

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Smt. Purnima Mittal
2	Designation	Director Animal Husbandry
3	Department	Animal Husbandry Kashmir
4	Place of posting	Srinagar
5	Mobile No	9419052342
6	Email ID	Purnimamittal@jk-gov.in
7	Home District	Srinagar
8	Dates of visit	9 th + 10 th November 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	Budina
2	Local Government Directory(LGD) code of the Panchayat	241263
3	Name of CD Block	Budgam
4	Name of Tehsil	Budgam
5	Name of District	Budgam

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	03
2	No. of hamlets in the Panchayat	09
3	No. of households in the Panchayat	577
4	Population (approx) of the Panchayat	3836

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	Fayaz Ahmad	AEA	Present	
2	Education	—	—	Absent	
3	Food, Civil Supplies and Consumer Affairs	—	—	Absent	
4	Forest	Munsi Tanvir Hussain	BO	Present	
5	Health and Medical Education	Maqbool Hussain (Patwar)		Present	
6	ICDS Department	Hajira Bano	Supervisor	Absent	Joined today
7	Irrigation and Flood Control Department	—	—	Absent	
8	Jal Shakti Department	Firdous Ahmad	JCA	Absent	Linea is present
9	Power Development Department	Gulzar Ahmad	AGE	Absent	joined 2nd day
10	Public Works Department	—	—	Absent	
11	Revenue	Abdul Latif (Patwar)	Patwari	Present	
12	Rural Development and Panchayat Raj	Abdul Wahid Cust. Aqib Jafar Ahmad	PS AAP GAS	Present	
13	Skill Development	—	—	Absent	
14	Social Welfare Department	Cousita	Community Administrator	Present	
15	Youth Services and Sports Department	—	—	Absent	
16	Others				
17	Jr Bank	Anam Ahmed	Adm. In-charge	Present	
18	NALM	Nasir	Cluster Card	Present	
19	Sheep Husbandry	Abdul Razaq	Stock Guide	Present	
20	Animal Husbandry	Pragati	VAS	Present	

21. Handicraft & Handloom	Nasir Hussain	Block Assistant	Present
22. Horticulture	Shahir Ahmad	Technician	Present
23. PMGSY	Bilal Bashir	AGE	Present.
24. FDC	Mudasir Jan	B M	Present.

Attendance 2nd day 82V5 10th nov 2023

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QUESTIONNAIRE FOR B2V5

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

1	Infrastructure of Panchayat Ghar				
	a) Govt building/private	Govt. Building			
	b) New/need repairs	Needs Minor Upgrades			
	II. Furniture(Y/N)	No			
	III. Computer/printer(Y/N)	Yes			
	IV. Internet (Y/N)	Yes Mobile Internet			
	V. Telephone (Y/N)	No			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes			
	VII. Water (Y/N)	Yes			
	VIII. Electricity(Y/N)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary				
	c) Middle				
	d) High				
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		8	220		Govt / Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
				1	
5	Bank branch(Y/N)	✓			
6	Availability of ATM (Y/N)	✓			
7	Khidmat center/ CSC (Y/N)	✓			
8	Patwarkhana(Y/N)	✓			
9	Village haat (Y/N)	✓			
10	Playground(Y/N)	✓			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		2	625	Biometric functional	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		1		1	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		NA	NA		
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc				
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)				
	ii. Number of Asset captured				
	iii. Please mention assets				
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		NA	NA		
17	List of Underutilized Buildings- names	Name	Year of construction		
		NA	NA		

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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	117	117	
2	Widowpension	Social Department Welfare	12	12	
3	Disabilitypension	Social Department Welfare	24	24	
4	Status under Stunting Mukht	Social Department Welfare	NA	NA	
5	Status under wasting Mukht	Social Department Welfare	NA	NA	
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department Welfare	5	5	
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department	35		
9	Kisan credit card	Agriculture Department	365	200	
10	PM KisanSammannidhi	Agriculture Department	365	363	
11	Employment Saturation (PHEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	1 PACS	1 PACS	110 eligible benefier Approved and AR stamp
13	JJM Implementation I. No of Household provided FHTC II. Har Ghar Jal village(s) certified (No.)	Jal Shakti Department	457 Yes	457	
14	No of Households electrified	POD	577	455	
15	PMAY- Gramin	RDD& PR	25	05	
16	SBMGramin- IHHL functional (Household toilets)	RDD& PR	402	402	
17	ODF Plus villages (No)	RDD& PR	3	3	
18	Targeted Sock pit completed	RDD& PR	417	417	
19	JKRLM: I. Number of Self Help Groups formed II. Number of Households involved	RDD& PR 12 120	12 120		
20	Land Passbook Saturation	Revenue Department	600	560	
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department	Saturated		
23	Persons identified drug addicts	BDO/ Sarpanch	No person	Identified	In Panchayat
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	2	2	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	NA	NA	
26	Golden Health Card under Ayushman Bharat	Health Department	2839	2679	Adhaar NA
27	Janani suraksha yojana	Health Department	34	34	
28	Status under Anaemia Mukht	Health Department	NIP	NIP.	
29	Status under Leprosy Mukht	Health Department	NIP	NIP	
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	48	40	
31	Number of AyushmanSabas held	Health Department	01	01	
32	Out of School Children brought to Schools	School Department Education			
33	Number of students still out of Schools	School Department Education			School Education department was absent
34	Persons educated through bridge courses	School Department Education			
35	Household using clean cooking fuel (LPG)	FCS & CA			

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Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & wellness center/sub-center palles
2	Type of building (Govt./ Private)	private (Rented)
3	Availability of Staff a) Doctor b) Paramedical	CHC/MLHP = (01) FMPHIN (02) BHW (01) nil 04
4	No of patients attended during the month	50
5	Status of medicine availability	23-assigned - Availability = 20
6	Special medical camp held, if any	nil
7	Status of Immunization	Full
8	Participation of health worker in Village Health and Nutrition Day	(56) celebrated. Target achieved.
9	Institutional deliveries in Panchayat (Current Year)	(34) Deliveries (Full)
10	Non- Institutional deliveries in Panchayat (Current Year)	nil
11	Other	
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. Middle School Budina
2	Type of building (Govt./ Private)	Govt. Building
3	Availability of Staff as per sanctioned strength	Yes staff available
4	Enrolment of the School a) Boys b) Girls	63 total 100 37
5	Availability of play ground	NO
6	Availability of drinking water	Yes
7	Availability of electricity	Yes
8	Availability of functional toilets	Yes
9	Activities undertaken under 'My School My Pride'	Yes
10	Other	Cultural Programme (Roc) held by student
11	Remarks of the Visiting Officer	School Building is not sufficient and also has safety concern, also Play ground is necessary for School.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Budina
2	Number of children enrolled a) Boys b) Girls	10 10
3	Status of Building (Private/ Govt.)	Govt.
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	0
12	Number of children wasted	NN
13	Any Other	
14	Remarks of the Visiting Officer	Only Rice available in the center. Need of Ration is urgent.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Pallex
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Orkulam Hassan
4	No of registered beneficiaries	290
5	No of beneficiaries drawing Ration from the store	290
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	Some time quality of ration is bad.
10	Remarks of the Visiting Officer	

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Mirgund
2	No of Accounts in the branch	1150
3	No of persons applied under various self-employment schemes	28
4	No of cases sanctioned under various self-employment schemes	28
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	24
6	Availability of ATM	Mirgund
7	Any Other	-
8	Remarks of the Visiting Officer	

VI. Amrit Sarovar:

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

VIII. Partwarkhana:

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

Patwaris were directed to remain present at Panchayat building at least 2 days in a week.

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IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	TAKIPORA (Budeina)
2	Name of the beneficiary	Mohammad Jaffer Dar
3	Status of the house (completed/ in-use/ under-construction)	completed
4	Any Other	-
5	Remarks of the Visiting Officer	

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Budeina / TAKIPORA = 01
2	Name of the beneficiaries	Mohammad Akbar Ganaik
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	completed
4	Any Other	-
5	Remarks of the Visiting Officer	

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Nil
2	No of online services provided by the CSC	Nil
3	No of persons approached for services	Nil
4	Any Other	-
5	Remarks of the Visiting Officer	

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good except in - Pather village.
2	Transport	Good
3	Electricity	Good / Satisfactory.
4	Drinking water	Satisfactory except village Takpa.
5	Cleanliness	Good.
6	Sports facility (Playground)	Good.
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	Organized by Students
	3. Local Folk programme / Show	Organized by Students
	4. Discussions with PRI and Senior citizens	One Sake held
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	NA
	2. Distribution of sports kit	NA
C	Inaugurations (If any)	
	PMAY house	
	Segregation Sheds	Already functional
	Amrit Sarovar	NA
	JJM Assets	NA
	Compost/ Soak Pits	NA
	PMGSY / MGNREGA works	NA
	Any other	
D	Distribution of certificates	Certificates distributed to SHGs
	Self Employment Schemes	
	Land Pass books	
	Any other Dairy Unit by AHO.	
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Awareness by one department for different schemes

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	
2	Activities undertaken under the Theme (as per instruction manual)	
3	Status of activities undertaken	
4	Visible impact of the Activities	
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Not yet. Draft GPDP Dismissed.
6	How many activities of SDG have been covered under GPDP	
7	Bottlenecks, if any, faced in the achievement of SDG Theme	
8	Remarks of the Visiting Officer on the status SDG Theme	

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Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Main Grievance is of Road at Paller	
2	Reparations of Pipeline	
3	Modernisation of road at Paller	
4	The demands/ Grievances of Sanbor	
5	B2V not taken care of.	
B	Impact of B2V1 to B2V4	
1	Some demands of B2V1, B2V2, B2V3	
2	Satisfied.	
3	Improvement in Governance	
4	Shortened Gap between Public & Government.	
5		
C	Challenges in the Panchayat	
1	Least Cooperation of line departments to Panchayat.	
2	Infrastructure lacking in villages.	
3		
4		
5		
D	Suggestions if any	
1	All line departments should cooperate	
2	with Panchayat to ensure actual development.	
3	PRIs should actively participate in	
4	developmental works.	
5	Awareness programmes should be held to educate people at grassroot level.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural Development
2	Agriculture & Allied Dept.
3	Social Welfare
2	LEAST RESPONSIVE DEPARTMENTS
1	PWD
2	ICDS
3	PHE

ii. FEEDBACK ON UT INITIATIVES

All the initiatives undertaken by UT and undertaken by the panchayat and all depts are cooperating in full for filling all the programme guidelines.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	The works/demands put forth in previous B2V programme not taken care.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	(i) Pipe line to PHE in village Takipna. (ii) Road to Paller village. (iii) Transformer to PDD at Audina.
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)	All the line dept should co-operate with panchayat sec. and panchayat representative to assess actual status of development of the panchayat.
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	Yes Certificate is attached

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name.....

Panchayat
Sarpanch
Name: Budina

Certificate of Stay

It is certified that Ms. Purnima Mittal
Director Animal Husbandry. (Rathori Officer)
Budina. Had Stayed for 2 day in
village Budina for Back to village 5
on 9th & 10th November 2023.

Sarpanch Budina


Sarpanch
Halqa : Budina
Porcha Bano.