

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.



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QUESTIONNAIRE FOR B2V5

Schedule-1 (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Jahangir Ahmed Wani
2	Designation	Sr. Lecturer
3	Department	School Education
4	Place of posting	BHSS WSI
5	Mobile No	7006963219
6	Email ID	Jahangir2012@gmail.com
7	Home District	Baramulla
8	Dates of visit	13-11-2023 To 14-11-2023

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

S.No	Particulars	
1	Name of the Panchayat	NAJIBHAT
2	Local Government Directory(LGD) code of the Panchayat	242462
3	Name of CD Block	WAGORA
4	Name of Tehsil	
5	Name of District	BARAMULLA

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	09
3	No. of households in the Panchayat	330
4	Population (approx) of the Panchayat	2058



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	Shamset Khan	AE o	Present	
2	Education	Khanzad Khan	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Fayaz Ahmed	GA	Present	not in post since present
4	Forest				
5	Health and Medical Education	Kulsoona	Asha	Present	
6	ICDS Department	Fetowda	ANW	Present	
7	Irrigation and Flood Control Department	Hameed ud Din	Worker	Present	
8	Jal Shakti Department	Mushtaq Ahmad	Supervisor	Present	
9	Power Development Department	Ab. Roshed Das	ALM	Present	
10	Public Works Department	Gh. Hassan ali	PDL	Present	
11	Revenue	Azhar Ahmed	Road worker	Present	
12	Rural Development and Panchayat Raj	Ajaz Ahmed Shah	Revenue	Present	
13	Skill Development		Dist. Secretary	Present	
14	Social Welfare Department	Tanveer Khan	TS no	Present	
15	Youth Services and Sports Department	Ramveer Singh	PET	Present	
16	Others	Kumar Ahmed	IPDO	Present	
17	Cooperative Deptt	Prasanna Ahmed	Auditor	Present	not in post of Assistant
18					
19					
20					



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				
	b) New/needing repairs	Govt. under Construction Need repairs			
	II. Furniture (Y/N)	N			
	III. Computer/printer (Y/N)	N			
	IV. Internet (Y/N)	Y			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	N			
	VII. Water (Y/N)	N			
	VIII. Electricity (Y/N)	N			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	01	74	02	Govt.
	b) Primary	03	152	02	Govt.
	c) Middle	01	86	02	"
	d) High	01	59	01	Govt.
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		04	122	01	Private
4	Healthcare facility	No. of sub-centers	No of PHCs	No of health & wellness centre	No of Institute having Govt. Building
		X	X	X	X
5	Bank branch (Y/N)	X	X	X	X
6	Availability of ATM (Y/N)	X	X	X	X
7	Khidmat center/ CSC (Y/N)	X	X	X	X
8	Patwarkhana (Y/N)	X	X	X	X
9	Village haat (Y/N)	X	X	X	X
10	Playground (Y/N)	X	X	X	X
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		02			
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Panchayat has constructed a new Kshetri & this can promote religious tourism			
15	i. Whether Panchayat assets captured on e-Gram Sampda App (Y/N)	N/A			
	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		
		N/A			
17	List of Underutilized Buildings- names	Name	Year of construction		
		N/A			



QUESTIONNAIRE FOR B2V5

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

NAME OF THE SCHEME		DEPARTMENT		TOTAL TARGETED FAMILY BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REMARKS FOR PENDING
1	Old Age pension	Social Department	Welfare	24	24	
2	Widow pension	Social Department	Welfare	08	08	
3	Disability pension	Social Department	Welfare	11	11	
4	Status under Stunting Mukht	Social Department	Welfare	—	—	
5	Status under wasting Mukht	Social Department	Welfare	—	—	
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Department	Welfare	—	—	
7	Digital Services provided	IT/ BDO/ CSC		All online services at Ppt. level		
8	Rash Kisan	Agriculture Department		38	03	Not applied yet
9	Kisan credit card	Agriculture Department		246	246	
10	PM Kisan Samman Nidhi	Agriculture Department		201	137	Land Records not Produced till date
11	Employment Saturation (PMEGP, Tejasvani, Homkin, Mission Youth, Rimmaral, etc)	Employment Department		data not available		
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department		—	—	
13	JAM Implementation	Jal Shakti Department		—	—	
	i. No of Household provided FHTC			150	150	
	ii. No of Ghar Jal village(s) certified (No.)			150	150	
14	No of Households electrified	POD		175	135	
15	PMAY-G Gramin	RDD& PR		04	04	
16	SBM Gramin- INHL functional (Household latrines)	RDD& PR		02	02	
17	DOF Plus villages (No)	RDD& PR		110	110	
18	Targeted Sock pit completed	RDD& PR		07		
19	JAKLM:	RDD& PR				
	i. Number of Self Help Groups formed					
	ii. Number of Households involved					
20	Land Panchayat Saturation	Revenue Department		200	120	
21	Pending Mutations	Revenue Department		120	20	
22	Domicile Certificates	Revenue Department		120	350	
23	Persons identified drug addicts	BDO/ Sarpanch		—	—	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch		01	01	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch		—	—	
26	Golden Health Card under Ayushman Bharat	Health Department		1075	1042	
27	Janani Suraksha Yojana	Health Department		22	14	
28	Status under Anaemia Mukht	Health Department		55	43	
29	Status under Leprosy Mukht	Health Department		x	2	
30	Number of Ayushman Nela organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department		01	01	
31	Number of Ayushman Sabas held	Health Department		01	01	
32	Out of School Children brought to Schools	School Department	Education	1	1	
33	Number of students still out of Schools	School Department	Education	1	1	
34	Persons educated through bridge courses	School Department	Education	1	1	
35	Household using clean cooking fuel (LPG)	FCS & CA		1	1	



QUESTIONNAIRE FOR B2V5

(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	
2	Type of building (Govt./ Private)	
3	Availability of Staff	
	a) Doctor	X
	b) Paramedical	X
4	No of patients attended during the month	X
5	Status of medicine availability	
6	Special medical camp held, if any	only from 4 to 6
7	Status of Immunization	100%
8	Participation of health worker in Village Health and Nutrition Day	Good
9	Institutional deliveries in Panchayat (Current Year)	16
10	Non- Institutional deliveries in Panchayat (Current Year)	
11	Other	X
12	Remarks of the Visiting Officer	People demanded health & wellness center for Panchayat Balga Najibhat

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	
2	Type of building (Govt./ Private)	Govt. & Private
3	Availability of Staff as per sanctioned strength	Govt. 07
4	Enrolment of the School	07
	a) Boys	127
	b) Girls	67
5	Availability of play ground	60
6	Availability of drinking water	NA
7	Availability of electricity	available
8	Availability of functional toilets	✓
9	Activities undertaken under 'My School My Pride'	✓
10	Other	Yes
11	Remarks of the Visiting Officer	Amalson regarding cleanliness / Disposal of waste & other related activities Few schools demanded to have side fencing



III. Anganwari Center:		
S. No	Particulars	Status
1	Location of Anganwari center	Najibhet / Taluk
2	Number of children enrolled	64
	a) Boys	62
	b) Girls	
3	Status of Building (Private/ Govt.)	2 / 3
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	02
12	Number of children wasted	Nil
13	Any Other	2
14	Remarks of the Visiting Officer	There should be separate building for Awa's and this having no interference

IV. CAPD Store:		
S. No	Particulars	Status
1	Location of CAPD Store	Najibhet / Taluk
2	Government / Private	Private
3	Name of the dealer (in case of Private)	X
4	No of registered beneficiaries	239
5	No of beneficiaries drawing Ration from the store	239
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	Need Govt. Building



V. Bank/ Extension counter

S. No	Particulars	Status
1	Location of Bank/ Extension counter	
2	No of Accounts in the branch	1200
3	No of persons applied under various self-employment schemes	01
4	No of cases sanctioned under various self-employment schemes	01
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	2022/23 2023/24 01 01
6	Availability of ATM	
7	Any Other	
8	Remarks of the Visiting Officer	venture capital fund scheme - 2 hrs from Panchayat. Should have a khudmudakar or CSC so that people can avail digital services at one stop

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	✓

II. Playground:

S. No	Particulars	Status
1	Location of Playground	High school, Nayabhat
2	Condition of Playground	under renovation
3	Utilization of Playground	yes
4	Any Other	—
5	Remarks of the Visiting Officer	—

III. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	✓
2	Government/ Private building	✓
3	Land passbook saturation	no need certification
4	Pending mutations	20 (in progress)
5	Any Other	non-acquisition after one date.
6	Remarks of the Visiting Officer	—



IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	03
2	Name of the beneficiary	Details online
3	Status of the house (completed/ in-use/ under-construction)	U/C
4	Any Other	
5	Remarks of the Visiting Officer	Among June 3 under construction & one yet to start work

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Constructed
2	Name of the beneficiaries	list available on mawse SA portal
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	both completed
4	Any Other	NA
5	Remarks of the Visiting Officer	—

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	X
2	No of online services provided by the CSC	1
3	No of persons approached for services	1
4	Any Other	
5	Remarks of the Visiting Officer	Micro financing / ATa facility shall be provided to the locals in hamlets as guaranteed by JtB officer

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good
2	Transport	very bad
3	Electricity	Good / Good
4	Drinking water	
5	Cleanliness	Good
6	Sports facility (Playground)	Nearby, renovation plan in progress
7	Any Other	



QUESTIONNAIRE FOR B2V5

(AWARENESS/ EVENTS / INAGURATION)
Schedule-V

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
A	Cultural Events/ Programmes	
	1. Debates and Seminars	Event
	2. Skits, Songs, Dramas	✓
	3. Local Folk programme / Show	✓
	4. Discussions with PRI and Senior citizens	✓
	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	✓

Not the 1st time we have seen in the Gram Panchayat/Mobile Van and Flagship Schemes given in the instruction manual



QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Healthy village.
2	Activities undertaken under the Theme (as per instruction manual)	village with Good Governance Ayushman Bharat Subvention, Quality water, Medicine availability, Awareness, Immunisation
3	Status of activities undertaken	Sanitation & hygiene.
4	Visible impact of the Activities	Almost undertaken
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	cleanliness visible, Pregnant women getting regular checkups, 100% institutional deliveries, Yes.
6	How many activities of SDG have been covered under GPDP	70%
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Not Any.
8	Remarks of the Visiting Officer on the status SDG Theme	Panchayat taking all these efforts to meet the objectives of SDG themes.



QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
	1	Working around G.P. high colony
	2	Upgrading & repairing of road from Khani to village
	3	Repairing of school from G.P. to high colony
	4	First steps from the committee Singh to
B	Impact of B2V1 to B2V4	
	1	At first people participation was good & enthusiastically
	2	attended the programmes but now only a handful of
	3	villagers attended the programme. Most of the demands have
	4	been fulfilled and now few more need to be taken
	5	for high col roads, and a red road.
C	Challenges in the Panchayat	
	1	Panchayat has split under construction and should
	2	be completed soon. There is no common service
	3	centre/health centre primary health centre, and
	4	sheep centres etc. There is no traffic flying
	5	in & out of the village.
D	Suggestions if any	
	1	Demands raised by people in the last for B2V
	2	programmes should be addressed immediately.
	3	Govt. buildings/accommodation for employees and people
	4	funding and deliverance of demands.
	5	



QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RURAL DEVELOPMENT DEPARTMENT
2	REVENUE
3	P.W.
2	LEAST RESPONSIVE DEPARTMENTS
1	R & B
2	
3	

II. FEEDBACK ON UT INITIATIVES

People are happy & welcome the people friendly schemes of Govt. which focuses the local masses especially poor like Ayushman, Shiksha, PM-KISAN, PM-VISWA-KARMA scheme, & other MCAAP.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S.No	Particulars	State
1	Any major complaint brought to the notice of the Visiting Officer	Shifting of HT from Jamine to Chak, Jambhali
2	Major/urgent public demands that were/ were reflected earlier but have not been addressed so far.	- Shifting of Health & Deep Center, Shiksha Center, Jambhali - Sanitation of Health and Center, Jambhali - Sanitation of Deep Center, Jambhali - Blank toppling of road/other/other links.
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)	Most people complain that the demands but earlier have not been fulfilled. It is suggested that the demands should be taken into consideration. Response from public was desired.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 5 to 10)	08
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	certified that the visiting officer stayed for 2 days in the panchayat.

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name..... Jahanzaib Ahmad Wani
Sr. Lecturer.



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. ✓
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. ✓
- 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. *No, Poor internet connectivity*
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No *Yes*
- 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. ✓
- vi. Whether schools have started segregating waste. Yes/No ✓
- vii. Whether schools have their own compost/sewage 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. *Sewage constructed for the purpose*
- 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/Anganwadifunctional 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. *2*



- 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 *Building under const.*
- iii. Does the Gram Panchayat has its building or not? Yes/No *but incomplete*
- 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 *Participatory, economic conditions etc.*
- ii. Have all the eligible households registered in PDS or not? Yes/No
- iii. Has Gram Panchayat provided space for Self-help Groups in Panchayat Ghar for holding meetings or not? Yes/No
- iv. Have all the eligible households been registered for Pension or not? Yes/No
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No *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 Mahila Sabha's were organized in the Gram Panchayat *2*
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) *NO Panchayat bhawan.*
- iii. Whether GP's have taken steps for increasing women's participation in Gram Sabha (Yes/No)
- iv. Number of women beneficiaries headed households covered under PDS system. *45*
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana *NA*

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) ✓

