

# INSTRUCTION MANUAL FOR B2V5



Governance at doorsteps

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

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## KEY FEATURES

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

## INSTRUCTIONS FOR THE VISITING OFFICER

Activity	INSTRUCTIONS	ACTION POINTS
Activity 1	Seeking details from the District team	<p>a. Take print outs of filled booklets of B2V1, B2V2 and B2V3 &amp; B2V4 from <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a> or <a href="http://www.jkpanchayat.in">www.jkpanchayat.in</a></p> <p>b. Also take print outs of the summarized excel sheets of the previous phases from <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a> or <a href="http://www.jkpanchayat.in">www.jkpanchayat.in</a> ATRs on issues raised during previous 4 phases of B2V and feedback on deliverables of last year from the office of Deputy Commissioner.</p> <p>c. Take print outs of blank 2 booklets of B2V5 from <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a></p> <p>d. Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads:</p> <ul style="list-style-type: none"> <li>• PRI grants</li> <li>• District Plan</li> <li>• UT plan</li> <li>• MGNREGA</li> <li>• Other schemes of other departments</li> <li>• Any other work</li> </ul> <p>e. Plans/ beneficiary lists:</p> <ul style="list-style-type: none"> <li>• MGNREGA draft plan document for the year 2023-24.</li> <li>• List of Awaaz-e-beneficiaries alongwith IHHL Convergence</li> <li>• List of pension beneficiaries</li> <li>• List of SHGs</li> <li>• List of agriculture scheme beneficiaries</li> </ul> <p>f. Lists of beneficiaries for:</p> <ul style="list-style-type: none"> <li>• Various certificates/ benefits to be distributed by the visiting officer.</li> <li>• Any other activities identified by different departments</li> </ul>

Activity	Reach the Panchayat on day of visit.	
2		<ol style="list-style-type: none"> <li>1. To hold meetings with PRIs, Officers/officials of the department, and Central Public to have firsthand information about the Infrastructure &amp; implementation of Schemes as per Schedule 1A, 1B &amp; Schedule-11.</li> <li>2. Ensure that all front line workers of different depths are present.</li> <li>3. Ensure exhibition by different depths, about individual beneficiary schemes.</li> <li>4. Inspect JKB/PSB counters/outlets.</li> <li>5. Participate/ensure organization of sports activity in playground, talent hunt cultural event/youth activity.</li> <li>6. Ensure awareness generation about PM Vishwakarma scheme and AyushmanBharat.</li> <li>7. Ensure saturation of soil health card and Golden Health Card under AyushmanBharat, saturation of Old Age Pension Scheme, Domicile Saturation, KCC Saturation, and saturation of land passbooks.</li> <li>8. Visit government establishments, i.e., Health facility, Education Institute, Aganwadacenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc.</li> <li>9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigam, Digital J&amp;K, etc.</li> <li>10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JIM, etc.</li> <li>11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat.</li> <li>12. Wherever possible, distribute employment letters for people selected under various government employments.</li> <li>13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL, toilets and payments CSCs &amp; AMRIT SAROVAR.</li> <li>14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved.</li> <li>15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc.</li> <li>16. Organize village-level cultural events to engage panchayat members.</li> <li>17. Obtain a candid assessment about the performance of various depths, including fair feedback about discrepancies in functioning.</li> <li>18. Open discussion on Nisha Mukh Abhiyan, corruption-free Panchayat, etc.</li> <li>19. Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.</li> </ol>

## 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, wherever necessary the larger works are to be referred to administrative deptt under CSS/UT plans under intimation 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 RDID 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](http://www.jkpanchayat.jk.gov.in) portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Mukti, Bhrashtachar Mukti, Rozgar yukt J&K, besides carrying forward the activities during Jan Abhiyan and saturating them.

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

- a. Make full use of Centrally Sponsored Schemes.
  - b. Saturation of individual beneficiary schemes.
  - c. Self-employment schemes.
  - d. Bank-linked schemes, including departmental subsidy schemes.
  - e. Empowerment and transparency through digital initiatives.
  - f. Effectiveness of grassroots machinery:
    - i. Patwari, VLW present and available.
    - ii. Available funds utilized in public interest and as per Gram Sabha resolutions.
    - iii. Fairness in governance.
    - iv. CSS/Individual beneficiary schemes, etc
    - v. Bhrashtachar Mukti J&K
    - vi. Nasha Mukti. J&K.
9. The PRI members (Sarpanchs, Panchs, BDC Chairperson) shall be at the forefront of all activities and given due importance, and the approach should be to strengthen them and make them feel empowered. He/she shall ensure that the BDC Chairperson and Sarpanch/Panch are present at the time of inauguration and ceremonies.

10. The visiting officer shall not leave the district without handing over a hard copy of the report to the Rural Development official (BDO/Panchayat Secretary) for further uploading of the report on the [www.jkpanchayat.in](http://www.jkpanchayat.in) / [www.jkpanchayat.jk.gov.in](http://www.jkpanchayat.jk.gov.in) portal within a week's time, positively.

## Instruction for Field visit

### FIELD VISIT

Facility	Purpose
<b>Khidmat Centres</b>	Create /Generate awareness on online services particularly G2C schemes Aapki Zamin Aapki Nigam, Beams, Janbhagidari, Digital J&K a) Status of counter b) Number of visitors etc
<b>JKB/PSB counters/outlets</b>	
<b>Incomplete buildings/projects</b>	Verify whether identification and redistribution done
<b>PDS</b>	Visit, evaluate, online status
<b>PHC</b>	Visit- evaluate, status of staff, equipment and quality
<b>PMAY</b>	Inspect, Inaugurate
<b>My school, my pride progress; schools- water, toilets, staff Swachh SBM</b>	Visit, check for water, electricity, sanitation, meet students and staff Evaluate
<b>Panchayat play ground, Sports kits distribution Village games</b>	Ensure, verify. Participate in at least one game in the playground
<b>Har Gaon Hariyali, Plantation drive</b>	Evaluate status, feedback
<b>Village cultural event</b>	Participate in ensure that it is held
<b>Dangal/ Haat/Mela</b>	
<b>Exhibition of schemes</b>	Ensure that every department participates and that it continues for the entire duration of B2V
<b>Jal Jeewan Mission verification- WSS/SD Electricity supply</b>	Verify



## AWARENESS GENERATION ABOUT FLAG SHIP SCHEMES

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

### FLAG SHIP SCHEMES

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

### ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS

1. Enrolment in Eklavya Model residential school
2. Scholarship schemes
3. Forest Rights Title: Individual and Community Land
4. Van Dhan Vikas Kendra: Self Help Groups

## SDG Theme & Goals

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

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

### 1. Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste. *Yes*
- 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/soakage pits for solid/liquid waste management. *Yes/No*

### 2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? *Yes/No*
- ii. Do all the eligible individuals been provided the Golden Card? *Yes/No*
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? *Yes/No*
- iv. Are all the eligible individuals been vaccinated against COVID-19? *Yes/No*
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? *Yes/No*
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? *Yes/No*

### 3. Water-sufficient village

- i. Do all the IHHs in the Gram Panchayat have water pipeline connections? *Yes/No*
- ii. Whether Gram Panchayat has taken steps for grey water management. If *Yes*, please specify *ISP & CSP are constructed*
- iii. Do all the IHHs in the Gram Panchayat have toilets? *Yes/No*
- iv. Are all the IHHs toilets functional or not? *Yes/No*
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? *Yes/No*
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? *Yes/No*
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? *Yes/No*

### 4. Child-Friendly village

- i. Do all the children under the age of 0-6 years been enrolled in the Anganwadicenters for pre-schooling? *Yes/NO*
- ii. How many BalSabha's were organized in the Gram Panchayat. *3*

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

5. Village with good governance

- i. Is CSC located in the Gram Panchayat Bhawan or not? ☒ Yes/No
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram Panchayat wall or not? ☒ Yes/No
- iii. Does the Gram Panchayat 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 Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? ☒ Yes/No
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? ☒ Yes/No

6. Poverty-free and enhanced livelihood village

- i. Has Gram Panchayat developed any criteria for the identification of the poor? ☒ Yes/No 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 PanchayatGhar for holding meetings or not? ☒ Yes/No
- iv. Have all the eligible households been registered for Pension or not? ☒ Yes/No
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? ☒ Yes/No
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? ☒ Yes/No
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? ☒ Yes/No

7. Socially secured village

- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? ☒ Yes/No
- ii. Is Gram Panchayat Office Disabled Friendly or not? ☒ Yes/No
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? ☒ Yes/No
- iv. Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like toilets, barrier-free access, etc., or not? ☒ Yes/No
- v. Are all the eligible individuals 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. Engendered Development in Village

- i. How many MahilaSabha's were organized in the Gram Panchayat 1
- 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. 28
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana 31

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:		Deliverable
S/No	Department	
1	Agriculture Production Department	<ul style="list-style-type: none"> <li>i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms.</li> <li>ii. Ensuring saturation of Kissan Credit Cards (KCC) &amp; Soil Health Cards (SHC).</li> <li>iii. Awareness about G.I. Tagging of agriculture crops.</li> <li>iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment.</li> <li>v. Distribution of seedling and seeds including Rabi seeds, lavender seeds.</li> <li>vi. Implementation of FasalBeema Yojna (Crop Insurance)</li> <li>vii. Issuing sanction letters for insurance of the Cattle</li> <li>viii. Establishment of AmritSarovar per Panchayat (Target Achievement)</li> <li>ix. Saturation of all households in SHGs across all panchayats.</li> <li>x. Number of works verified and completed during B2V-I, II, III &amp; IV.</li> <li>xi. Achieving 100% social audit of PMAY.</li> <li>xii. 100% verification of QDF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households</li> <li>xiii. Achieving PMAY/JHL Saturation.</li> <li>xiv. Status of Drug Free/Corruption free Panchayats</li> <li>xv. Organizing of various sports events at the Panchayat level.</li> </ul>
2	Rural Development Department	<ul style="list-style-type: none"> <li>i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated.</li> <li>ii. Awareness about BEAMS, Janbhagidan &amp; E-UnnatPortal etc.</li> <li>iii. Hoardings, Wall paintings in all panchayats about Digital J&amp;K &amp; Services.</li> <li>iv. Organizing of one CSC Camps per panchayat.</li> <li>v. Assistance to be provided in enrolment for User Services, Golden Card, Domicile Certificates etc.</li> </ul>
3	Information Technology	<ul style="list-style-type: none"> <li>i. Number of Aadhaar Linked accounts under PMJJY, PMSBY, APY &amp; PMUDY.</li> <li>ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&amp;K Bank, EDI and Labour.</li> <li>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.</li> <li>iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc.</li> </ul>
4	Finance Department	<ul style="list-style-type: none"> <li>i. Awareness programme about Management legacy data of registration &amp; Delivery of registration documents online to the citizens by the Tehsildar concerned.</li> <li>ii. Information campaign for popularization of "AapZameenAap Ki Nigrani".</li> <li>iii. Achieving saturation of land passbooks.</li> <li>iv. Pending inheritance mutations to be completed.</li> <li>v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)</li> </ul>
5	Revenue Department	<ul style="list-style-type: none"> <li>i. Saturation of Golden Cards under PMJJY/ SEHAT Scheme.</li> <li>ii. Swachh Hospitals- Clean Toilets and Junk free premises.</li> <li>iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats.</li> <li>iv. Screening of School Children.</li> <li>v. Awareness about screening of NCD (Non communicable disease).</li> </ul>
6	Health & Medical Department	<ul style="list-style-type: none"> <li>i. Geo-tagging of established Child Care Institutions.</li> <li>ii. Saturation of Old Age Pension ISSS/NSAP.</li> <li>iii. Number of Disability Cards (UDID) digitized.</li> <li>iv. 500 Anaemia check-up camps to be conducted.</li> <li>v. Number of Aanganwari Beneficiaries Aadhar Seeded.</li> </ul>
7	Social Welfare	

		vi. Number of BetiBachaoBetiPadhao events held.
		vii. Saturation of left out cases under disability pension, implants and tricycles etc.
		viii. Awareness about Drug Mukht Panchayats.
8	Forest, Ecology & Environment	i. Plantation drives under "Har Gaon Haryal" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green J&K 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 Tivhar. iii. Promotion of local artists by way of organizing Kavi/Samayan, 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 & Pradege 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 Mela 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 fare price shops. ii. Saturation of Aadhaar 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 NPLM/Tribal Affairs. ii. Skill Training of B2V4/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 individual <i>shiksha</i> enforcement Scheme.
20	Cooperative	i. Formation of Primary Agriculture Credit Society (PACS) & <i>Samajik</i> Producer Organization (PO) at Block level. ii. Holding Awareness Camps iii. Registration of new cooperative societies. iv. Public awareness events (IEC) under <i>Booth</i> Solar Residential <i>Solar</i> Scheme.
21	Science & Technology	i. Outreach and training of farmers for IPM KUSA Scheme. ii. Installation of Stall for solar gadgets for <i>more</i> awareness.
22	Public Works Department(R&B)	i. Connectivity of left out habitations under PMSSS. 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 <i>disposal</i> , record keeping & Inventory management. ii. Monthly monitoring of E-Challans. iii. Awareness programmes about illegal mining. iv. Grant of quarry licence.
24	Mining	i. Identification of new minor mineral blocks. ii. Number of grievances disposal of Relief Commissioner's Portal. iii. Training of 250 APDA MITRAS. iv. Training of volunteers under SDRE.
25	Disaster Management	i. Ensuring Biometric attendance. ii. Online portal for purchase of property by JAK Government employees. iii. Monitoring complaints through fixed line telephone grievance cell PUKAP. iv. Action against false complaints.
26	GAD	i. Providing of Functional Household Tap Connection (FHTC) to the left out areas.
27	Jal-Shakti Department	ii. Smart Billing- Online collection of water charges. iii. Ease of water connection amendment in legal provisions. iv. Implementation of Jalveeran Mission & Regular testing of all <i>Schools</i> &aganwars 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 BadahaJAK for public.
34	Industries & Commerce Department	i. PMEEP cases in which marginal money disallowed. 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 & Monitoring Department	i. Monitoring of CSS / Flagship Programmes. ii. Physical verification of completed projects/ works. iii. Monitoring of Aspirational Panchayat, Block and District programmes. iv. Awareness programme about registration of Births & Deaths. v. Panchayat development index rating verification.



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

## QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

### A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Ghulam Mohidin Malik
2	Designation	A-E-O
3	Department	AGRICULTURE
4	Place of posting	PATTAN
5	Mobile No	7006715151
6	Email ID	malikmehdi1472@gmail.com
7	Home District	BUDGAM
8	Dates of visit	09-11-2023 & 10-11-2023

### 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](http://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	T-F-SHAH
2	Local Government Directory(LGD) code of the Panchayat	241402
3	Name of CD Block	KHAN-SAHIB
4	Name of Tehsil	KHAN-SAHIB
5	Name of District	BUDGAM

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	03
3	No. of households in the Panchayat	221
4	Population (approx) of the Panchayat	1382



## 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	NISAR AHMAD DAR	JAE	P	
2	Education	NASIR AHMAD	GLT	P	
3	Food, Civil Supplies and Consumer Affairs	MANZOOR AH BHAT	Stores Keeper	P	
4	Forest	SHABIR AHMAD	Forest Guard	P	
5	Health and Medical Education	SYED ABUL MAJEED	BIHW	P	
6	ICDS Department	MEHMOODA QADIR	ANW	P	
7	Irrigation and Flood Control Department	MOHAMMAD HUBAR	CLASS 4TH	P	
8	Jal Shakti Department	MEHRAJ-U-DIN	NACL	P	
9	Power Development Department	MANZOOR AHMAD	LINEMAN	P	
10	Public Works Department	-	-	-	
11	Revenue	MOHA YOUSUF	PATWARI	P	
12	Rural Development and Panchayat Raj	SYED WASIM SAFW	AAP	P	
13	Skill Development	-	-	-	
14	Social Welfare Department	MAHJABEENA	CRAFT INSTRUCTOR	P	
15	Youth Services and Sports Department	-	-	-	
16	Others	-	-	-	
17	HORTICULTURE	MUNIR AHMAD	CI	P	
18	TRK HALL (CSC)	SYED AAFAR	WASHMATE CENTER	P	
19	PMGSY	SHAHID HILAL ALI	JE	P	
20	HANDICRAFT	MAHD RAJAB	INSTRUCTOR	P	
21	SOIL CONSERVATION	ABDUL RAHMAN	D.W	P	
22	SHEEP	SYED GUDZAR	Blood Supervisor	P	
23	ANIMAL HUSBANDRY	SYED SAJAD	VP	P	
24	ROD	SHABIR AH BHAT	MTS	P	
25	POLICE	ABDUL RAHMAN	SI	P	

## 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	Private			
	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)	No			
	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	3	122	3	Govt. Building
	c) Middle	-	-	-	-
	d) High	1	130	7	Govt. Building
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		3	135	Nil	Private
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institute having Govt. building
		-	-	Nil	Nil
5	Bank branch (Y/N)	No			
6	Availability of ATM (Y/N)	No			
7	Khidmat center/ CSC (Y/N)	Yes			
8	Patwarkhana (Y/N)	No			
9	Village haat (Y/N)	No			
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	
		02	256	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		Nil		-	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Nil	-	-	-
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Nil			
15	i. Whether Panchayat assets captured on e-Gram Sampda App (Y/N)	Yes			
	ii. Number of Asset captured	20			
	iii. Please mention assets	School Building, water harvesting Tank, Transformer, Tube well, Electric poles, wires, Spinning.			
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Nil	-		
17	List of Underutilized Buildings- names	Name	Year of construction		
		old school Building	1977		

## 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 PENDING
1	Old Age pension	Social Department Welfare	150	115	U/P
2	Widow pension	Social Department Welfare	35	22	U/P
3	Disability pension	Social Department Welfare	18	15	U/P
4	Status under Stunting Mukh	Social Department Welfare	Nil		
5	Status under wasting Mukh	Social Department Welfare	Nil		
6	Equipment's provided to specially aided persons, implants, tri-cycles etc)	Social Department	Nil		
7	Digital Services provided	IT/ BDO/ CSC	CSC	CSC	
8	Dakh Kisan	Agriculture Department	150	90	U/P
9	Kisan credit card	Agriculture Department	252	220	U/P
10	PM Kisan Sammanidhi	Agriculture Department	224	224	U/P
11	Employment Saturation (PMEP, Tejaswini, Mukhin, Mission Youth, Himmat, etc)	Employment Department	N/A	N/A	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	Nil	Nil	
13	JM Implementation	Jai Shakti Department	Nil	Nil	
	I. No of Household provided PMTC		3	3	
	II. Har Ghar Jal village(s) certified (No.)		100%	100%	
14	No of Households electrified	PDD	3	3	
15	PMAY Gramin	RDOA PR	26	6	U/P
16	SBM Gramin- THH functional (Household toilets)	RDOA PR	3	3	
17	IDP Plus villages (No)	RDOA PR	147	147	
18	Targeted Sock pit completed	RDOA PR	17	12	U/P
19	IKRM	RDOA PR	17	12	U/P
	I. Number of Self Help Groups formed		170	120	
	II. Number of Households involved		Nil	Nil	
20	Land Passbook Saturation	Revenue Department	Nil	Nil	
21	Pending Mutations	Revenue Department	100%	100%	
22	Domestic Certification	Revenue Department	Nil	Nil	
23	Persons identified drug addicts	BDO / Sarpanch	Nil	Nil	
24	Awareness camps for de-addiction conducted	BDO / Sarpanch	Nil	Nil	
25	Drugs Addicts rehabilitated	BDO / Sarpanch	Nil	Nil	
26	Golden Health Card under Ayushman Bharat	Health Department	1258	1145	U/P
27	Jansam suraksha yojana	Health Department	25	15	U/P
28	Status under Anaemia Mukh	Health Department	100% free	100% free	
29	Status under Leprosy Mukh	Health Department	2	2	
30	Number of Ayushman Melas organized at Health & Wellness centre / CHCs under Ayushman Bharat	Health Department	1	1	
31	Number of AyushmanKasas held	Health Department	Nil	Nil	
32	Out of School Children brought to Schools	School Department Education	Nil	Nil	
33	Number of students still not of Schools	School Department Education	Nil	Nil	
34	Persons educated through bridge courses	School Department Education	Nil	Nil	
35	Household using clean cooking fuel (LPG)	PDS & CA	Nil	Nil	

## QUESTIONNAIRE FOR B2V5

Schedule-IV  
(FIELD VISITS IN THE PANCHAYAT)

### I. Health Institutions:

S. No.	Particulars	Status
1	Name of Health Institutions	Nil
2	Type of building (Govt./ Private)	-
3	Availability of Staff a) Doctor b) Paramedical	-
4	No of patients attended during the month	-
5	Status of medicine availability	-
6	Special medical camp held, if any	-
7	Status of Immunization	100%
8	Participation of health worker in Village Health and Nutrition Day	Satisfactory
9	Institutional deliveries in Panchayat (Current Year)	All
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 High School T.P. Shah
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	10 (7) are vacant total are 17
4	Enrolment of the School a) Boys b) Girls	33 total 75
5	Availability of play ground	Yes
6	Availability of drinking water	No
7	Availability of electricity	No
8	Availability of functional toilets	Yes
9	Activities undertaken under 'My School My Pride'	-
10	Other	-
11	Remarks of the Visiting Officer	-

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	T.P. Shah / Mulnoro / Sansan
2	Number of children enrolled	57
	a) Boys	73
	b) Girls	Private
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	Yes
7	Availability of timely Ration	Yes
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	Nil
12	Number of children wasted	Nil
13	Any Other	-
14	Remarks of the Visiting Officer	Excellent work done by Ang worker's

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	T.P. Shah
2	Government / Private	Govt / Private
3	Name of the dealer (in case of Private)	Shahnawaz Bk. Shah
4	No of registered beneficiaries	256
5	No of beneficiaries drawing Ration from the store	256
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Yes
9	Any Other	-
10	Remarks of the Visiting Officer	Nil

### V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	J K Bank / Man-Salada
2	No of Accounts in the branch	N/A
3	No of persons applied under various self-employment schemes	N/A
4	No of cases sanctioned under various self-employment schemes	N/A
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	N/A
6	Availability of ATM	NO
7	Any Other	-
8	Remarks of the Visiting Officer	Nil

### 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	Mulnoro
2	Condition of Playground	Under Construction
3	Utilization of Playground	-
4	Any Other	-
5	Remarks of the Visiting Officer	The work on P/G has been put on status by Honorable Court.

### VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Dabipras
2	Government/ Private building	Govt.
3	Land passbook saturation	fully unsaturated
4	Pending mutations	nil
5	Any Other	-do-
6	Remarks of the Visiting Officer	Nil



## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	T.P. Shah / mulmoroo / Samsan
2	Name of the beneficiary	Mrs. Robinson Das / Janda / No. Balu - Shashigupta
3	Status of the house (completed/ in-use/ under-construction)	U/C
4	Any Other	-
5	Remarks of the Visiting Officer	Nil.

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	T.P. Shah & mulmoroo
2	Name of the beneficiaries	1stg. Atul Shah / mt. Bolep & others
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	In-use.
4	Any Other	Nil
5	Remarks of the Visiting Officer	Nil.

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	T.P. Shah
2	No of online services provided by the CSC	Yes
3	No of persons approached for services	70
4	Any Other	Nil
5	Remarks of the Visiting Officer	Nil

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

S. No	Particulars	Observations
1	Connectivity Road	Yes
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	Yes
7	Any Other	Nil.

## 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
	5. Exhibitions	-
B	Sports Activities	-
	1. Sports Event	-
	2. Distribution of sports kit	-
C	Inaugurations (If any)	-
	PMAY house	-
	Segregation Sheds	-
	Amrit Sarovar	-
	JJM Assets	-
	Compost/ Soak Pits	-
	PMGSY / MGNREGA works	-
	Any other	-
D	Distribution of certificates	-
	Self Employment Schemes	-
	Land 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

## QUESTIONNAIRE FOR B2V5

Schedule-VI  
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Healthy & Green village / Self Infrastructure / Poverty free
2	Activities undertaken under the Theme (as per instruction manual)	Activities are being taken to achieve the goals.
3	Status of activities undertaken	Approachable
4	Visible impact of the Activities	Yes
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Under preparation & will be uploaded on 31/01/2024
6	How many activities of SDG have been covered under GDP	10
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Nil
8	Remarks of the Visiting Officer on the status SDG Theme	Nil

## QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	① Demand for Conservation of drain at mulmoo	
2	② Demand for earth filling in road at GPS	
3	③ Demand for repairment of house at damaged	
4	④ Demand for repairment of house at damaged	
B	Impact of B2V1 to B2V4	
1	① Development is visible.	
2	② Accountability has marginally increased	
3	③ Implementation of schemes by different departments	
4	④ Scheme possible.	
C	Challenges in the Panchayat	
1	① Nil	
2	② -	
3	③ -	
4	④ -	
5	⑤ -	
D	Suggestions if any	
1	① Nil	
2	② -	
3	③ -	
4	④ -	
5	⑤ -	

# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1. BEST PERFORMING DEPARTMENTS	
1	RDD
2	Agriculture
3	Revenue
2. LEAST RESPONSIVE DEPARTMENTS	
1	Nil
2	-
3	-

## ii. FEEDBACK ON UT INITIATIVES

Such programmes bring governance at door-step & must be appreciated at all levels as people freed by general masses is directly addressed & mostly issues are resolved on spot intervention of State-holders -

## iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	NO.
2	Major/urgent public demands that was/were reflected earlier but have not been addressed so far.	<p>① Availability of electricity &amp; water to high school</p> <p>② Development of people by social forestry</p>
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 assigned work is satisfactory.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	9.5
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the V.O. Stayed for 2-days at T.F. Such & performed his duty with full zeal & honesty.

Signature of Sarpanch

Name.....

SHABIR AHMAD PAUL  
Muzir T F Shah

Signature of the Visiting Officer

Name.....