission	
10.	Survey of Villages and Mapping with improved technology in Village areas (SVANMITVA)	
11.	Jan Dhan Yojana	
12.	Jeevan Jyoti Bimn Yojana	
13.	PM KUSUM Yojana	
14.	Suraksha Bima Yojana	
15.	Atal Pension Yojana	

ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS

1.	Enrolment in Ekshaya 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 the 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. *working on it*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. *No*
- 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. *Yes*
- vi. Whether schools have started segregating waste. Yes/No
- vii. Whether schools have their own compost/biodegradation 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. *Sink Pits have been constructed*
- 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. *02*

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

5. Village with good governance

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

6. Poverty free and enhanced livelihood village

- i. Has Gram Panchayat developed any criteria for the identification of the poor? Yes/No if yes specify
- ii. Have all the eligible households registered in PDS or not? Yes/No
- iii. Has Gram Panchayat provided space for Self-help Groups in Panchayat/Ghar for holding meetings or not? Yes/No
- iv. Have all the eligible households been registered for Pension or not? Yes/No
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkage? 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 *Yes, provision of ramp*
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/No
- iv. Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like toilets, barrier-free access, etc., or not? Yes/No
- v. Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes/No
- vi. Are all the eligible households getting benefits from IAY or not? Yes/No

8. Gendered Development in Village

- i. How many Mahila Sabha's were organized in the Gram Panchayat? *Nil*
- 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. *Nil*
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana *Nil*

9. Self-sufficient infrastructure in the village

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

Deliverables:

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

		vi. Number of Beshacharoti-Padhaa events held. vii. Saturation of left out cases under disability pension, implants and bicycles etc. viii. Awareness about Drug Mukht Panchayats.
8	Forest, Ecology & Environment	i. Plantation drives under "Har Geon Haryal" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green JKK drive" campaign.
9	Tourism	i. Identification & Registration of Home Stays. ii. Providing support for tourism activities under village cooperatives. iii. Promotion for augmenting the tourist inflow. iv. Identification, delineation and demarcation of at least 5 tourist destination/ circuits/ themes tracks per district. v. Plastic free tourism destinations.
10	Culture Department	i. Organizing school talent hunt competitions. ii. Cultural event at panchayat level under Har Din Tihar. iii. Promotion of local artists by way of organising KaviSamaytan, Painting competitions etc.
11	Labour & Employment	i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fairs per District. iii. Awareness about Self Employment Schemes under Seed Capital Fund & Youth Start-up Loan Scheme.
12	School Education Department	i. Number of students covered under Nipun Bharat & Padega Bharat, TabhiBadega Bharat ii. Identification of out of school children and their enrolment. iii. My School My Pride-Cleanliness and Maintenance drives to be organized. iv. Holding of at least 200 Parent Teacher meetings per district. v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility.
13	Higher Education	i. Digital push for Open & Distance Learning (ODL) and online courses. ii. My college my pride (Nashamukht Camps, Eco Clubs, Sports & Games) iii. Careers counselling and Job placements.
14	Youth Services & Sports	i. Organizing sports activities/games in every panchayat. ii. Distribution of sports kits. iii. Stadium / Flood Lights
15	Transport	i. Steps taken to reduce the occurrence of road accidents. ii. Cases under MUMKIN scheme to be finalized.
16	Tribal Affairs	i. Organizing of Tribal Artisan Meets in each District. ii. Saturation of Scholarship Schemes.
17	Power Development Department	i. Distribution of Transformers. a) Check Unique Number b) Identify DTS with low oil and top oil c) Identify DTS with load imbalance d) Replace Non Standard fuses standard fuses. e) All pending electrical accidental claim cases to be resolved and disbursed. f) Removal of damaged transformers.
18	Food, Civil Supplies and consumer affairs	i. Achievement made under opening of fair price shops. ii. Saturation of Aashir Seeded Ration Cards. iii. 100% grievance redressal to be ensured. iv. Awareness about the schemes of the Department
19	Skill Development	i. Training of left out SHG members registered with NRLM/Tribal Affairs. ii. Skill Training of BZV4/MTMP2 youth. iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of JK UT. iv. 100% admission Polytechnic/ITI.

		v. 100% Implementation of Skill strengthening for industrial value enhancement Scheme.
20	Cooperative	i. Formation of Primary Agriculture Credit Society (PACS) & Farmer Producer Organization (FPO) at Block level. ii. Holding Awareness Camps. iii. Registration of new cooperative societies.
21	Science & Technology	i. Public awareness events (IEC) under Rooftop Solar Residential Sector. ii. Outreach and training of farmers for PM-KUSUM Scheme. iii. Installation of Stall for solar gadgets for mass awareness.
22	Public Works Department(R&B)	i. Connectivity of left out habitations under PMGSY. ii. Safe audit and inspection of all roads. iii. All major roads pothole free in the district.
23	ARI Trainings	i. Inspections carried to evaluate quality of work and grievances disposal, record keeping & Inventory management.
24	Mining	i. Monthly monitoring of E-Challans. ii. Awareness programmes about illegal mining. iii. Grant of quarry licence. iv. Identification of new minor mineral blocks.
25	Disaster Management	i. Number of grievances disposal of Relief Commissioner's Portal. ii. Training of 250 APDA MITRAS. iii. Training of volunteers under SDRF.
26	GAD	i. Ensuring Biometric attendance. ii. Online portal for purchase of property by J&K Government employees. iii. Monitoring complaints through fixed line telephone grievance cell PUKAR. iv. Action against false complaints.
27	Jal-Shakti Department	i. Providing of Functional Household Tap Connection (FHTC) to the left out areas. ii. Smart Billing- Online collection of water charges. iii. Ease of water connection amendment in legal provisions. iv. Implementation of Jaljeevan Mission & Regular testing of all Schools & Anganwadis 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.



00167 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. RAMEAN. MALIK
2	Designation	LECTURER
3	Department	EDUCATION
4	Place of posting	R.H.S. Waterbail Budgam.
5	Mobile No	965798480
6	Email ID	mohammad.ramean@b2v5.jk.mil.in
7	Home District	Budgam
8	Dates of visit	13-11-2023 and 14-11-2023.

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

S.No	Particulars	
1	Name of the Panchayat	B.K. Porra
2	Local Government Directory(LGD) code of the Panchayat	241247
3	Name of CD Block	B.K. Porra
4	Name of Tehsil	B.K. Porra
5	Name of District	Budgam

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01 (one)
2	No. of hamlets in the Panchayat	01 (one)
3	No. of households in the Panchayat	457
4	Population (approx) of the Panchayat	3199

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. NR should be done
the by the visiting Officer if the booklet is handed over to the DC)

S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	Nazir Ahmad Khan	J.A.E.O	Present	
2	Education	Tasir Ahmad	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Majid Nabe	Store keeper	Present	
4	Forest	Riz. Rasool Dar	Forester	Present	
5	Health and Medical Education	Dr. Sabir	Doctor	Present	
6	ICDS Department	Asima Akhtia	Supervisor	Present	
7	Irrigation and Flood Control Department	Khalida Shafi	A.E.E	Present	
8	Jal Shakti Department			Absent	
9	Power Development Department	Mohd. Inayat Mir	J.E	Present	
10	Public Works Department			Absent	
11	Revenue	Raza Ahmad	Patwari	Present	
12	Rural Development and Panchayat Raj	Nasrulla Aziz	Sect. Panchayat	Present	
13	Skill Development				
14	Social Welfare Department				
15	Youth Services and Sports Department	Mehbooba Akhtia	P.E.M	Present	
16	Others	Nazir Ahmad Tahir	H.T.E.	Present	
17	Horticulture	Aamir Rashid	Branching person	Present	
18	J.D.K Bank	Omair Ahmad	Operator	Present	
19	Khidmat Centre				
20					

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

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QUESTIONNAIRE FOR B2V5

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

Sl. No.	NAME OF THE SCHEME	DEPARTMENT	TOTAL TARGET (BENEFICIARIES/ PERSONS IN THE VILLAGE)	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDING
1	Old Age Pension	Social Department Welfare	83	83	—
2	Widow Pension	Social Department Welfare	24	24	—
3	Disability Pension	Social Department Welfare	12	12	—
4	Stakes under Streeting Mukt	Social Department Welfare	—	—	—
5	Stakes under Wading Mukt	Social Department Welfare	—	—	—
6	Equipment's provided to specially abled persons (ramp, bicycle etc.)	Social Department Welfare	—	—	—
7	Digital Services provided	IT/ BDO/ CAC	100	100	—
8	Deukh Kasa	Agriculture Department	15	15	—
9	Down credit rent	Agriculture Department	74	67	07
10	PM Kisan Samanya Kasa	Agriculture Department	74	73	01
11	Employment Generation (PMEP, Talaras, Mukt, Mission Youth, etc.)	Employment Department	Information not available	80	—
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	Information not available	80	—
13	Jal Implementation	Jal Mukti Department	457	457	—
	I. No of Households provided FRTC		457	457	—
	II. How many Jal village(s) certified (No.)		Yes	—	—
14	No of Households electrified	POD	457	450	7
15	PMKV- Green	RDD& PR	—	—	—
16	SDMO/SDH functional (Household level)	RDD& PR	457	457	—
17	OLF Plus villages (No)	RDD& PR	00F+	—	—
18	Targeted Buck pit completed	RDD& PR	11	11	—
19	SDH	RDD& PR	10	09	01
	I. Number of Self Help Groups formed		100	90	10
	II. Number of Households involved		—	—	—
20	Land Feedback Satisfaction	Revenue Department	1500	1500	—
21	Pending Mutations	Revenue Department	04	04	—
22	Deedle Certificates	Revenue Department	1600	1600	200
23	Persons identified drug addicts	SDO/ Serpanch	—	—	—
24	Anonymous camps for de-addiction conducted	SDO/ Serpanch	—	—	—
25	Drugs Addicts rehabilitated	SDO/ Serpanch	—	—	—
26	Golden Health Card under Ayushman Bharat	Health Department	1000	950	50
27	Jansan samiksha yojana	Health Department	10	10	—
28	Stakes under Anasani PMKT	Health Department	100%	100%	—
29	Stakes under Lapraya Mukt	Health Department	No case	No case	—
30	Number of Ayushman Helas organized at Health & Welfare centres / CHCs under Ayushman Bharat	Health Department	10	10	—
31	Number of Ayushman Sabas held	Health Department	10	10	—
32	Out of School Children brought to Schools	School Department Education	02	02	—
33	Number of students still out of Schools	School Department Education	—	—	—
34	Persons educated through bridge courses	School Department Education	—	—	—
35	Household using clean cooking fuel (LPG)	PCS & CA	535	2120	—

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No.	Particulars	Status
1	Name of Health Institutions	Health and Wellness Centre
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff	one
	a) Doctor	FM PW = 01 MM PW = 01.
	b) Paramedical	
4	No of patients attended during the month	250
5	Status of medicine availability	Deficient
6	Special medical camp held, if any	01.
7	Status of Immunization	Every Wednesday.
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	-
10	Non- Institutional deliveries in Panchayat (Current Year)	-
11	Other	-
12	Remarks of the Visiting Officer	Functioning smoothly.

II. Education Institutions:

S. No.	Particulars	Status
1	Name of Education Institutions	Ramkrishna High School B & Ake
2	Type of building (Govt./ Private)	Private (Rented)
3	Availability of Staff as per sanctioned strength	18 in place
4	Enrolment of the School	30 Total 70.
	a) Boys	40
	b) Girls	
5	Availability of play ground	NO
6	Availability of drinking water	Yes
7	Availability of electricity	Yes
8	Availability of functional toilets	Yes 03
9	Activities undertaken under 'My School My Pride'	Yes all
10	Other	Primary Completion, Local orchard visit
11	Remarks of the Visiting Officer	Needs to be shifted to some proper place. Land has been identified but no action by Revenue Deptt. has been taken so far.

III. Anganwadi Center:

S. No.	Particulars	Status
1	Location of Anganwadi Center	B. K. Pore. (04)
2	Number of children enrolled a) Boys b) Girls	68 Total 130 62
3	Status of Building (Private/ Govt.)	Private (Rented)
4	Availability of Helper/ worker	Y
5	Maintenance of record of children	Y
6	Availability of sufficient ration	Y
7	Availability of timely Ration	Y
8	Availability of functional toilet	Y
9	Availability of tap connection	Y
10	Availability of electricity connection	Yes
11	Number of children studied	-
12	Number of children wasted	-
13	Any Other	-
14	Remarks of the Visiting Officer	Functioning Smoothly but requires Furniture and lockers.

IV. CAPD Store:

S. No.	Particulars	Status
1	Location of CAPD Store	Mam Chowk B. K. Pore
2	Government / Private	Private (Rented)
3	Name of the dealer (in case of Private)	Ab. Hamed. Mulla Maula Nabi Bhat
4	No of registered beneficiaries	2360
5	No of beneficiaries drawing Ration from the store	2360
6	Whether store is functioning through Aadhar biometric system	Y
7	Whether record/register maintained in the store	Y
8	Availability of ration	Y
9	Any Other	nil
10	Remarks of the Visiting Officer	Store is running Smoothly.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	B.K. Post.
2	No of Accounts in the branch	16599
3	No of persons applied under various self-employment schemes	52
4	No of cases sanctioned under various self-employment schemes	52
5	No of cases in whose favour loan has been disbursed under various self-employment schemes	52
6	Availability of ATM	Yes
7	Any Other	-
8	Remarks of the Visiting Officer	Bank is functioning smoothly.

VI. Amrit Sarovar:

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	Nil
2	Condition of Playground	Nil
3	Utilization of Playground	Nil
4	Any Other	Nil
5	Remarks of the Visiting Officer	Land is not being identified by Revenue Dept. While as state land is Available.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	B.K. Post.
2	Government/ Private building	Private Rented.
3	Land passbook mutation	Done.
4	Pending mutations	04.
5	Any Other	-
6	Remarks of the Visiting Officer	Smoothly Functioning needs Roshu accommodation.

IX. PMAY House:

S. No	Particulars	Status
1	Location of PMAY house constructed	—
2	Name of the beneficiary	—
3	Status of the house (completed/ in-use/ under-construction)	—
4	Any Other	—
5	Remarks of the Visiting Officer	27-twenty seven Panchayat houses of Block B, Pitha has been taken by citizens. Begun for bonding assistance under the scheme. But till date no action has been taken.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	B.K. Posa
2	Name of the beneficiaries	Abi. Salam Teli, L.P. Radis Teli
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	10
4	Any Other	—
5	Remarks of the Visiting Officer	Enlase village is having Soak pits

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC center	Haribagh
2	No of online services provided by the CSC	04
3	No of persons approached for services	300
4	Any Other	—
5	Remarks of the Visiting Officer	Functioning smoothly

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Motorised Road partially.
2	Transport	Easily Available
3	Electricity	Main line H.T. line to be checked.
4	Drinking water	Insufficient water
5	Cleanliness	Good
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	—
	2. Skits, Songs, Dramas	—
	3. Local Folk programmes / Show	—
	4. Discussions with PRT and Senior citizens	Yes
	5. Exhibitions	—
B	Sports Activities	Yes (ot)
	1. Sports Event	nil
	2. Distribution of sports kit	—
C	Inaugurations (If any)	—
	PMAT house	—
	Segregation Sheds	—
	Amrit Sarovar	ot.
	JM Assets	ot
	Compost/ Soak Pits	ot
	PMGSY / MGNREGA works	—
	Any other	—
D	Distribution of certificates	—
	Self Employment Schemes	—
	Lead Pass books	—
	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 done

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 gram Amulogad, Healthy village
2	Activities undertaken under the Theme (as per instruction manual)	Health Awareness Camps. Distribution of Golden Cards, Kissan cards. Aadhar Cards
3	Status of activities undertaken	going on.
4	Visible impact of the Activities	Yes visible.
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	plan prepared yet to be uploaded.
6	How many activities of SDG have been covered under GDP	04 Activities
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Not yet.
8	Remarks of the Visiting Officer on the status SDG Theme	Department has evolved SDG theme and are working on it & have taken many steps towards achievement of these goals under thematic plan.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No.	Particulars	State
A	Demands/ Grievances addressed by the Administration	
1	Construction of Samps at S.D. B & K. PRI	
2	Till. Poths at different S.D. PRI at B & K. Pans	
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	Mixed impact few works done, most undone	
2	Works taken up under B2V completed @ 10 Pcs.	
3	No B. building available for Govt. Girls High school.	
4	No play field process taken up by Revenue	
5	Upgradation of Health Subcentre, Tehsil office Building	
C	Challenges in the Panchayat	
1	Public demands mostly remained unaddressed.	
2	Especially play field, upgradation of H.S. to College,	
3	Dumping site for (waste) legally due to	
4	financial implications, & work at different levels	
5	Grains and Lanes, Full fledged panchayat secretariat	
D	Suggestions if any	
1	The feed back obtained by visiting officers	
2	Should be addressed and authorized to resolve	
3	local issues in consultation with PRI members	
4	with other line departments of officers should be	
5	sensitized to cooperate with visiting officers.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural Development
2	Education
3	Health + ICDS
2	LEAST RESPONSIVE DEPARTMENTS
1	Irrigation
2	Revenue, Jal Shakti
3	P.O.D

II. FEEDBACK ON UT INITIATIVES

B2V is a good will programme in which Administration and Citizens sit on a common platform to address their issues in public. Common people are very satisfied but due to the long period of duration for their grievances and demands make them upset overall satisfactory results seem to be the outcome from such events.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S.No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Tehsil office, Govt. High School and Office Bldg. Dept. need to be relocated in Govt. Buildings.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Play field, H.T. lines to be fixed properly Play field, Dumping site for legacy waste Kadming walls, on different chulls and drain-lain and
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)	It is very fruitful and good visit programme conducted by UT administration Local issues to be addressed quickly in a need of an hour and financial implication to be addressed in a quick way
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	09.
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Parveeza Akhter Surpunch Panchayat Halqa B.K. Pota certified that Visiting officer Mr. Mohd. Ramzan Malik stayed in the Panchayat for Two (02) days i.e. 13.11.2023 to 14.11.2023.

Parveeza
Signature of Sarpanch
Name.....**PARVEEZA AKHTER**
SARPANCH
HALQA B.K. POTA

Mohd. Ramzan Malik
Signature of the Visiting Officer

Name.....**Mohd. Ramzan Malik**

13-11-2023

and 14-11-2023