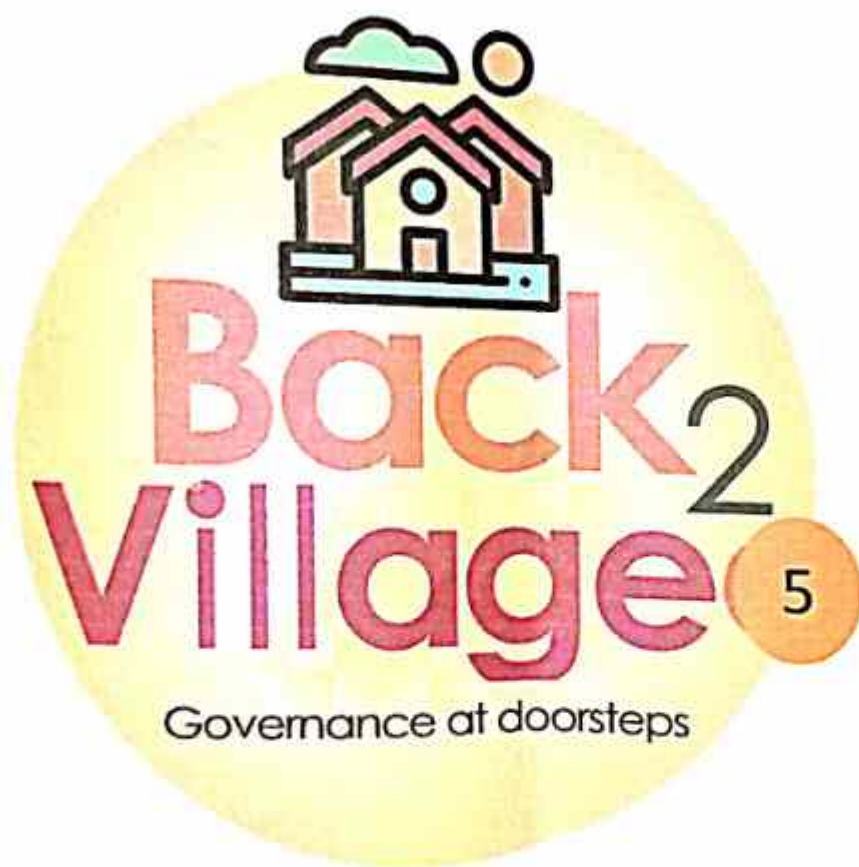


INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

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

INSTRUCTIONS	ACTION POINTS
Seeking details from the District team	<ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • PRI grants • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work Plans/ beneficiary lists: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

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 1A, 1B & Schedule-II.
2. Ensure that all front line workers of different deptts are present.
3. Ensure exhibition by different deptts. 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 deptts, 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 Mukht, Bhrashtachar Mukht, Rozgar yukt J&K, besides carrying forward the activities during Jan Abhiyan and saturating them.

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 Mukht J&K.
 - vi. Nasha Mukht, 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

Facility	Purpose
Khidmat Centres	Create /Generate awareness on online services particularly G2C schemes Aapki Zamin AapkiNigrani, 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
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, 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 it 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 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.
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas.
- iii. Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest within the Gram Panchayat been done? Yes/No. If No, reason thereof.
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/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.
- vi. Whether schools have started segregating waste. Yes/No
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No

2. Healthy village

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

3. Water-sufficient village

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

4. Child-Friendly village

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

- iii. Whether the issues raised by BalSabha are addressed during the Gram Sabha. Yes/NO ✓
- iv. Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? Yes/NO ✓
- v. Do all the schools under the Gram Panchayathave separate toilets for girls and boys? Yes/No ✓

5. Village with good governance

- i. Is CSC located in the Gram Panchayat Bhawan or not? Yes/No ✓
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram panchayat wall or not? Yes/No ✓
- iii. Does the Gram Panchayat has its building or not? Yes/No ✓
- iv. Is the Gram Panchayat office functional or not? Yes/No ✓
- v. Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No ✓
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? Yes/No ✓

6. Poverty-free and enhanced livelihood village

- i. Has Gram Panchayat developed any criteria for the identification of the poor? Yes/No if yes specify ✓
- ii. Have all the eligible households registered in PDS or not? Yes/No ✓
- iii. Has Gram Panchayat provided space for Self-help Groups in PanchyatGhar for holding meetings or not? Yes/No ✓
- iv. Have all the eligible households been registered for Pension or not? Yes/No ✓
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No ✓
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No ✓
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No ✓

7. Socially secured village

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

8. Engendered Development in Village

- i. How many MahilaSabha's were organized in the Gram Panchayat ✓ yes '2.
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) ✓
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No) ✓
- iv. Number of women beneficiaries headed households covered under PDS system.
- 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 ✓
- 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) ✓

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, 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.

		<ul style="list-style-type: none"> 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	<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 KaviSamaylan, 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 fares 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 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	<ul style="list-style-type: none"> 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	<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 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.



Governance at doorsteps

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	Mohd Ishag
2	Designation	Lecturer
3	Department	Education - HSS Boys Semkole
4	Place of posting	HSS Boys
5	Mobile No	9596439406
6	Email ID	Ishagchaudhary439@gmail.com
7	Home District	Poonch
8	Dates of visit	15-11-2023

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

S.No	Particulars	
1	Name of the Panchayat	Dodi
2	Local Government Directory(LGD) code of the Panchayat	1237
3	Name of CD Block	Serankole
4	Name of Tehsil	Serankole
5	Name of District	Poonch

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	1
2	No. of hamlets in the Panchayat	11
3	No. of households in the Panchayat	550
4	Population (approx) of the Panchayat	3740 (Approx)

QUESTIONNAIRE FOR B2V5

Schedule-I (B)

(Details of Officers/ Officials present in the Panchayat)
(To be filled up by the existing Officer during his/her visit to the Panchayat. All Fields have to be filled by the existing Officer and the data has to be handed over to the DC)

S. No	Department	Name	Designation	Present/ Absent	Remarks
1	Agriculture	-	-	Absent	
2 ✓	Education	Musabey Kund	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Arif Ali	Dealer	Absent	
4 ✓	Forest	Saif Ali Shah	Guard	Present	
5 ✓	Health and Medical Education	Dr. Farhad	M.O.	Present	
6 ✓	ICDS Department	Nasreen Akbar	Worker	Present	
7	Irrigation and Flood Control Department	-	-	Absent	
8 ✓	Jal Shakti Department	K. S. Khan	Superintendent	Present	
9 ✓	Power Development Department	Mohd. Faraz	Electrician	Present	
10	Public Works Department	-	-	Absent	
11	Revenue	-	-	Absent	
12	Rural Development and Panchayat Raj	Shafiq Kund	Officer in Charge	Present	
13	Skill Development	-	-	Absent	
14	Social Welfare Department	Mohd. Yousuf	M.T.S	Absent	
15 ✓	Youth Services and Sports Department	Layakat Hussain	R.E.K.	Present	
16	Others	-	-	Present	
17	Arif Ali Kund	Noor Kund	Master	Present	
18	Zabir Ali	Zabir Ali	ASHA		
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 ✓	Non functional			
	b) New/need repairs	New building non functional			
	II. Furniture(Y/N)	Private Yes			
	III. Computer/printer(Y/N)	Yes			
	IV. Internet (Y/N)	No			
	V. Telephone (Y/N)	No			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	No			
	VII. Water (Y/N)	No			
	VIII. Electricity(Y/N)	No			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	06	78,72	N/A	N/A
	b) Primary	03	182	06-06	Govt Building
	c) Middle	03	367	08-18	" "
	d) High	01	167	17-06	" "
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / 06 Worker 42 vacancies 14	Govt Building/ Private Building
		67	145	(13) - 14	1 Govt. (13) Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	-	1	Govt Building
5	Bank branch(Y/N)	N/A	-	-	-
6	Availability of ATM (Y/N)	N/A	-	-	-
7	Khidmat center/ CSC (Y/N)	N/A	-	-	-
8	Patwarkhana(Y/N)	N/A	-	-	-
9	Village haat (Y/N)	N/A	-	-	-
10	Playground(Y/N)	Yes	-	-	-
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		No	-		
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
		Nil	Nil	-	-
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Tourism, culture.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes			
	ii. Number of Asset captured	06			
	iii. Please mention assets				
	1.	T. Road,			
	2.	Panchayat Ghar			
	3.	Anganwadi Center Bajan			
	4.	School			
	5.	PMAY- Houses. at G.P.			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		HSS Rajara	2021-2023		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Panchayat Ghar	2004		

① PS Talhi Khabara → 2011

③ MS Dodi Chechian → 2012-13

④ MS Mohri Dodi → 2011-12

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	71	71	
2	Widow pension	Social Department Welfare	17	17	
3	Disability pension	Social Department Welfare	14	14	
4	Status under Stunting Mukht	Social Department Welfare	nil	nil	
5	Status under wasting Mukht	Social Department Welfare	nil	nil	
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare			
7	Digital Services provided	IT/ BDO/ CSC	440		
8	Daksh Kisan	Agriculture Department			
9	Kisan credit card	Agriculture Department	293	180.	113 old age.
10	PM Kisan Sammannidhi	Agriculture Department	293		
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jal Shakti Department	3391.	2012.	under process
	i. No of Household provided FHTC.				
	ii. Har Ghar Jal village(s) certified (No.)		210	210	410.
14	No of Households electrified	PDD	211.		
15	PMAY- Gramin	RDD & PR	341	341.	25 lack of funds
16	SBM Gramin- IHHL functional (Household toilets)	RDD & PR	340		
17	ODF Plus villages (No)	RDD & PR	Yes.		
18	Targeted Sock pit completed	RDD & PR	510.	316.	under process.
19	JKRLM:	RDD & PR			
	i. Number of Self Help Groups formed				
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	603.	603.	
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department	350.	160.	Not applied.
23	Persons identified drug addicts	BDO/ Sarpanch			
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes.		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch			
26	Golden Health Card under Ayushman Bharat	Health Department	4446.	3300.	
27	Janani suraksha yojana	Health Department			
28	Status under Anaemia Mukht	Health Department	12.	12	
29	Status under Leprosy Mukht	Health Department	0	0	0
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	218.	16.	
31	Number of Ayushman Sabas held	Health Department	1	1	
32	Out of School Children brought to Schools	School Department Education			
33	Number of students still out of Schools	School Department Education	35		
34	Persons educated through bridge courses	School Department Education			
35	Household using clean cooking fuel (LPG)	FCS & CA			

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	AB-HWC Dea.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	yes - CHO. yes.
4	No of patients attended during the month	140.
5	Status of medicine availability	yes (56)
6	Special medical camp held, if any	VHNC - VHND.
7	Status of Immunization	97-child status.
8	Participation of health worker in Village Health and Nutrition Day	2.
9	Institutional deliveries in Panchayat (Current Year)	87.
10	Non- Institutional deliveries in Panchayat (Current Year)	-
11	Other	
12	Remarks of the Visiting Officer	Need of a health center at Rajara resolution of govt Public School.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	High School Rajara (Saran ko to).
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	NO
4	Enrolment of the School a) Boys b) Girls	total = 167 → 85 → 82
5	Availability of play ground	NO
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'	yes.
10	Other	Cultural Programmes.
11	Remarks of the Visiting Officer	Total Sanctioned Post = 17 Fill up = 06 vacant = 11 Shortage of Staff at HSS Rajara is a grave concern as strength of students is 167 & staff is so less. Therefore I strongly recommend to DM kindly take necessary action.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Dooli Bolen.
2	Number of children enrolled a) Boys b) Girls	12 Boys. 13 Girls.
3	Status of Building (Private/ Govt.)	Private.
4	Availability of Helper/ worker	N/L.
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	NO.
10	Availability of electricity connection	Yes.
11	Number of children stunted	NO.
12	Number of children wasted	NO.
13	Any Other	-
14	Remarks of the Visiting Officer	Satisfactory.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Eid gah Hari Market (Private)
2	Government / Private	(Private)
3	Name of the dealer (in case of Private)	Armut Bi.
4	No of registered beneficiaries	528
5	No of beneficiaries drawing Ration from the store	2270.
6	Whether store is functioning through Aadhar biometric system	Yes.
7	Whether record/register maintained in the store	Yes.
8	Availability of ration	Yes.
9	Any Other	
10	Remarks of the Visiting Officer	Excellent work done by the dealer.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Main Market, Hari, Markotes.
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	N.O.
7	Any Other	
8	Remarks of the Visiting Officer	

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	not Availability of Land.
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	Need of - Play Ground at HPS Rajara
2	Condition of Playground	—
3	Utilization of Playground	—
4	Any Other	—
5	Remarks of the Visiting Officer	—

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	—
2	Government/ Private building	—
3	Land passbook saturation	603.
4	Pending mutations	—
5	Any Other	—
6	Remarks of the Visiting Officer	Need of Patwarkhana, at G.P. Doeli.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	At P.T. Dooli.
2	Name of the beneficiary	Mohd Bashir S/o Abdul Kareem.
3	Status of the house (completed/ in-use/ under-construction)	69.
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	N.No. 4, Moh. Sayden P.T. Dooli
2	Name of the beneficiaries	Zulf Hussain Shah.
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Yet 190, to be completed.
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	There is no Khidmatcenter CSC.
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	Need a Khidmat Center in the Panchayat Dooli.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	NO
2	Transport	NO
3	Electricity	POOR
4	Drinking water	POOR
5	Cleanliness	YES
6	Sports facility (Playground)	NO
7	Any Other	Shortage of Teaching staff almost in every school.

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	yes
	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	Cultural Programme,
	2. Distribution of sports kit	Yes.
C	Inaugurations (If any)	
	PMAY house	YES.
	Segregation Sheds	not Available.
	Amrit Sarovar	NIL.
	JJM Assets	In progress.
	Compost/ Soak Pits	Not in Condition
	PMGSY / MGNREGA works	Satisfactory.
	Any other	
D	Distribution of certificates	-
	Self Employment Schemes	-
	Land Pass books	no
	Any other	no.
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	yes clean & green Panchayat
2	Activities undertaken under the Theme (as per instruction manual)	yes B/Path, Drain, A/Wall, Swatcha, hi Sew
3	Status of activities undertaken	Some of them are yet to be completed.
4	Visible impact of the Activities	partially improved more clean Panchayat
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	yes
6	How many activities of SDG have been covered under GDP	More Than 75.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Lack of awareness.
8	Remarks of the Visiting Officer on the status SDG Theme	Satisfactory.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	no response	till date
2	nil	—
3	nil	—
4	nil	—
5	nil	—
B	Impact of B2V1 to B2V4	
1	nil	—
2	nil	—
3	nil	—
4	no impact	till date
5	no impact	till date
C	Challenges in the Panchayat	
1	Electricity	problem
2	water	supply problem
3	Roads	connectivity poor
4	—	—
5	—	—
D	Suggestions if any	
1	no progress from B2V1 to B2V5	—
2	no demand fulfilled	till date
3	Teaching staff	shortage in every school
4	—	—
5	—	—

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD - PDP, Health
2	EDUCATION / Anganwadi
3	Panchayat, Animal Husbandary
2	LEAST RESPONSIVE DEPARTMENTS
1	Agriculture - Horticulture
2	Horticulture
3	Revenue

ii. FEEDBACK ON UT INITIATIVES

There is no benefit of Govt Scheme in this Panchayat as every department is deservous for his work. They are not implementing govt schemes at ground level. As a Panchayat officer my personal views are not positive about the B2V5 as people are not satisfied.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Shortage of Teaching Staffs
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Electricity poles & Transformers
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)	Yes. Govt should take interest in farflung areas & should take steps to do work in this regard.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	02
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	yes.

Signature of Sarpanch

Name: Mubarak Bi

Signature of the Visiting Officer

Name: Moad Jha

INSTRUCTION MANUAL FOR B2V5



Governance at doorsteps

7th to 16th NOVEMBER 2023.