

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

DD City	INSTRUCTIONS	ACTION POINTS
	Seeking details from the District team	- Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in - 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. - Take prints of blank 2 booklets of B2V5 from www.jkpanchayat.in / www.jkpanchayat.jk.gov.in - 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 - Lists of beneficiaries for: • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

QUESTIONNAIRE FOR B2V5

Schedule-VI

(SDG THEME ADOPTED BY THE PANCHAYAT)

Particulars	Status
1. SDG Theme adopted by the Panchayat	Healthy Village, clean & green village.
2. Activities undertaken under the theme (as per action plan manual)	Most of activities carried out
3. Status of activities undertaken	Gold card - 100%, target achieved SBM - 100% Immunization - 100%
4. Visible impact of the Activities	Yes
5. Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6. How many activities of SDG have been covered under GDP	15 Activities
7. Bottlenecks, if any, faced in the achievement of SDG Theme	Unawareness at local level about SDG?
8. Remarks of the Visiting Officer on the status SDG Theme	Satisfactory

QUESTIONNAIRE FOR B2V5

Schedule-V
(AWARENESS/ EVENTS / INAGURATION)

1. AWARENESS / INAGURATION ORGANIZED DURING THE VINY OF OFFICER

Particulars	Yes/No
2. 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
3. Sports Activities	
1. Sports Event	Yes
2. Distribution of sports kit	No
4. Inaugurations (If any)	
PMU House	Yes
Drainage Sheds	No
Amrit Sarovar	No
ASHA Assets	No
Compost / Soak Pits	No
PMOSY / MGNREGA works	No
Any other	No
5. Distribution of certificates	No
Self Employment Schemes	No
Land Patta books	No
Any other	No
6. Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat (Mobile Vini) and Flagship Schemes given in the instruction manual	Yes

QUESTIONNAIRE FOR B2V5
Schedule-VII
(B2V1 TO B2V4 PHASES)

Status
 addressed by the Administration
 Restoration of work on PHC
 PH & dressing on village level
 till path under APJ at village level.
 misadministration of funds.
 checkmate for such cases continued.
 most of demands addressed.
 People are becoming impatient with diff govt schemes.
 participation of people in strength of local
 engaging Panchayats.
 building of rural areas.
 Budget/Cap occupied by police dept.
 Halted building is school to be restored
 inclusion of primary school over beneficiaries
 infrastructure challenges.
 Participation of people should be on large scale.
 There should be awareness camps regarding
 focus should be on skill development of govt schemes.
 employment generation.
 Capacity building & Training of FC workers
 Particularly on The GPPP & its Implementation.

Anganwari Center:		Particulars	Status
1	Location of Anganwari center		Ward 10 Pethgam
2	Number of children enrolled		20
3	a) Boys		20
4	b) Girls		Private
5	Status of Building (Private/ Govt.)		Yes
6	Availability of Helper/ worker		Yes
7	Maintenance of record of children		Yes
8	Availability of sufficient ration		Yes
9	Availability of timely Ration		Yes
10	Availability of Functional toilet		Yes
11	Availability of tap connection		Yes (Not avail)
12	Availability of electricity connection		Yes
13	Number of children stunted		Yes
14	Number of children wasted		No
15	Any Other		No
16	Remarks of the Visiting Officer		NIL

There should be ~~teaching~~ teaching & learning aids should be sufficiently available.

CAPD Store:		Particulars	Status
1	Location of CAPD Store		Pethgam
2	Government / Private		Private
3	Name of the dealer (in case of Private)		Shubh Ah
4	No of registered beneficiaries		801
5	No of beneficiaries drawing Ration from the store		801
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		No
10	Remarks of the Visiting Officer		functioning smoothly

PMAY HOUSE:

S. No	Particulars	Status
1	Location of PMAY house constructed	
2	Name of the beneficiary	Petigam, wargila
3	Status of the house (completed/ in-use/ under-construction)	Under construction
4	Any Other	No
5	Remarks of the Visiting Officer	release of 3 bird second instalment -

Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	
2	Name of the beneficiaries	Petigam, wargila
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	on final stage
4	Any Other	No
5	Remarks of the Visiting Officer	Satisfactory

Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	
2	No of online services provided by the CSC	Not available
3	No of persons approached for services	
4	Any Other	
5	Remarks of the Visiting Officer	

Observation of field officer on basic amenities:

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

QUESTIONNAIRE FOR B2V5
 (Schedule-2)
FIRST HAND INFORMATION ON INFRASTRUCTURE -
PANCHAYAT ASSET REGISTER AND ITS UTILIZATION

Infrastructure of Panchayat Ghar				
a) Govt building/private				
b) New/needing repairs				
c) Furniture (Y/N)				
d) Computer/printer (Y/N)				
e) Internet (Y/N)				
f) Telephone (Y/N)				
g) Toilet (CSC/part of panchayat ghar) (Y/N)				
h) Water (Y/N)				
i) Electricity (Y/N)				
Educational Institutes				
a) Kindergarten	No. of schools	Unaided	Teacher stationed	Govt Building/Private Building
b) Primary	0-10			
c) Middle	3	106	NIL	Govt building
d) High	1	22	NIL	Govt building
e) Higher Secondary	1	20	2	Govt building
f) College				
Anganwadi Centre				
a) Functional	No. of Anganwadi Centres	Full Centres	Part Centres	Govt Building/Private Building
2 non functional	07	146	4	Private
Healthcare facility				
	No. of health centres	No. of PUs	No. of health & wellness centres	No. of health & wellness building
		1 (under construction)	1	2
5. Bank branch (Y/N)	NO			
6. Availability of ATM (Y/N)	NO			
7. Khidmat center / CSC (Y/N)	NO			
8. Patwar khana (Y/N)	NO			
9. Village haat (Y/N)	NO			
10. Playground (Y/N)	No. of play shops	No. of Registered beneficiaries	Connected with online biometric system or not	
11. Ration shop (Y/N)	YES	1	801	YES Functional
No. of Govt Offices				
12. Government offices- details, whether functional or not	5			NIL
13. Amini Sarovars -- details, location, condition	Under construction	Location	Condition	Utilization
14. Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Potential for tourism & on way to Shrivastava			NO
15. i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	NO			
ii. Number of Asset captured	N/A			
iii. Please mention assets	1			
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
16. List of Incomplete Buildings- names, year of construction	PHC / NPHC			2017-18
17. List of Underutilized Buildings- names	NIL			NO

QUESTIONNAIRE FOR B2V5

Schedule-I (A)
(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Sohail Iqbal Bhat
2	Designation	Lecturer BHSS Baramulla
3	Department	Education
4	Place of posting	BHSS Baramulla
5	Mobile No	7006670026
6	Email ID	iqbalsohail23@gmail.com
7	Home District	Bandipora
8	Dates of visit	10 & 11th of 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	Wagaura B
2	Local Government Directory(LGD) code of the Panchayat	242460
3	Name of CD Block	Wagaura
4	Name of Tehsil	Wagaura
5	Name of District	Baramulla

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	Two
2	No. of hamlets in the Panchayat	Three
3	No. of households in the Panchayat	337
4	Population (approx) of the Panchayat	1753

		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	ARJ 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 Vishwakarma 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.

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) vii. Issuing sanction letters for insurance of the Cattle
2	Rural Development Department	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/THHL 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 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	i. Saturation of Golden Cards under PMJDY/ 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	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.

1. Whether GP has a Community Hall with access to electricity, sanitation, water supply
unit. Yes/No **Yes**
2. Whether the Disaster management plan is available at the GP Level (Yes/No) **Yes**
3. Whether child-friendly park with improved facilities is available in GP (Yes/No) **Yes**
4. Whether the GP has easy access to Godown for storage (Yes/No) **No**
5. Whether street lights are provided in public places for ensuring safety (Yes/No) **Yes**

SDG Theme & Goals

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

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

1. Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste *Segregation shed Composted*
- 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. *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. *→ Planting of trees, reducing plastic, water conservation measures*
- 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 *Yes*
- 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 HHs 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*
- iii. Do all the HHs in the Gram Panchayat have toilets? Yes/No *Yes*
- iv. Are all the HHs toilets functional or not? Yes/No *Yes*
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No *NO*
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? Yes/No *Some have not all*
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No *NO GP*

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. *Three*

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 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

10. The visiting officer shall not leave the district without handing over a hard copy of the report to the Rural Development official (HDO/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

Facility	Purpose
Khidmat Centres	Create /Generate awareness on online services particularly G2C schemes Aapki Zamin Aapki Nigam, Beams, Janbhagdan, Digital J&K
JKB/PSB counter/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 Jeevan Mission verification- WSS/ISD Electricity supply	Verify

Reach the Panchayat on day of visit.	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 I A, I B & 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, Anganwadicenters, 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 Mukh 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.
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INSTRUCTIONS

- 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

BY	INSTRUCTIONS	ACTION POINTS
10/11/2023	Working details from the District office	a. Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.jspnchay.in.gov.in or www.jspnchay.in b. Also take print outs of the summarized excel sheets of the previous phases from www.jspnchay.in.gov.in or www.jspnchay.in ATRs on issues raised during previous 4 phases of B2V and feedback on deliverables of last year from the office of Deputy Commissioners. c. Take prints of blank 2 booklets of B2V3 from www.jspnchay.in.gov.in d. Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads: • PRI gram • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work e. Plans/ beneficiary lists: • MGNREGA draft plan document for the year 2023-24. • List of Awas+ beneficiaries alongwith HHIL 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

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 dept 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 Mukti, Bhrashtachar Mukti, Rozgar yukt J&K, besides carrying forward the activities during Jan Abhiyan and saturating them.

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

- a. Make full use of Centrally Sponsored Schemes.
 - b. Saturation of individual beneficiary schemes.
 - c. Self-employment schemes.
 - d. Bank-linked schemes, including departmental subsidy schemes.
 - e. Empowerment and transparency through digital initiatives.
 - f. Effectiveness of grassroots machinery:
 - i. Patwari, VLW present and available.
 - ii. Available funds utilized in public interest and as per Gram Sabha resolutions.
 - iii. Fairness in governance.
 - iv. CSS/Individual beneficiary schemes, etc.
 - v. Bhrashtachar Mukti J&K.
 - vi. Nasha Mukti, J&K.
9. The P&I 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.

- Whether the issues raised by Bal Sabha are addressed during the Gram Sabha. Yes/NO **Yes**
- Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? Yes/NO **Yes**
- Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/No **NO**
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 **NO**
- iii. Does the Gram Panchayat has its building or not? Yes/No **Yes but occupied by police dept.**
- iv. Is the Gram Panchayat office functional or not? Yes/No **NO**
- 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 **Yes**
- 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 **not all**
- 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 **maxim but not all**
- vi. Are all the eligible households getting benefits from IAY or not? Yes/No **Yes, those enrolled according to SSC census**
8. Engendered Development in Village
- i. How many Mahila Sabha's were organized in the Gram Panchayat **3**
- 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 **Data not available**
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana **All**
9. Self-sufficient infrastructure in the village

		vi. Number of Beti Bachaao 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	i. Plantation drives under "Har Ghar Maryadi" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green J&K drive" campaign.
9	Tourism	i. Identification & Registration of Home Stays. ii. Providing support for tourism activities under village cooperatives. iii. Promotion for augmenting the tourist inflow. iv. Identification, delineation and demarcation of at least 5 tourist destination/ circuits/ themes tracks per district. v. Plastic free tourism destinations.
10	Culture Department	i. Organizing school talent hunt competitions. ii. Cultural event at panchayat level under Har Din Tihar. iii. Promotion of local artists by way of organizing Kavi Samayan, Painting competitions etc.
11	Labour & Employment	i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fairs per District. iii. Awareness about Self Employment Schemes under Seed Capital Fund & Youth Start-up Loan Scheme.
12	School Education Department	i. Number of students covered under Nipun Bharat & 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	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	i. Organizing sports activities/games in every panchayat. ii. Distribution of sports kits. iii. Stadium / Flood Lights
15	Transport	i. Steps taken to reduce the occurrence of road accidents. ii. Cases under MUMKIN scheme to be finalized.
16	Tribal Affairs	i. Organizing of Tribal Artisan Meila in each District. ii. Saturation of Scholarship Schemes.
17	Power Development Department	i. Distribution of Transformers. a) Check Unique Number b) Identify DTS with low oil and top oil c) Identify DTS with load imbalance d) Replace Non Standard fuses standard fuses. e) All pending electrical accidental claim cases to be resolved and disbursed. f) Removal of damaged transformers.
18	Food, Civil Supplies and consumer affairs	i. Achievement made under opening of fare price shops. ii. Saturation of Aadhaar Seeded Ration Cards. iii. 100% grievance redressal to be ensured. iv. Awareness about the schemes of the Department.
19	Skill Development	i. Training of left out SHG members registered with 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.

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	Imran Ah Shah	AEA	Present	
2	Education	Gh. Mohidin Shah	Teacher	P	
3	Food, Civil Supplies and Consumer Affairs	Shahid Ah Shah	Brookings	P	
4	Forest	Bashir Ah Shah	JMAY	P	
5	Health and Medical Education	Mohd Hanif	Pharmacist	P	
6	ICDS Department	Zareef 2 Ann	Supervisor	P	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Nazir Ahmad	Filter	P	
9	Power Development Department	Gh. Mohidin Shah	Lineman	P	
10	Public Works Department				
11	Revenue	Zubair Ah	Patwari	P	
12	Rural Development and Panchayat Raj	Mohd Akram	P. Secy	P	
13	Skill Development				
14	Social Welfare Department	Mech-ah-nish	Social worker	P	
15	Youth Services and Sports Department	Zahid Khan	PE	P	
16	Others				
17	Horticulture	Bilal Ah Shah	HT	P	
18	Sheep Husbandry	Ab Rashid	ASN	P	
19	Co-operatives	Mohd Arif	Supervisor	P	
20		Rasool			

→ ~~B2V5~~ ^{Veterinary} Arshad Hussain VAS P.

QUESTIONNAIRE FOR B2V5

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

NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES / PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES / PERSONS COVERED THE SCHEME OF THE SCHEME	REMARKS FOR IMPLEMENTATION
1. Old Age Pension	Social Department Welfare	68	68	
2. Widow Pension	Social Department Welfare	23	23	
3. Handicapped Pension	Social Department Welfare	14	14	
4. Status under Starting Stunt	Social Department Welfare	-	-	
5. Status under Starting Stunt	Social Department Welfare	-	-	
6. Department's provided to specially added persons (disabled, handicapped etc.)	Social Department Welfare	NIL	NIL	
7. Digital Services provided	IT / BDO / CSC	NIL	NIL	
8. Birth Allowance	Agriculture Department	100	10	→ not applied
9. Kisan credit card	Agriculture Department	203	203	→ not applied
10. No. Kisan Samman Nidhi	Agriculture Department	241	220	→ not applied
11. Employment Saturation (MDS, Panchayat, Muzin, Mission Youth, etc.)	Employment Department	NIL	NIL	→ not applied
12. Primary Agriculture Credit Society (PACS) formation	Cooperative Department	1	1	
13. LSI Implementation	Jal Shakti Department	100%	100%	
14. No. of Household provided PMTC		100%	100%	
15. No. of Household electrified	PDD	100%	100%	
16. PMU - Gramin	RDD & PR	12	12	
17. TAP (Tamil Nadu) functional (Household level)	RDD & PR	100%	100%	
18. TAP (Tamil Nadu) functional (Village level)	RDD & PR	100%	100%	
19. Tapped Sack pit completed	RDD & PR	100%	100%	
20. JRLM	RDD & PR	100%	100%	
21. Number of Self Help Groups formed		Data not available		
22. Number of Households involved		Data not available		
23. Land Passbook Saturation	Revenue Department	100%	90%	
24. Pending Mutations	Revenue Department	100%	100%	
25. Demarcation Certificates	Revenue Department	100%	75%	
26. Persons identified drug addicts	BDO / Sarpanch	2	2	
27. Awareness camps for de-addiction conducted	BDO / Sarpanch	2	2	
28. Drugs addicts rehabilitated	BDO / Sarpanch	2	2	
29. Golden Health Card under Ayushman Bharat	Health Department	090	040	→ not applied
30. Janani Suraksha Yojana	Health Department	10	9	→ not applied
31. Status under Anemia Mukh	Health Department	100%	70%	
32. Status under Leprosy Mukh	Health Department	NA	NA	
33. Number of Ayushman Moles organized at health & Wellness centres / CHCs under Ayushman Bharat	Health Department	10 camps.		
34. Number of Ayushman Moles held	Health Department	2	2	
35. Out of School Children brought to Schools	School Department Education	1	1	
36. Number of students still out of Schools	School Department Education	NIL	NIL	
37. Persons educated through bridge courses	School Department Education	NA	NA	
38. Household using clean cooking fuel (LPG)	FCS & CA	337	337	

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

Health Institutions:

S. No.	Particulars	Status
1	Name of Health Institutions	
2	Type of building (Govt. / Private)	Health and welfare centre (govt. building)
3	Availability of Staff	govt. building
4	a) Doctor	→ NO
5	b) Paramedical	→ YES
6	No of patients attended during the month	323
7	Status of medicine availability	YES
8	Special medical camp held, if any	YES
9	Status of Immunization	fully covered
10	Participation of health worker in Village Health and Nutrition Day	YES
11	Institutional deliveries in Panchayat (Current Year)	10
12	Non-Institutional deliveries in Panchayat (Current Year)	NIL
13	Other	NIL
14	Remarks of the Visiting Officer	Health & well centre functioning Satisfactory & work on PHC that on the verge of completion that need to be made functional

Education Institutions:

S. No.	Particulars	Status
1	Name of Education Institutions	PS(3) MSC(1) GMS(1)
2	Type of building (Govt. / Private)	Govt
3	Availability of Staff as per sanctioned strength	Yes → Headmaster, Teacher post vacant at GHS.
4	Enrolment of the School	92
5	a) Boys	64
6	b) Girls	YES
7	Availability of play ground	YES
8	Availability of drinking water	YES
9	Availability of electricity	YES
10	Availability of functional toilets	Not all toilets functional
11	Activities undertaken under 'My School My Pride'	→ Various activities
12	Other	NO
13	Remarks of the Visiting Officer	There are many halfed buildings at GHS wayawa & GMS wayawa. They need to be restored for smooth conduct of academic activities.

Not available

S. No.	Particulars	Remarks
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	

Amrit Sarovar:

S. No.	Particulars	Remarks
1	Location of Amrit Sarovar	
2	Condition of Amrit Sarovar	Heavy PS work in
3	Details of repair undertaken, if any	under construction - NO
4	Utilization of Amrit Sarovar	
5	Any Other	NO
6	Remarks of the Visiting Officer	NO

needs to be made junction & work to be done on fast track basis

VII. Playground:

S. No.	Particulars	Remarks
1	Location of Playground	
2	Condition of Playground	was a good
3	Utilization of Playground	sports activities
4	Any Other	NO
5	Remarks of the Visiting Officer	

Need of fencing from the river side

I. Patwarkhana:

S. No.	Particulars	Remarks
1	Location of Patwarkhana	NO
2	Government/ Private building	NO
3	Land passbook saturation	95%
4	Pending mutations	all cleared
5	Any Other	NO
6	Remarks of the Visiting Officer	

Patwari Khan on rented space & these should be permanent buildings for the same

QUESTIONNAIRE FOR B2V5

Schedule-VIII

OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

BEST PERFORMING DEPARTMENTS	
1	P.D.D.
2	Agriculture
3	Revenue
LEAST RESPONSIVE DEPARTMENTS	
1	Labour Deptt / Agri
2	Skill development Deptt
3	

TRACK ON UT INITIATIVES

Initiatives taken by UT govt are excellent. The schemes must be implemented properly. Sufficient budget should be allocated for the major problem of rural areas.

GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No.	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Fencing of Ganga Marg & restoration of broken buildings.
2	Major urgent public demands that were reflected before but have not been addressed so far.	Panchayat bhawan occupied by Police department.
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)	Assess of the visit & suggest mentioned on the separate page attached, with this booklet.
4	Overall Rating of Govt functioning as given by the Visiting Officer (Scale of 0 to 10)	
5	Feedback from Sarpanch that the visiting officer has stayed in the Panchayat for 2 days	It is to certify that the Vo has stayed in Panchayat for 2 days.

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name..... Sachin Jagat Chaudhary