

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	ALI AFSAR KHAN.
2	Designation	ADDITIONAL COMMISSIONER COMMERCIAL TAXES
3	Department	STATE TAX DEPARTMENT.
4	Place of posting	SRINAGAR.
5	Mobile No	9797823332.
6	Email ID	afsara661@gmail.com.
7	Home District	BARAMULLA.
8	Dates of visit	15 NOV 2023 to 16 NOV 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	ZEHANPORA.
2	Local Government Directory(LGD) code of the Panchayat	241799
3	Name of CD Block	NOORKHAN.
4	Name of Tehsil	BONIYAR.
5	Name of District	BARAMULLA.

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01.
2	No. of hamlets in the Panchayat	09.
3	No. of households in the Panchayat	551.
4	Population (approx) of the Panchayat	2707.

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	Rem
1	Agriculture	BILAL AHMAD MIR	A.E.O.	PRESENT	-
2	Education	BASHIR AHMAD	MASTER	PRESENT	
3	Food, Civil Supplies and Consumer Affairs	MOHD. ASLAM BEIGH	STOREKEEPER	PRESENT	
4	Forest	Absent	Absent	Absent	
5	Health and Medical Education	DR. YASMEENA MARBOOL	C.H.O	PRESENT	
6	ICDS Department	NASEEMA AKHTER	A.W.W.	PRESENT	
7	Irrigation and Flood Control Department	MANZOOR AHMAD	A.E.E.	PRESENT	
8	Jal Shakti Department	NASIR AHMAD WANI	A.E.E.	PRESENT	
9	Power Development Department	SHAZIA ALI	A.E.E.	PRESENT	
10	Public Works Department	BASHIR AH LONE	ROAD SUPERVISOR	PRESENT	
11	Revenue	MUKHTAR AHMAD	PATWARI	PRESENT	
12	Rural Development and Panchayati Raj	MURTAZA MARBOOL	SEC. PYT.	PRESENT	
13	Skill Development	Absent	Absent	Absent	
14	Social Welfare Department	NEETO BALI	TSWO.	Present	
15	Youth Services and Sports Department	AB. MAJEED MIR	P.E.T.	PRESENT	
16	Others/ANIMAL HUSBANDRY	MUSHTAQ AHMAD	S.V.P.	PRESENT	
17	FISHERIES	JAVID AH MIR	FISHERIES GUARD	PRESENT	
18	SHEEP HUSBANDRY	MANZOOR AHMAD	SUPERVISOR	PRESENT	
19	ELECTION BLO.	MOHD. SALEEM CHACHI	TEACHER	PRESENT	
20	DMGSY	ALYAS AHMAD	J.E.	PRESENT	
21.					

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 (Disputed) →			
	b) New/need repairs	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)	No			
	VII. Water (Y/N)	No			
	VIII. Electricity (Y/N)	No			
2	Educational institutes				
		No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	01	13	NIL	Govt.
	b) Primary	03	94	NIL	Govt.
	c) Middle	01	83	NIL	Govt.
	d) High	01	148	03	Govt Building
	e) Higher Secondary	N.A.	—	—	—
	f) College	N.A.	—	—	—
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		09	255	NIL	Private ✓
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		—	—	02	01.
5	Bank branch (Y/N)	N.A.			
6	Availability of ATM (Y/N)	N.A.			
7	Khidmat center/ CSC (Y/N)	YES.			
8	Patwar khana (Y/N)	N.A.			
9	Village haat (Y/N)	N.A.			
10	Playground (Y/N)	YES.			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1.	2334 ✓	Y4 Connected ✓	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		08	08. —		
13	Amrit Sarovars — details, location, condition	Details	Location	Condition	Utilization
		NIL	—	—	—
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	The Panchayat is located close to UHP canal, and Bosnia tourist destination			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes captured —			
	ii. Number of Asset captured	05. —			
	iii. Please mention assets	LHS Zehabpora, Health & wellness centre, Panchayat Ghar, LHS Zehabpora, MS Kachabara.			
		1.			
		2.			
		3.			
		4.			
		5.			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Samagra Education Building	2018.		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Panchayat Ghar dispute	1998.		
		Middle School building Zehabpora,			

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	REASON FOR PENDING
1	Old Age pension	Social Department Welfare	130	130	—
2	Widow pension	Social Department Welfare	18	18	—
3	Disability pension	Social Department Welfare	10	10	—
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	1	1	—
7	Digital Services provided	IT/ BDO/ CSC	300	300	04 Ppn
8	Daksh Kisan	Agriculture Department	5 hect.	5 hect.	—
9	Kisan credit card	Agriculture Department	327	327	—
10	PM Kisan Sammannidhi	Agriculture Department	280	280	—
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	160	45	Done by Mukht
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	N.A.	—	—
13	JJM Implementation	Jai Shakti Department	Under Budget	—	—
	i. No of Household provided FHTC		551	450	—
	ii. Har Ghar Jal village(s) certified (No.)		Nil	Nil	—
14	No of Households electrified	PDD	450	450	—
15	PMAY- Gramin	RDD& PR	38	16	Already completed
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	446	376	Under Budget
17	ODF Plus villages (No)	RDD& PR	01	01	—
18	Targeted Sock pit completed	RDD& PR	186	51	Under Budget
19	JKRLM:	RDD& PR	18	18	Completed
	i. Number of Self Help Groups formed		18	18	—
	ii. Number of Households involved		551	144	Under Budget
20	Land Passbook Saturation	Revenue Department	1500	1500	—
21	Pending Mutations	Revenue Department	35	35	—
22	Domicile Certificates	Revenue Department	211	211	—
23	Persons identified drug addicts	BDO/ Sarpanch	0	0	—
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	02	02	—
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	0	0	—
26	Golden Health Card under Ayushman Bharat	Health Department	2543	26/22	121
27	Janani suraksha yojana	Health Department	26	26	—
28	Status under Anaemia Mukht	Health Department	02	01	Under Budget
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	09	09	—
31	Number of Ayushman Sabas held	Health Department	03	02	01 Pending
32	Out of School Children brought to Schools	School Department Education	04	04	—
33	Number of students still out of Schools	School Department Education	Nil	Nil	—
34	Persons educated through bridge courses	School Department Education	N.A.	N.A.	—
35	Household using clean cooking fuel (LPG)	FCS & CA	551	—	—

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & wellness centre Zeharpora/Kachadon
2	Type of building (Govt./ Private)	01 Govt 01 private.
3	Availability of Staff a) Doctor b) Paramedical	01 05.
4	No of patients attended during the month	
5	Status of medicine availability	available.
6	Special medical camp held, if any	Yes Ayushman melas/sabhas.
7	Status of Immunization	Yes available.
8	Participation of health worker in Village Health and Nutrition Day	Yes participated
9	Institutional deliveries in Panchayat (Current Year)	26.
10	Non- Institutional deliveries in Panchayat (Current Year)	nil.
11	Other	
12	Remarks of the Visiting Officer	Health & wellness centre is established in newly constructed building. Needs, necessary equipments and staff.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Last High School Zeharpora
2	Type of building (Govt./ Private)	Government
3	Availability of Staff as per sanctioned strength	Sanction 16 vacant 3.
4	Enrolment of the School a) Boys b) Girls	140 Boys 86 Girls 62
5	Availability of play ground	Needs upgradation.
6	Availability of drinking water	Yes available
7	Availability of electricity	Yes available
8	Availability of functional toilets	Yes available
9	Activities undertaken under 'My School My Pride'	Environment drive, drug deaddiction awareness, cleanliness, etc.
10	Other	
11	Remarks of the Visiting Officer	Insufficient buildings (accommodation) upgradation of play field. Need separate Kitchen shed.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Zehanpora / Kachadarsi / Chack.
2	Number of children enrolled	245
	a) Boys	135
	b) Girls	120
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Yes available.
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	0
13	Any Other	
14	Remarks of the Visiting Officer	The ICDS centres are lacking basic facilities, and demand for 3 more additional AW centres.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Zehanpora
2	Government / Private	Government
3	Name of the dealer (in case of Private)	—
4	No of registered beneficiaries	2334
5	No of beneficiaries drawing Ration from the store	2305
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	100% online recorded.
8	Availability of ration	Yes available.
9	Any Other	
10	Remarks of the Visiting Officer	The ration is available and at the store.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	N.A. in G.P.
✓ 2	No of Accounts in the branch	
✓ 3	No of persons applied under various self-employment schemes	
✓ 4	No of cases sanctioned under various self-employment schemes	
✓ 5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	
6	Availability of ATM	- Nil
7	Any Other	
8	Remarks of the Visiting Officer	There is no banking facility in Panchayat. Needs a bank branch with ATM facility.

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	There is no developed Amrit Sarovar, Need to taken up after proper identification of source.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Zeharpora
2	Condition of Playground	Functional
3	Utilization of Playground	cricket, volleyball, football
4	Any Other	
5	Remarks of the Visiting Officer	The play field needs further development and upgradation

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Nic
2	Government/ Private building	-
3	Land passbook saturation	100%
4	Pending mutations	Nil
5	Any Other	-
6	Remarks of the Visiting Officer	Building is available in old middle school and can be utilized for this purpose

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Chack Zeharpore
2	Name of the beneficiary	Mohd Abham khatana
3	Status of the house (completed/ in-use/ under-construction)	under construction.
4	Any Other	
5	Remarks of the Visiting Officer	Some most cleaning applicants are left uncovered and need to be considered in the next PWM.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Zeharpore
2	Name of the beneficiaries	Riyaz Ahmad m
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed in-use
4	Any Other	
5	Remarks of the Visiting Officer	The pits need to be upscaled for proper greywater management

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Zeharpore.
2	No of online services provided by the CSC	300 All online services.
3	No of persons approached for services	700
4	Any Other	
5	Remarks of the Visiting Officer	Aadhar registration process need to be allowed for use.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes connected but needs improvement.
2	Transport	Yes available.
3	Electricity	Yes available.
4	Drinking water	Some mineral habitations need
5	Cleanliness	Visibly clean
6	Sports facility (Playground)	Yes available.
7	Any Other	X

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 programme / Show	—
	4. Discussions with PRI and Senior citizens	Yes discussion held.
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	Yes held.
	2. Distribution of sports kit	Yes distributed.
C	Inaugurations (If any)	
	PMAY house	visited inaugurated
	Segregation Sheds	under construction (visited)
	Amrit Sarovar	N.A.
	IJM Assets	visited under construction
	Compost / Soak Pits	visited inaugurated
	PMGSY / MGNREGA works	Yes under construction.
	Any other / ADP work	Yes inaugurated.
D	Distribution of certificates	
	Self Employment Schemes	Yes distributed
	Land Pass books	Yes distributed
	Any other / MGNREGA Jobs cards	Distributed
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat (Mobile Van) and Flagship Schemes given in the instruction manual	Brochure must pledge given, awareness generated by TSWO and other departments.

be covered under
IJM.

QUESTIONNAIRE FOR B2V5 **Schedule-VI** **(SDG THEME ADOPTED BY THE PANCHAYAT)**

S No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Adopted by the panchayat
2	Activities undertaken under the Theme (as per instruction manual)	1) Healthy Village 2) All children aged 0-6yrs enrolled in AWW for pre schooling @ Balsabhas conducted 3) All children immunized 4) Pregnant women getting necessary prenatal checkups @ 100% institutional deliveries
3	Status of activities undertaken	Yes all activities as per instruction manual undertaken
4	Visible impact of the Activities	Activities carried out as all the children 0-6 enrolled in A.W.W. And getting prenatal checkups, immunisation
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes prepared & uploaded on JK panchayat, JK.gov.in
6	How many activities of SDG have been covered under GPDP	06 activities covered under GPDP.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	1) Sanitation problems in schools health & wellness centre at Kachhda in dilapidated condition, no separate toilet in anganwari centers for boys & girls
8	Remarks of the Visiting Officer on the status SDG Theme	

A continuous awareness programme for social security schemes, health initiatives and sustainable goals under HAAO and Rural Development Schemes needs to percolate down to the target groups. Besides upscaling of existing developmental schemes in uncovered habitations needs to be ensured in phased manner.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	upgradation of lift irrigation scheme for gram panchayat	
2	Fencing of high school.	
3	Installation of solar lights.	
4	upgradation of link road on inner link roads and	
5	additional link roads to the hamlets which are without roads & street lights for link roads. & houses	
B	Impact of B2V1 to B2V4	
1	Satisfaction of individual beneficiary schemes	
2	old age pension, widow pension, disability, P.M. Kisan,	
3	landless labour, PMAY, SBM,	
4	CSC Services available in GP	
5		
C	Challenges in the Panchayat	
1	Panchayat office under dispute	
2	Internal road in delapidated condition	
3	Lack of Adequate Accommodation and bus facility	
4	Lack of Bank facility, water and ATM	
5	uncovered household in ISM scheme.	
D	Suggestions if any	
1	Panchayat office to be established immediately	
2	Development of intra road in all wards of G.P.	
3	Access to Banking facilities and loan credit schemes.	
4	establishment of Health and welfare centre at each hamlet	
5	provision of net connectivity through Broad band service (Installation of 800 Tower.)	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 BEST PERFORMING DEPARTMENTS	
1	Sagine Melipala
2	Rural Development & P.R.
3	Agriculture
2 LEAST RESPONSIVE DEPARTMENTS	
1	Skill Development
2	Forest
3	Rural works department (R&B)

ii. FEEDBACK ON UT INITIATIVES

→ Ut Administration is ensuring participatory & people centric governance while it is in an environment of inclusive development, the Ut Government is providing all kind of assistance to the people like Digital Services awareness class etc, PMAY-S, etc. Saree welfare schemes etc. The impact of ut initiatives is visible in the G.P.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Unscheduled power cuts and unreasonable fee structure,
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1) Upgradation of high school to higher secondary school. 2) Model village for panchayat. 3) Creation of 3-4 Anganwadi centres at Zhanpora. 4) Separate life irrigation scheme for Kachh area. 5) Check of flyover type bridge at high school Zhanpora.
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)	The overall visit of the visiting officer was very fruitful in giving out the development services and impact of various Central Sponsored schemes in the panchayat.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	(07)
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that visiting officer Mr. Ali Afzar Khan Sahib stayed in the panchayat for 2 days & conducted B2V5 successfully.

Signature of Sarpanch
Name: Helga Zhanpora

Signature of the Visiting Officer

Name: Ali Afzar Khan (K.A.S.)
(Add. Com. State Taxes)