

INSTRUCTION MANUAL FOR B2V5



79 12 16 NOVEMBER 2023

Seri-A

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 & B2V4 from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in</p> <p>b. Also take print outs of the summarized excel sheets of the previous phases from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in 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 prints of blank 2 booklets of B2V5 from www.jkpanchayat.in /www.jkpanchayat.jk.gov.in</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"> • PRI grants • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work <p>e. Plans/ beneficiary lists:</p> <ul style="list-style-type: none"> • MGNREGA draft plan document for the year 2023-24. • List of Awas+ beneficiaries alongwith IHHL Convergence • List of pension beneficiaries. • List of SHGs • List of agriculture scheme beneficiaries <p>f. Lists of beneficiaries for:</p> <ul style="list-style-type: none"> • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

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

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 RDD 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 portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Mukta, Bhrashtachar Mukta, 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 Mukta J&K.
 - vi. Nasha Mukta, 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 / www.jkpanchayat.jk.gov.in portal within a week's time, positively.

Instruction for Field Visit

FIELD VISIT

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

AWARENESS GENERATION ABOUT FLAGSHIP SCHEMES

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

FLAGSHIP SCHEMES	
1. Ayushman Bharat- PMJAY	
2. Deen Dayal 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	

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. *Composed / Soak pit*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas *Nil*
- 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. *Yes*
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No *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. *plantation / Soak pits*
- vi. Whether schools have started segregating waste. *Yes/No NO*
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. *Yes/No NO*

2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? Yes/No *Yes*
- ii. Do all the eligible individuals been provided the Golden Card? Yes/No *90%*
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? Yes/No *Yes*
- iv. Are all the eligible individuals been vaccinated against COVID-19? Yes/No *Yes*
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? Yes/No *Yes*
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? Yes/No *Yes*

3. Water-sufficient village

- i. Do all the IHHs in the Gram Panchayat have water pipeline connections? Yes/No *Yes*
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify *Yes Soak pits under MGNREGA*
- iii. Do all the IHHs in the Gram Panchayat have toilets? Yes/No *Yes*
- iv. Are all the IHHs toilets functional or not? Yes/No *Yes*
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No *except one*
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? Yes/No *Yes*
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No *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 *Yes*
- ii. How many BalSabha's were organized in the Gram Panchayat. *02*

- iii. Whether the issues raised by BalSabha are addressed during the Gram Sabha. Yes/NO *✓ they were*
- iv. Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? Yes/NO *yes* *✓ demanding*
- v. Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/No *yes* *✓ play grounds*
5. Village with good governance
- i. Is CSC located in the Gram Panchayat Bhawan or not? Yes/No *NO*
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram panchayat wall or not? Yes/No *yes*
- iii. Does the Gram Panchayat has its building or not? Yes/No *yes but under ROW*
- iv. Is the Gram Panchayat office functional or not? Yes/No *yes*
- v. Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No *NO*
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? Yes/No *yes*
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 *on the basis of ration card*
- ii. Have all the eligible households registered in PDS or not? Yes/No *yes*
- iii. Has Gram Panchayat provided space for Self-help Groups in Panchayat Ghar for holding meetings or not? Yes/No *NO*
- iv. Have all the eligible households been registered for Pension or not? Yes/No *yes*
- 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 *yes*
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No *yes*
7. Socially secured village
- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes/No *yes*
- ii. Is Gram Panchayat Office Disabled Friendly or not? Yes/No *NO*
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/No *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 *NO*
- v. Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes/No *yes*
- vi. Are all the eligible households getting benefits from IAY or not? Yes/No *yes*
8. Engendered Development in Village
- i. How many Mahila Sabha's were organized in the Gram Panchayat *02*
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) *NO*
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No) *yes*
- iv. Number of women beneficiaries headed households covered under PDS system. *24*
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana *—*
9. Self-sufficient infrastructure in the village

- i. Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet. ~~Yes~~/No **No**
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No) **Yes**
- iii. Whether child-friendly park with required facilities is available in GP (~~Yes~~/No) **No**
- iv. Whether the GP has easy access to Godown for storage (Yes/No) **No**
- v. Whether street lights are provided in public places for ensuring safety (Yes/~~No~~) **yes (05 nos)**

Deliverables:

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

		<ul style="list-style-type: none"> vi. Number of Beti Bachao Beti Padhao 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	<ul style="list-style-type: none"> i. Plantation drives under "Har Gaon Haryali" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green J&K drive" campaign.
9	Tourism	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Number of students covered under Nipun Bharat & Padega Bharat Tabhi Badega 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	<ul style="list-style-type: none"> i. Digital push for Open & Distance Learning (ODL) and online courses. ii. My college my pride (Nasha Mukht Camps, Eco Clubs, Sports & Games) iii. Careers counselling and Job placements.
14	Youth Services & Sports	<ul style="list-style-type: none"> i. Organizing sports activities/games in every panchayat. ii. Distribution of sports kits. iii. Stadium / Flood Lights
15	Transport	<ul style="list-style-type: none"> i. Steps taken to reduce the occurrence of road accidents. ii. Cases under MUMKIN scheme to be finalized.
16	Tribal Affairs	<ul style="list-style-type: none"> i. Organizing of Tribal Artisan Mela in each District. ii. Saturation of Scholarship Schemes.
17	Power Development Department	<ul style="list-style-type: none"> i. Distribution of Transformers. <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> i. Training of left out SHG members registered with NRLM/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 industrial value enhancement Scheme.
20	Cooperative	i. Formation of Primary Agriculture Credit Society (PACS) & Farmer Producer Organization (FPO) at Block level. ii. Holding Awareness Camps iii. Registration of new cooperative societies.
21	Science & Technology	i. Public awareness events (IEC) under Rooftop Solar Residential Sector. ii. Outreach and training of farmers for PM-KUSUM Scheme. iii. Installation of Stall for solar gadgets for mass awareness.
22	Public Works Department(R&B)	i. Connectivity of left out habitations under PMGSY. 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 disposal, record keeping & Inventory management.
24	Mining	i. Monthly monitoring of E-Challans. ii. Awareness programmes about illegal mining. iii. Grant of quarry licence. iv. Identification of new minor mineral blocks.
25	Disaster Management	i. Number of grievances disposal of Relief Commissioner's Portal. ii. Training of 250 APDA MITRAS. iii. Training of volunteers under SDRF.
26	GAD	i. Ensuring Biometric attendance. ii. Online portal for purchase of property by J&K Government employees. iii. Monitoring complaints through fixed line telephone grievance cell PUKAR. iv. Action against false complaints.
27	Jal-Shakti Department	i. Providing of Functional Household Tap Connection (FHTC) to the left out areas. ii. Smart Billing- Online collection of water charges. iii. Ease of water connection amendment in legal provisions. iv. Implementation of JalJeevan Mission & Regular testing of all Schools & Aanganwaris 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 Badalta J&K for public.
34	Industries & Commerce Department	i. PMEGP cases in which marginal money disbursed. 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 Vishwa Karma Scheme.
35	Planning Development & 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 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	Mr. Pardeep Kumar, IAS
2	Designation	Director
3	Department	Archives, Archaeology & Museum
4	Place of posting	J&K
5	Mobile No	9419124121
6	Email ID	
7	Home District	Jammu
8	Dates of visit	15th and 16th of 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	Seri-A
2	Local Government Directory(LGD) code of the Panchayat	7162
3	Name of CD Block	Ramban
4	Name of Tehsil	Ramban
5	Name of District	Ramban

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	Seri and Beruni
2	No. of hamlets in the Panchayat	14 (As per RDO)
3	No. of households in the Panchayat	489
4	Population (approx) of the Panchayat	2400 (Approx)

QUESTIONNAIRE FOR B2V5

Schedule-1 (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				
2	Education	Sanjay Kumar	SMS-III	Present	
3	Food, Civil Supplies and Consumer Affairs	Mohd. Sukkary	Teacher	Present	
4	Forest				
5	Health and Medical Education	Rajni Singh	F.g.d.	Absent	
6	ICDS Department	Mohd. Asif	br. Pharmacist	Present	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Rajni Singh	AE.	Present	
9	Power Development Department	Ajit Singh	J.E	Present	
10	Public Works Department				
11	Revenue	Meharaj-ud-Din	Patwari	Present	
12	Rural Development and Panchayat Raj	Sapna Sharma	Panchayat Account Assistant	Present	
13	Skill Development				
14	Social Welfare Department				
15	Youth Services and Sports Department	Anuradha	REK (Teacher)	Present	
16	Others				
17	ANIMAL HUSBANDRY	Dr. Rakesh Bafanda	Veterinary Surgeon	Present	
18	- do -	Om. Singh	Vet. Pharmacist	Present	
19	JK BANK	Aamir Nigam	B. Associate	Present	
20					

21. Agriculture. Mumtaz Gupta JAFD Income tax

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.			
	b) New/need repairs	Under Row			
	II. Furniture(Y/N)	Yes.			
	III. Computer/printer(Y/N)	-			
	IV. Internet (Y/N)	-			
	V. Telephone (Y/N)	-			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	-			
	VII. Water (Y/N)	Non functional.			
	VIII. Electricity(Y/N)	No			
2	Educational Institutes	Yes.			
	a) Kindergarten	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	b) Primary	-	-	-	-
	c) Middle	03	27	03	Govt.
	d) High	-	-	-	-
	e) Higher Secondary	01	54	03	Govt.
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		05	126	-	Pvt.
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	-	-	-
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	
		-	576	7.	
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	-			
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		
		-	-		
17	List of Underutilized Buildings- names	Name	Year of construction		
		-	-		

QUESTIONNAIRE FOR B2V5

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

S. No	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDENCY
1	Old Age pension	Social Department Welfare	133	133	-
2	Widowpension	Social Department Welfare	25	25	-
3	Disabilitypension	Social Department Welfare	35	35	-
4	Status under Stunting Mukh	Social Department Welfare	-	-	-
5	Status under wasting Mukh	Social Department Welfare	-	-	-
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department Welfare	02	02	-
7	Digital Services provided	IT/ BDO/ CSC	-	-	-
8	Daksh Kisan	Agriculture Department	open	-	-
9	Kisan credit card	Agriculture Department	350	162	not interested
10	PM KisanSammannidhi	Agriculture Department	187	116	not eligible
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	15	15	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	01	-
13	1JM Implementation	Jai Shakti Department			
	i. No of Household provided FHTC		211	in progress	
	ii. Har Ghar Jal village(s) certified (No.)		01	-	
14	No of Households electrified	PDD	72	72	-
15	PMAY- Gramin	RDD& PR	85	65	-
16	SBMGrain- IHHL functional (Household toilets)	RDD& PR	30	30	-
17	ODF Plus villages (No)	RDD& PR	01	01	-
18	Targeted Sock pit completed	RDD& PR	28	28	-
19	JKRLM:	RDD& PR	-	-	-
	i. Number of Self Help Groups formed		23	23	-
	ii. Number of Households involved		230	230	-
20	Land Passbook Saturation	Revenue Department		165	-
21	Pending Mutations	Revenue Department	open	26	-
22	Domicile Certificates	Revenue Department	open	250	-
23	Persons Identified drug addicts	BDO/ Sarpanch	-	-	-
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	-	-	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	-
26	Golden Health Card under Ayushman Bharat	Health Department	1949	1653	-
27	Janani suraksha yojana	Health Department	-	24	-
28	Status under Anaemia Mukh	Health Department	-	02	-
29	Status under Leprosy Mukh	Health Department	-	-	-
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	-	-	-
31	Number of AyushmanSebas held	Health Department	01	-	to be held on 18/12/23
32	Out of School Children brought to Schools	School Department Education	-	-	-
33	Number of students still out of Schools	School Department Education	-	-	-
34	Persons educated through bridge courses	School Department Education	-	-	-
35	Household using clean cooking fuel (LPG)	FCS & CA	489	450 (in prog)	-

QUESTIONNAIRE FOR B2V5

Schedule-IV (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 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	-
8	Participation of health worker in Village Health and Nutrition Day	-
9	Institutional deliveries in Panchayat (Current Year)	-
10	Non- Institutional deliveries in Panchayat (Current Year)	-
11	Other	-
12	Remarks of the Visiting Officer	No health institution in panchayat. However, the District Hospital is about 3-4 kms away from the panchayat.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	H.S. Sani
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Available = 04, Vacant = 07
4	Enrolment of the School a) Boys b) Girls	35 } 54 nos 19 }
5	Availability of play ground	nil
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'	Poster making, painting, debates
10	Other	Chess, carrom
11	Remarks of the Visiting Officer	require playground.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	
2	Number of children enrolled	Seri
	a) Boys	
	b) Girls	102
3	Status of Building (Private/ Govt.)	11 } 21
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	-
12	Number of children wasted	-
13	Any Other	-
14	Remarks of the Visiting Officer	Anganwari worker was performing her duty with dedication.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	-
2	Government / Private	-
3	Name of the dealer (in case of Private)	-
4	No of registered beneficiaries	576
5	No of beneficiaries drawing Ration from the store	576
6	Whether store is functioning through Aadhar biometric system	-
7	Whether record/register maintained in the store	-
8	Availability of ration	-
9	Any Other	-
10	Remarks of the Visiting Officer	No CAPD store in the panchayat. However, the beneficiaries are getting their quota from CAPD store located at Ramban.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	—
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	—
7	Any Other	—
8	Remarks of the Visiting Officer	—

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	—
2	Condition of Playground	—
3	Utilization of Playground	—
4	Any Other	—
5	Remarks of the Visiting Officer	needs to be constructed in the Panchayat.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	In the Panchayat GHQ
2	Government/ Private building	Govt.
3	Land passbook saturation	Yes
4	Pending mutations	Nil
5	Any Other	—
6	Remarks of the Visiting Officer	—

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Seri
2	Name of the beneficiary	Sh. Gul Mohd
3	Status of the house (completed/ in-use/ under-construction)	Complete
4	Any Other	
5	Remarks of the Visiting Officer	-

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Seri
2	Name of the beneficiaries	Mohd Rabiq
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Complete
4	Any Other	-
5	Remarks of the Visiting Officer	-

XI. Khidmatcenter / CSC:

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

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	adjoining to NW
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	Nil.
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	Yes
	2. Skits, Songs, Dramas	Yes
	3. Local Folk programme / Show	Yes
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	Yes
B	Sports Activities	
	1. Sports Event	Yes
	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 visited the ongoing works of JJM / PRI.	-
D	Distribution of certificates	-
	Self Employment Schemes	-
	Land Pass books	Yes
	Any other distribution of High Density mustard seed.	-
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	To ensure availability & sustainable management of water & sanitation for all
2	Activities undertaken under the Theme (as per instruction manual)	Swachh Bharat mission, Har Ghar Jal, Safe Guard of water bodies from pollution
3	Status of activities undertaken	In progress
4	Visible impact of the Activities	SDG activities will improve the standard of living, improve health & education
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes.
6	How many activities of SDG have been covered under GPDP	01
7	Bottlenecks, if any, faced in the achievement of SDG Theme	—
8	Remarks of the Visiting Officer on the status SDG Theme	JM works were undergoing with good pace and the population of the area will get considerable relief

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	= Panchayat covered under Jm & ensure	
2	availability of drinking water	
3	= Soles pits are being constructed	
4	= Community works like P/Path have been taken up	
5		
B	Impact of B2V1 to B2V4	
1	= It gives sense to the people that they have voice	
2	and they can be heard out.	
3	= awareness of various flagship programmes.	
4	= Delivery of e-governance at the door step in	
5	rural area.	
C	Challenges in the Panchayat	
1	Non-availability of sale outlet for Self Help groups.	
2	Non-availability of marketing infrastructure	
3	for local produce.	
4		
5		
D	Suggestions if any	
1	State land along the National Highway to be	
2	identified and infrastructure needs to be	
3	developed for display & sale of local produce	
4	overhead foot bridge is required on the	
5	National Highway for crossing public including	
	students which otherwise is difficult and	
	dangerous to their life, for which the	
	matters needs to be taken up with	
	National Highway authorities.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Agriculture
2	Education
3	R.O.D
2	LEAST RESPONSIVE DEPARTMENTS
1	-
2	-
3	-

ii. FEEDBACK ON UT INITIATIVES

The Public Highlighted the various initiatives taken up by the Govt. Under various flagship schemes, like assistance to various unemployed youth/students to establish their own units. The progressive farmers appreciated the availability of high density seed of various crops.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Regarding non-availability of playground.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	① foot bridge on the national highway ② Sale outlet for marketing of local agricultural produce & for STs.
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)	It has been observed that Panchayat lacks playground and sale outlet for agriculture produce and for STs, which needs to be established by identifying suitable patch of state land adjoining to NH.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	= 7.5 =
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes, the visiting officer stayed in the panchayat for 02 days.

Signature of Sarpanch

Signature of the Visiting Officer

Name.....

Name..... Pardeep Kumar as T.A.S.

Date _____
Page _____

Back to Village Phase 5 Gram Sabha

Today on 15-11-2023 a Gram Sabha is conducted in Panchayat Seri-A under the Chairmanship of Panchai officer Sh. Pardeep Kumar (IAS) Director of Archives, Archeology & Museums Jal. Besides the Panchai officer Sarpanch of Seri-A is also present there and other PRI members are also present. The meeting is attended by the officials from different departments such as Agriculture; Revenue, ICDS, Health Education, Jal Shakti, District Youth and Sports, Rural Development, Forest, Sheep husbandary and Agriculture department. The meeting is attended by the large number of people of different ages. The Panchai officer interacted with the frontline workers of different department. He asked the officials about the different schemes which may benefit the public. The Panchai officer aware the people about various projects under different schemes and motivated the people to take benefits from these schemes. He also interacted with the students of the GSSSI and senior citizens present in the Gram Sabha and discussed various problems faced by them.

The agenda of the Gram Sabha is to make the proposed plan for PRT works. The following are the detail plan.

Proposed PRT Plan 2024-25

<u>Name of work</u>		<u>Amount</u>
1)	Tile work at Bhatt Mohalla W.no 1	2.00 lac
2)	Extension of P/path Thalibass W.no 2	2.00 lac
3)	Extension of P/path at Katech Mohalla Gali Thalibass W.no 2	2.00 lac
4)	Tile work Kundi Mohalla W.no 3	2.00 lac
5)	Extension of P/path Gali Kundi W.no 3	2.00 lac
6)	Extension of P/path at Deema W.no 4	2.00 lac
7)	Extension of P/path from Kela Mesh to Mandiga W.no 5	2.00 lac
8)	Extension of P/path from Kela Mesh to Shonda W.no 5	2.00 lac
9)	Construction of P/path at Nai Basti W.no 6	2.00 lac
10)	Tile work at Bhatt Mohalla W.no 7	2.00 lac
11)	Tile work at Raj Seri W.no 7	2.00 lac

Besides the meeting the following activities are also conducted under the Back to Village phase like such as following.

→ Agriculture department distributed the

Date _____
Page _____

seeds to General public.

→ The Panchayat officer also interacted with the children and discussed various problems faced by them.

→ A plantation drive is also done with the help of forest department.

→ The officials from Jal Shakti department aware the public ^{about} how to test water and a demonstrating sampling is done in front of public.

→ The officials from Revenue department has distributed the land passbooks to farmers.

→ A Cultural programme ~~has~~ organised by Govt High School Serl-A. A sports activity is also conducted in the school in which students take part in chess and Caromboard Competition which will help to develop the feeling of competitiveness among them.

→ At last Panchayat officer visited the house of PMAY house beneficiaries. He also inspected the works under different schemes such as MGNREGS, PRT, DDC, BDC etc. He also visited the Amrit Sarovar. Hence Resolution is passed in Gram Sabha.

S.No	Name	Designation	Department	Signature
1.	Rajbir Singh	Region dealer	-	
2.	Brother Ahmed	SM.	Sheep Husbandry	
3.	Munish Gupta	JACO.	Agriculture & allied	
4.	Sanjay Gupta	SMS	Agriculture & allied	
5.	Mehra Jyoti	Patwari	Revenue	
6.	Sandeep K. Bhalwal	A.W.W.	Soil I.C.D.S.	
7.	Senika Devi	A.W.W.	I.C.D.S.	
8.	Ragni Devi	A.W.W.	I.C.D.S.	
9.	Sumit Devi	ASHA	Health department	
10.	Urmila Devi	ASHA	Health department	
11.	Kavita Katoch	Asha	Health department	
12.	Pinku Devi	Asha	Health department	
13.	Habina Begum	Asha	Health department	
14.	Naseem Jan	A.W.W.	I.C.D.S.	
15.	Asia Tabassum	A.W.W.	I.C.D.S.	
16.	Rahul	J.E.	Jal Shakti (PHE)	
17.	Majeed Singh	DRW.	Jal. Shakti (PHE)	
18.	Bachhan Singh	—	—	
19.	Rohit Singh	DRW.	Jal. Shakti (PHE)	
20.	Mohd Asif	Pharmacist	Health Department	
21.	Pankaj Singh	Guard	Finance	
22.	Mohd Surfer	Teacher	Education	
23.	Anuradha	(REK Teacher)	D.Y.S.S.O.	
24.	Rajat Singh	Forest Deptt.	Forest	
25.	Sapna Sharma	Parachyal Secretary	ROD	
26.	Puram	P.D.D.		

Remarks

Shakila Begum
24/12/84

Kabir

Kabir Ahmed
4/12/84

Bhaskar Singh 2 Panch up NO 3

B. Singh

Mohd Saeem Bhat Panch W. No. 1
Tar-Singh Panch Ward No. 1

Mohd Saeem Bhat
PANCH Ward No. 1
Halqa Pyl. Ser. (A)

Zulfiqar Ahmed
Tishu Begum
Nazim Ahmad
Rahim

Rahim Ullah

Shiraz Ullah

Amir

Rubeena Akhter (SHG) Com.
Muskaan Bhat (Umeed group)
Kanta Devi (Umeed group)
Bhuli Devi Umeed group
Syma Bhat Umeed group
Shakeela Bano Umeed

