

Gram Panchayat
Panzer

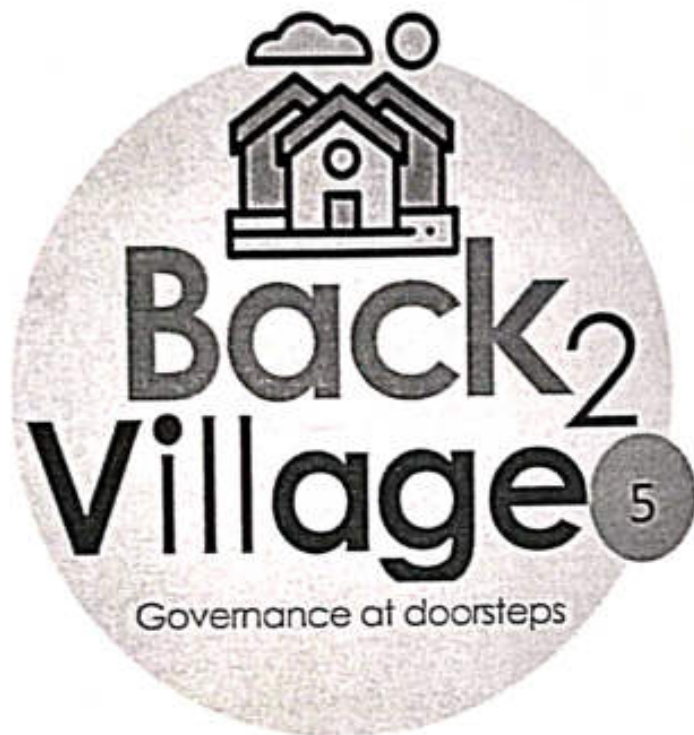
Raj B
SARANCH
P. Panzer-B

INSTRUCTION MANUAL FOR B2V5



Governance at doorsteps

7th to 16th NOVEMBER 2023



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	Syed Mohi ud din
2	Designation	Lecturer
3	Department	Education
4	Place of posting	Higher Secondary School Harda Panzani
5	Mobile No	9622643426
6	Email ID	Smdgower701@gmail.com
7	Home District	Budgam
8	Dates of visit	13/11/2022 & 14/11/2022

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	Panzani B
2	Local Government Directory(LGD) code of the Panchayat	778
3	Name of CD Block	Chadoora
4	Name of Tehsil	Chadoora.
5	Name of District	Budgam.

Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	01
3	No. of households in the Panchayat	210
4	Population (approx) of the Panchayat	1203

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	Basit Ashraf	JAEO	Present	Good
2	Education	Mohammad Ashraf	Teacher	Present	Excellent
3	Food, Civil Supplies and Consumer Affairs	Adil Rasool	Store keeper	Present	Good
4	Forest	Firdous Ahmad	REJ	Present	Good
5	Health and Medical	Dr. Jaleela	Doctor	Present	Good
6	Education				
7	ICDS Department	Yasmeena	A.W.W.	Present	Excellent
8	Irrigation and Flood	Mukhtar Ahmad	Coolie	Present	Good
9	Control Department				
10	Jal Shakti Department	Ab. Ahmad Bhat	A.L.M.	Present	Good
11	Power Development			Absent	-
12	Department				
13	Public Works	Sabita Inayat	Junior eng.	Present	Good
14	Department	(PMGSY)			
15	Revenue	Syed Basi	Patwari	Present	Good
16	Rural Development and Panchayat Raj	Farooq Ahmad Paray	Panchayat Sectt	Present	Excellent
17	Skill Development			Absent	-
18	Social Welfare				
19	Department			Absent	-
20	Youth Services and Sports Department	Seerat Rasool	PET (REN)	Present	Good
21	Others	Mohammad Hafeez	G.R.S.	Present	Excellent
22	MGNREGS				
23	Sheep Husbandary	Khair Shird Ahmad	E.I.	Present	Good
24	Articulture	Zahoor Ahmad	H.T.G. I	Present	Good
25	Public Works Deptt.	Aminis Ahmad (K.R.)	Junior Engineer	Present	Good
26	Sheep Husbandary	Aijaz Ahmad	E.I.	Present	Good

QUESTIONNAIRE FOR B2V5

Schedule-II

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

Infrastructure of Panchayat Ghar					
a) Govt building/private		Govt building under construction			
b) New/need repairs					
II. Furniture(Y/N)		Yes			
III. Computer/printer(Y/N)		Yes			
IV. Internet (Y/N)		No			
V. Telephone (Y/N)		No			
VI. Toilet (CSC/part of panchayat ghar) (Y/N)		CSC under construction			
VII. Water (Y/N)		No			
VIII. Electricity(Y/N)		No			
Educational institutes		No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
a) Kindergarten		-	-	-	-
b) Primary		01	20	2	Govt building
c) Middle		01	62	9	Govt building
d) High		-	-	-	-
e) Higher Secondary		01	-	-	-
f) College		-	-	-	-
Anganwadi Centre		No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		04	97	Nil	Govt building
Healthcare facility		No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	01	-	-
Bank branch(Y/N)		Yes			
Availability of ATM (Y/N)		Yes			
Khidmat center/ CSC (Y/N)		No			
Patwarkhana(Y/N)		No			
Village haat (Y/N)		No			
Playground(Y/N)		Yes			
Ration shop (Y/N)		No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	500		
Government offices- details, whether functional or not		No. of Govt Offices		Functional	
Amrit Sarovars - details, location, condition		Details	Location	Condition	Utilization
		constructed in Panchayat B		Good	Storage of rain water
Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc		Gram Panchayat has potential in marine drive / sightseeing.			
i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)		No.			
ii. Number of Asset captured		-			
iii. Please mention assets		-			
1.		-			
2.		-			
3.		-			
4.		-			
5.		-			
List of Incomplete Buildings- names, year of construction		Name	Year of construction		
		Panchayat Ghar, Community hall	2013-2014.		
List of Underutilized Buildings- names		Name	Year of construction		
		B	0		

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	27	27	
2	Widow pension	Social Department Welfare	23	23	
3	Disability pension	Social Department Welfare	9	9	
4	Status under Stunting Mukht	Social Department Welfare	0	0	
5	Status under wasting Mukht	Social Department Welfare	0	0	
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Department Welfare	0	0	
7	Digital Services provided	IT/ BDO/ CSC	22	22	
8	Daksh Kisan	Agriculture Department	15	15	
9	Kisan credit card	Agriculture Department	-	120	
10	PM Kisan Sammannidhi	Agriculture Department		77	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	45	45	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	0	0	
13	JJM Implementation	Jal Shakti Department			
	I. No of Household provided FHTC		210	75	
	II. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	210	210	
15	PMAY- Gramin	RDD& PR	04	02	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	18	12	
17	ODF Plus villages (No)	RDD& PR	-	-	
18	Targeted Sock pit completed	RDD& PR	30	20	
19	JKRLM:	RDD& PR			
	I. Number of Self Help Groups formed			11	
	II. Number of Households involved			11	
20	Land Passbook Saturation	Revenue Department	100%	80%	Correction of records
21	Pending Mutations	Revenue Department	0	N/A	
22	Domicile Certificates	Revenue Department	80% 100%	80%	In Process
23	Persons identified drug addicts	BDO/ Sarpanch	0	0	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	10	10	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	0	0	
26	Golden Health Card under Ayushman Bharat	Health Department	1200	840	
27	Janani suraksha yojana	Health Department	24	24	
28	Status under Anaemia Mukht	Health Department	2	2	
29	Status under Leprosy Mukht	Health Department	0	0	
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	Per Saturday	Per Saturday	
31	Number of Ayushman Sabas held	Health Department	One per month	One per month	
32	Out of School Children brought to Schools	School Department Education	0	0	
33	Number of students still out of Schools	School Department Education	0	0	
34	Persons educated through bridge courses	School Department Education	0	0	
35	Household using clean cooking fuel (LPG)	FCS & CA	210	198	

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Primary Health Centre
2	Type of building (Govt./ Private)	Private
3	Availability of Staff a) Doctor b) Paramedical	a. : 03 b. : 06
4	No of patients attended during the month	350
5	Status of medicine availability	available
6	Special medical camp held, if any	NO
7	Status of Immunization	Satisfactory
8	Participation of health worker in Village Health and Nutrition Day	Yes.
9	Institutional deliveries in Panchayat (Current Year)	NO
10	Non- Institutional deliveries in Panchayat (Current Year)	NO
11	Other	-
12	Remarks of the Visiting Officer	working is satisfactory while the Govt building is needed for the year.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. Middle School
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Teaching Staffs 9. Non-Teaching = 2.
4	Enrolment of the School a) Boys b) Girls	32 35
5	Availability of play ground	Not Available
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'	All activities like yoga, badminton etc are undertaken
10	Other	
11	Remarks of the Visiting Officer	Playground is needed as the land is available.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Panjam A, Panjam F, Panjam G, Shah Mahalle
2	Number of children enrolled a) Boys b) Girls	
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Helper 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	zero
12	Number of children wasted	zero
13	Any Other	
14	Remarks of the Visiting Officer	Equipment & furniture is required.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Near Forest check post
2	Government / Private	Govt
3	Name of the dealer (in case of Private)	NO
4	No of registered beneficiaries	1000
5	No of beneficiaries drawing Ration from the store	1000
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	On time
9	Any Other	NO
10	Remarks of the Visiting Officer	Records needs to be corrected

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Main Market Puzos.
2	No of Accounts in the branch	6233
3	No of persons applied under various self-employment schemes	45
4	No of cases sanctioned under various self-employment schemes	45
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	01
6	Availability of ATM	At Bank of India Corporate, Under Puzos.
7	Any Other	
8	Remarks of the Visiting Officer	Satisfactory

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Amrit Sarovar located at Puzos & Good condition
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	
4	Utilization of Amrit Sarovar	Storage of rainwater, then utilized for irrigation purposes
5	Any Other	
6	Remarks of the Visiting Officer	Recharging needs to be done on regular basis

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Near Corporation shed at Puzos & Good / Satisfactory
2	Condition of Playground	
3	Utilization of Playground	Local Youth playing there
4	Any Other	
5	Remarks of the Visiting Officer	Public demanded to handover to YSS

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Not Available
2	Government/ Private building	
3	Land passbook saturation	80%
4	Pending mutations	Nil.
5	Any Other	
6	Remarks of the Visiting Officer	Should stay at the panchayat for atleast one day.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Shah Mohalla Panzan B.
2	Name of the beneficiary	Javed Ahmed Shah
3	Status of the house (completed/ in-use/ under-construction)	Completed Under Construction
4	Any Other	not. Type regular with 19 safety sft.
5	Remarks of the Visiting Officer	Furthermore Cases needs to be also sft.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Shah Mohalla
2	Name of the beneficiaries	Mohammad Afzal Shah & others
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	19 others also constructed
5	Remarks of the Visiting Officer	Initiative is Good.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Not Available
2	No of online services provided by the CSC	-
3	No of persons approached for services	-
4	Any Other	
5	Remarks of the Visiting Officer	need of the Area

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good Connectivity
2	Transport	Good.
3	Electricity	Satisfactory.
4	Drinking water	Not Satisfactory.
5	Cleanliness	Satisfactory
6	Sports facility (Playground)	Available
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	not done
	2. Skits, Songs, Dramas	Satisfactory
	3. Local Folk programme / Show	not done
	4. Discussions with PRI and Senior citizens	Done
	5. Exhibitions	N.A.
B	Sports Activities	
	1. Sports Event	Satisfactory
	2. Distribution of sports kit	N.A.
C	Inaugurations (If any)	
	PMAY house	Done
	Segregation Sheds	-
	Amrit Sarovar	Done
	IJM Assets	-
	Compost/ Soak Pits	Done
	PMGSY / MGNREGA works	Done
	Any other	
D	Distribution of certificates	0
	Self Employment Schemes	0
	Land Pass books	80%
	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	Awareness programme beings conducted by health & School education depart mnt.

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean & Green village
2	Activities undertaken under the Theme (as per instruction manual)	Sanitation/awareness programmes
3	Status of activities undertaken	Sanitation is in progress Awareness programmes being conducted
4	Visible impact of the Activities	Sanitation infrastructure is visible mobilization of general public
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	No.
6	How many activities of SDG have been covered under GPDP	04
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Dumping/Segregation of waste (SWM & LWM)
8	Remarks of the Visiting Officer on the status SDG Theme	Progress on SDG is phenomenal.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Revenue Settlement of (resettlement of revenue records)	
2	Stopping of illegal mining of Shaliganga.	
3	plying of bus service from Budgam to chandara via Panzan	
4	Construction of Sheep department Building.	
5	Go road from Panzan to Chitree via Shale Indhalla at Panzan B.	
B	Impact of B2V1 to B2V4	
1	Residents of Panzan B get awareness regarding Panchayat	
2	Understanding the role of it All the residents are	
3	now able to present their views problems	
4	Suggestion through Monthly Review meetings	
5	Back to village programmes.	
C	Challenges in the Panchayat	
1	Mobilization of general public.	
2	Infrastructural development.	
3	Sanitation is the burning issue.	
4	Encroachment of roads.	
5		
D	Suggestions if any	
1	involvement of higher authorities.	
2	Specific funding should be allocated under B2V.	
3		
4		
5		

Annexure A

Major Demands

1. S

1. Demarcation of land for play field ^{near} at Govt. middle school Panzani.

2. C/o road from Shah Mohalla Panzani to Konga Dore bridge via Chitroo.

3. Upgradation / improvement by way of filling fencing & dug out stand of play field at Panzani B.

4. Plying of SRTC bus service from Budga to Chadoora via Panzani & from Panzani to Srinagar via Chadoora & vice versa.

5. Establishment of Sumo Stand / bus stand near bridge at Panzani B.

6. Sanctioning of forest depo at Panzani.

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	K.D.D. (MGNREGA)
2	T.C.O.S
3	P.H.E.
2	LEAST RESPONSIVE DEPARTMENTS
1	Social Welfare Department
2	Power Development Department
3	Mining & Geology

ii. FEEDBACK ON UT INITIATIVES

Certain initiatives like B2V digitization, E-governance, e-Unnat, were ideal but unfortunately due to timely payment & shortage of funding led to the public dissatisfaction.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Illegal mining of Shali ganga should be stopped & restoration of agricultural lands
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	List enclosed in annexure A.
3	Overall assessment of the visit and suggestions: (The visiting officer to ensure that the overall assessment is recorded in details along with concrete suggestions)	During visit it was found that people had not any interest due to the previous demands remained undissolved.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	7
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that visiting officer Saeed Syed Mehri-ud-din has stayed in the gram Panchayat for 2 days

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name..... Syed Mehri-ud-din