Block - Dansal Panchayat - Jindrah

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023.

KEYFEATURES

- 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 VISITINGOFFICER

Activity	INSTRUCTIONS	ACTION POINTS
Activity 1	Seeking details from the District team	a. Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in 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. c. Take prints of blank 2 booklets of B2V5 from www.jkpanchayat.in/www.jkpanchayat.jk.gov.in d. Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads: PRI grants District Plan UT plan MGNREGA Other schemes of other departments Any other work Plans/ beneficiary lists: MGNREGA draft plan document for the year 2023-24. List of Awaas+ beneficiaries alongwith IHHL Convergence List of pension beneficiaries. List of SHGs List of agriculture scheme beneficiaries f. Lists of beneficiaries for: Various certificates/ benefits to be distributed by the visiting officer. Any other activities identified by different departments

- 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.
- Ensure that all front line workers of different deptts are present.
- Ensure exhibition by different depts, about individual beneficiary schemes.
- 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.
 - Organize village-level cultural events to engage panchayat members.
 - 17. Obtain a candid assessment about the performance of various deptts, including fair feedback about discrepancies in functioning.
 - 18. Open discussion on Nasha Mukt 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

- The visiting officer shall spend at least three days in a Gram Panchayat to assess the details of the Gram Panchayat comprehensively.
- 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.

 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.
- 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.
- 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.
- 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 <u>www.jkpanchayat.jk.gov.in</u> portal.
- The focus of the visit is on youth, skills, self-employment, Nasha Mukt, Bhrashtachar Mukt, 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.
- 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.
 - Available funds utilized in public interest and as per Gram Sabha resolutions.
 - iii. Fairness in governance.
 - iv. CSS/Individual beneficiary schemes, etc
 - v. Bhrashtachar Mukt J&K.
 - vi. Nasha Mukt, 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

acility	Purpose	
Khidmat Centres	Create /Generate awareness on online service particularly G2C schemes Aapki Zamin AapkiNigran Beams, Janbhagidari, Digital J&K	
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc	
Incomplete buildings/pro- jects	Verify whether identification and redistribution done Visit, evaluate, online status Visit- evaluate, status of staff, equipment and quality	
PDS		
PHC		
PMAY	Inspect, Inaugurate	
My school, my pride progress; schools- water, toilets, staff Swachh SBM	Visit, check for water, electricity, sanitation, med students and staff Evaluate	
Panchayat play ground, Sports kits distribution Village games	Ensure, verify. Participate in at least one game in the	
Har Gaon Hariyali, Planta- tion 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 is continues for the entire duration of B2V	
Jal Jeewan Mission verification- WSS/JSD Electricity supply	- 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 Dayal Antoyodhya Yojana- National Rural Livelihood Mission
- 3. PM Awas Yojana (Rural)
- PM Ujjawala Yojana 4.
- PM Vishwakarma 5.
- PM KissanSamman Nidhi 6.
- 7. Kissan Credit Card (KCC)
- PM Poshan Abhiyan 8.
- 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
- Scholarship schemes 2.
- Forest Rights Title:Individual and Community Land 3.
- Van Dhan Vikas Kendra: Self Help Groups 4.

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.

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

Clean and green village

- Initiatives taken by the Panchayat for managing Solid and Liquid Waste. Yes i.
- 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 .
- Has the Climate Resilience Plan been developed for the GP? Yes/No iv.
- 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
- Whether schools have started segregating waste. Yes/No Vi.
- Whether schools have their own compost/soakage pits for solid/liquid waste vii. management. Yes/No

2. Healthy village

- Are meetings related to Village Health and Sanitation Committee being held regularly? i. Yes/No
- Do all the eligible individuals been provided the Golden Card? Yes/No ii.
- Are all the Children being immunized as per the Schedule recommended by Govt. of iii.
- Are all the eligible individuals been vaccinated against COVID-19? Yes/No iv.
- Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal ٧.
- Whether all the deliveries were Institutionalized or conducted by trained Midwives? Vi.

3. Water-sufficient village

- Do all the IHHs in the Gram Panchayat have water pipeline connections? Yes/No i.
- Whether Gram Panchayat has taken steps for grey water management. If Yes, please ii. specify Yes by making individual bits.
- Do all the IHHs in the Gram Panchayat have toilets? Yes/No iii.
- Are all the IHHs toilets functional or not? Yes/No iv.
- Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No ٧.
- Are all the toilets in the schools/Aaganwadifunctional or not? Yes/No vi.
- Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No vii.

4. Child-Friendly village

- Do all the children under the age of 0-6 years been enrolled in the Anganwadicenters for i. pre-schooling? Yes/NO
- How many BalSabha's were organized in the Gram Panchayat. 02 ii.

- 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
- Do all the schools under the Gram Panchayathave separate toilets for girls and boys?

5. Village with good governance

- 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
- Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No
- Is Social Audit of earlier Schemes/Programs carried out or not? Yes/No

6. Poverty-free and enhanced livelihood village

- Has Gram Panchayat developed any criteria for the identification of the poor? Yes/No if ii.
- Have all the eligible households registered in PDS or not? Yes/No
- Has Gram Panchayat provided space for Self-help Groups in PanchyatGhar for holding in. 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? 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

- Whether Gram Panchayat is maintaining data related to Differently Abled People?
- Is Gram Panchayat Office Disabled Friendly or not? Yes/No 11.
- Are provisions for a separate Budget under the Resource Envelope for Women and iii. Children made or not? Yes/No iv.
- Do all the Schools in the Gram Panchayathave facilities for Differently Abled Children like toilets, barrier-free access, etc., or not? Yes/No
- Are all the eligible individuals are getting pensions, like old age pension, widow pension, v.
- Are all the eligible households getting benefits from IAY or not? Yes/No vi.

8. Engendered Development in Village

- How many MahilaSabha's were organized in the Gram Panchayat 2-
- Whether SHGs federations have been provided space for meetings in the Panchayat ii. Bhawan (Yes/ No)
- Whether GPs have taken steps for increasing women's participation in Gram Sabha iii. (Yes/No)
- Number of women beneficiaries headed households covered under PDS system. 70 iv.
- Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva VandanaYojana 56

9. Self-sufficient infrastructure in the village

- 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)

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Deliverables:

S/No	Department	Deliverable
1	Agriculture Production Department	 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)
2	Rural Development Department	 vii. Issuing sanction letters for insurance of the Cattle 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	 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	 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	 i. Awareness programme about Management legacy data of registration &Delivery of registration documents online to the citizens by the Tehsildal 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	 i. Saturation of Golden Cards under PMJAY/ SEHAT Scheme. ii. Swachch 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	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.

		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 Haryali" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green J&K drive" campaign.
9	Tourism	 Identification & Registration of Home Stays. Providing support for tourism activities under village cooperatives. Promotion for augmenting the tourist inflow. Identification, delineation and demarcation of at least 5 tourist destination/ circuits/ themes tracks per district. 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 KaviSamaylan, Painting competitions etc.
11	Labour & Employment	 i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fares per District. iii. Awareness about Self Employment Schemes under Seed Capital Fund 8 Youth Start-up Loan Scheme.
12	School Education Department	 i. Number of students covered under Nipun Bharat &Padega 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	Organizing of Tribal Artisan Mela in each District. 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 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	 enhancement Scheme. i. Formation of Primary Agriculture Credit Society (PACS) & Farme 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 Robicop Solar Robicop 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)	ii. Connectivity of left out habitations under PMGS1. ii. Safe audit and inspection of all roads. iii. All major roads patholo freein the district.	
23	ARI Trainings	 Inspections carried to evaluate quality of work and grievances disposa 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	Number of grievances disposal of Relief Commissioner's Portal. Training of 250 APDA MITRAS. Training of volunteers under SDRF.	
26	GAD	 Ensuring Biometric attendance. Online portal for purchase of property by J&K Government employees. Monitoring complaints through fixed line telephone grievance cell PUKAR. Action against false complaints. 	
27	Jal-Shakti Department	i. Providing of Functional Household Tap Connection (FHTC) to the left or 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 School & Aaganwaris 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	Awareness programmes regarding eat right. Capacity building/ training of the staff.	
32	Floriculture Department	i. Awareness about yoga. ii. Training and awareness camps for farmers in commercial floriculture. i. Training of the Departmental Officials in Media and Communications.	
33	Information Department	Launch of Musical Talents. Organizing photograph competition under BadaltaJ&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 VishawaKarma 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.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

LOVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENT
1 BEST PERFORMING DEPARTMENTS
1 Rural Dovelopment and Panchayat Raj
2 ICDS Defartment
3 Health Department
LEASTRESPONSIVEDEPARTMENTS
1 Jal Sakti Department
2 Power Development Department 3 Skill Development
IL PEEDBACK ON UT INITIATIVES
JAK 177 But has taken lot of initiatives in the
field of unemployment of youths. Special Steps have been
taken for providing pension to the needy and poore
people Various Central Grove schemes for welfare of
people have been properly implemented by the UT
Govt of Jak.

S.N	C of the whole is	Status	
1	Any major complaint brought to the notice of the VisitingOfficer	Pending of construction of lones, scouds, buildings, brigdes etc. due to lack of funds.	
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Dear Abached	
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)	Page attached	
	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	08	
- 10	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days		

SignatureofSaffailchNCH 'anchayat Halqa Jandrah Name......Block.Danaw

Signature of the Virendar Singh