

Panchayat Halga - Zogiyar
Block - Nawab

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

Deliverables:		Deliverable
S/No	Department	
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/IIHL 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, EDI 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.

QUESTIONNAIRE FOR B2V5

Schedule-1 (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars
1	Name
2	Designation
3	Department
4	Place of posting
5	Mobile No
6	Email ID
7	Home District
8	Dates of visit

Dr. Faveed Ahmad Malla.
VAs
AHD
ICD centre Khawajabagh Baranulla.
7006679647
faveedmkdostw@gmail.com.
Burdwan.
10-11th November.

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
2	Local Government Directory(LGD) code of the Panchayat
3	Name of CD Block
4	Name of Tehsil
5	Name of District

Zogiyar
24/2/19.
Naurau
Naurau
Baranulla.

C. Panchayat Profile:

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

01 (Zogiyar)
02
269
1671 (Approx)

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	Enclous Ahmed	JE	Present	
2	Education	Mohd Rafiq Khan	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Wasim Ahmad	Munshi	Present	
4	Forest	AB Hassan	Forest Guard	Present	
5	Health and Medical Education	Tahira Begum	Asha	Present	
6	ICDS Department	Rabiyah Mejeed	Worker	Present	
7	Irrigation and Flood Control Department	AB Aziz Tanvir	Line Man	Present	
8	Jal Shakti Department	Mohd Ramzan	Filler	Present	
9	Power Development Department	Mohd Iqbal Khan	JE	Present	
10	Public Works Department	Naseem	JE	Present	
11	Revenue	Mohd Iqbal	JE	Present	
12	Rural Development and Panchayat Raj	Pariq Sh. Teli	Panchari	Present	
13	Skill Development	Tamveer An. Lone	Secy Pjt	Present	
14	Social Welfare Department				
15	Youth Services and Sports Department	Mehmooda Hassan		Present	
16	Others				
17	Anemial Husbandry	Gr. Faran Ahmed	SUP	Present	
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	Govt. Building			
	b) New/need repairs	Need repairs			
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	Yes			
	IV. Internet (Y/N)	Yes			
	V. Telephone (Y/N)	Yes			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	NO			
	VII. Water (Y/N)	Yes			
	VIII. Electricity (Y/N)	Yes			
2	Educational institutes				
	a) Kindergarten	No. of Schools	Enrollment	Teacher vacancies	Govt Building / Private Building
	b) Primary	01	15	-	Govt
	c) Middle	01	39	-	-
	d) High	01	63	-	-
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
		04	98	Nil	Private
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institutes having Govt. building
		NO	NO	Nil	Nil
5	Bank branch (Y/N)	NO			
6	Availability of ATM (Y/N)	NO			
7	Khidmat center/ CSC (Y/N)	NO			
8	Patwarkhana (Y/N)	NO			
9	Village haat (Y/N)	NO			
10	Playground (Y/N)	NO			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	1100	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		01	Yes		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		-	-	-	-
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	12			
	iii. Please mention assets	1. Govt. Ghar. 2. Middle School. 3. Anganwadi Center 4. and works under MGNREGS PAOP. 5.			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Middle School Zogpur	2011		
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 PENDING
1	Old Age pension	Social Department Welfare	189	189	-
2	Widow pension	Social Department Welfare	53	53	-
3	Disability pension	Social Department Welfare	31	31	-
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	-	-	-
7	Digital Services provided	IT/ BDO/ CSC	22	-	-
8	Daksh Kisan	Agriculture Department	-	-	-
9	Kisan credit card	Agriculture Department	215	176	-
10	PM Kisan Sammanidhi	Agriculture Department	150	150	-
11	Employment Saturation (PMEGP, Telavani, Munkin, Mission Youth, Himnagar, etc)	Employment Department	62	06	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	1. No of Household provided PNTC II. Har Char Jal village(s) certified (No.)	Jal Shakti Department	-	-	-
14	No of Households electrified	PDD	269	269	-
15	PMAY- Gramin	RDD& PR	7	63	-
16	SEMC Gramin- IHHL functional (Household toilets)	RDD& PR	269	269	-
17	ODF Plus villages (No)	RDD& PR	Yes 80	Yes 60	-
18	Targeted Sock pit completed	RDD& PR	18	18	-
19	JKRIM:	RDD& PR	-	-	-
20	I. Number of Self Help Groups formed II. Number of Households involved	Revenue Department	18	18	-
21	Land Passbook Saturation	Revenue Department	456	456	-
22	Pending Mutations	Revenue Department	-	-	-
23	Domicile Certificates	Revenue Department	1800	1800	-
24	Persons identified drug addicts	BDO/ Sarpanch	Nil	Nil	-
25	Awareness camps for de-addiction conducted	BDO/ Sarpanch	3	3	-
26	Drugs Addicts rehabilitated	BDO/ Sarpanch	Yes 95%	Yes 95%	5%
27	Golden Health Card under Ayushman Bharat	Health Department	100%	100%	-
28	Jamini suraksha yojana	Health Department	Nil	Nil	-
29	Status under Anaemia Mukh	Health Department	04	0	-
30	Status under Leprosy Mukh	Health Department	Nil	-	-
31	Number of Ayushman Healths organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	Nil	-	-
32	Number of Ayushman Sahas held	Health Department	Nil	-	-
33	Out of School Children brought to Schools	School Department Education	15	-	-
34	Number of students still out of Schools	School Department Education	Nil	-	-
35	Persons educated through bridge courses	School Department Education	Nil	-	-
36	Household using clean cooking fuel (LPG)	FCS & CA	269	269	-

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	Not Available

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Bms Zogiyaw
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	05+04=09
4	Enrolment of the School a) Boys b) Girls	60 347 → 60 26
5	Availability of play ground	Yes
6	Availability of drinking water	Yes
7	Availability of electricity	Yes
8	Availability of functional toilets	02 Boys
9	Activities undertaken under 'My School My Pride'	Sawatcha Abhyas, Kala Utsav
10	Other	
11	Remarks of the Visiting Officer	Satisfactory

III. Anganwan Center:

S. No	Particulars	Status
1	Location of Anganwan center	04 Nds 208/40
2	Number of children enrolled a) Boys b) Girls	477 517 98
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	-
12	Number of children wasted	-
13	Any Other	-
14	Remarks of the Visiting Officer	Satisfactory

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	208/40
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Mohd Waseem Lone
4	No of registered beneficiaries	1100
5	No of beneficiaries drawing Ration from the store	1100
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	Yes
10	Remarks of the Visiting Officer	Satisfactory

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	56
4	No of cases sanctioned under various self-employment schemes	18
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	17
6	Availability of ATM	08
7	Any Other	NO
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	Not Available

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	Not Available

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	
2	Government/ Private building	
3	Land passbook saturation	
4	Pending mutations	
5	Any Other	
6	Remarks of the Visiting Officer	Not established yet

IX. PMAY house:

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

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	206/1701/Completed (SS) SS
2	Name of the beneficiaries	
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	SS Completed
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory

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	Not Available.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes.
2	Transport	- Not Available (local)
3	Electricity	Yes.
4	Drinking water	Yes - 1
5	Cleanliness	Yes
6	Sports facility (Playground)	Not Available
7	Any Other	

QUESTIONNAIRE FOR B2V5

(AWARENESS/ EVENTS / INAGURATION)
Schedule-V

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	
B	Exhibitions	
	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	
	Inaugurations (If any)	Yes
C	PMAY house	
	Segregation Sheds	
	Amrit Sarovar	Yes
	JJM Assets	Yes
	Compost/ Soak pits	
D	PMGSY / MGNREGA works	
	Any other	SSA's
	Distribution of certificates	Application
	Self Employment Schemes	
	Land Pass books	03
E	Any other	
	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	05
		Yes

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

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Yes
2	Activities undertaken under the Theme (as per instruction manual)	Clean & Green village Healthy village Child Friendly village
3	Status of activities undertaken	
4	Visible impact of the Activities	Visible Plans/works.
5	Have Gram Panchayat Development Plan (GDDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDDP	02
7	Bottlenecks, if any, faced in the achievement of SDG Theme	—
8	Remarks of the Visiting Officer on the status SDG Theme	Satisfactory

QUESTIONNAIRE FOR B2V5 (IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	1	Read Comprehension
2	2	One week on rotation for students under B2V1 to B2V4
3	3	Read Comprehension
4	4	One week on rotation for students under B2V1 to B2V4
5	5	One week on rotation for students under B2V1 to B2V4
B	Impact of B2V1 to B2V4	
1	1	There has been an impact of B2V1 to B2V4 on the students.
2	2	There has been an impact of B2V1 to B2V4 on the students.
3	3	There has been an impact of B2V1 to B2V4 on the students.
4	4	There has been an impact of B2V1 to B2V4 on the students.
5	5	There has been an impact of B2V1 to B2V4 on the students.
C	Challenges in the Pandayvat	
1	1	To provide clean drinking water to every household.
2	2	To provide clean drinking water to every household.
3	3	To provide clean drinking water to every household.
4	4	To provide clean drinking water to every household.
5	5	To provide clean drinking water to every household.
D	Suggestions if any	
1	1	For clean drinking water to every household.
2	2	For clean drinking water to every household.
3	3	For clean drinking water to every household.
4	4	For clean drinking water to every household.
5	5	For clean drinking water to every household.

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural Development Department
2	Police Development Department
3	LCDE
2	LEAST RESPONSIVE DEPARTMENTS
1	Sericulture
2	Handloom & Handicrafts
3	

II. FEEDBACK ON UT INITIATIVES

The people of the panchayat are satisfied by the UT Initiatives like Ayushman Bharat (Golden Health Card), ~~PM~~ Digitalisation of Land Records, HADP, IDDS, KCC, EHL, Soil & compound pits. These Initiatives need Salivation at every level so that their benefit reach to every individual ~~person~~ in the UT.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	To provide Safe & clean drinking water to every household, As the old water Pits need to be replaced
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1. To have a Pk of zoogynis of utmost importance 2. To augment LT in the Panchayat 3. Skilling Centre especially for women.
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 of the Govt functionaries doing working satisfactorily. Cleanliness of Panchayat need more focus, for which people need to be sensitized regularly about the importance of cleanliness. Cleanliness drive should be conducted
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	Based on Govt functioning Rating of Panchayat is to be = 7
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch
Mehraj-ud-Din
Name.....
Halqa Zogiyar

Signature of the Visiting Officer
Name.....**Dr. Fawaz Ahmad**