

INSTRUCTION MANUAL FOR B2V5



VALID TO 10th NOVEMBER 2024

KEY FEATURES

- Deputy Commissioners to lead the initiative
- Rural Development Department to be the nodal department
- Planning Development & Monitoring department and IT to be the support departments

INSTRUCTIONS FOR THE VISITING OFFICER

Activity	INSTRUCTIONS	ACTION POINTS
Activity 1	Seeking details from the District Inam	- Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.kpanchayat.k.gov.in or www.kpanchayat.in - Also take print outs of the summarized excel sheets of the previous phases from www.kpanchayat.k.gov.in or www.kpanchayat.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 print of blank 2 booklets of B2V3 from www.kpanchayat.in /www.kpanchayat.k.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 Awasas- beneficiaries alongwith HHIL 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

Activity 1	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 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, RCC 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 Kshidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigam, 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. Whenever possible, distribute employment letters for people selected under various government employments. 13. Conduct social audit of works under following schemes: MGNREGA, PMAY, BHH, toilets and payments CSCs & AMRIT SAROVARS. 14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved. 15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc. 16. Organize village-level cultural events to engage panchayat members. 17. Obtain a candid assessment about the performance of various depts, including fair feedback about discrepancies in functioning. 18. Open discussion on Nasha Mukta Abhiyan, corruption-free Panchayat, etc. 19. Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.
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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 DC's, 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.jlpanchayat.jk.gov.in portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Mukti, Bhraashtrachar Mukti, Rojgar 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, V.L.W 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. Bhraashtrachar Mukti J&K.
 - vi. Nasha Mukti 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 (DDO/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, Keros, Janhigidi, Digital MK
JKI/PSU counters/outlets	a) Status of counter b) Number of visitors etc.
Incomplete buildings/projects	Verify whether identification and redistribution done
PDS	Visit, evaluate, online status
PHC	Visit, evaluate, status of staff, equipment and quality
PMAY	Inspect, Insurgure
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/ Haul/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

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 Ujjwala 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 improved 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 Ekklavya 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/sinkage 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 BHHs 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 BHHs in the Gram Panchayat have toilets? Yes/No
- iv. Are all the BHHs 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/Anganwadifunctional 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.

- 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 Panchayat have 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 in 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 Hala 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 PanchayatGhar 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 Panchayat have 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
- 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	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/JHHL 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-UrnatPortal 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, EOI 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 Papers 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 "AppZameenApp Ki Nigani". 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 PMJJY/ 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.

		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	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 Tishar. 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 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. 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	i. Organizing of Tribal Artisan Mela 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 fair 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 NISLM/Tribal Affairs. ii. Skill Training of B2VA/MTMP2 youth. iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of J&K 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 & Anganwaris 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 BadaitalJ&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.



10/11 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	ASHOK KUMAR
2	Designation	AEE
3	Department	TLMD-Y SUB-DIVISION-III SAMBA
4	Place of posting	JKPDC JAMMU
5	Mobile No	9419231617
6	Email ID	ASHOK25THAPPA@GMAIL.COM
7	Home District	JAMMU
8	Dates of visit	14 th NOV. to 15 th NOV. 2023

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

S.No	Particulars	
1	Name of the Panchayat	SAGIDON
2	Local Government Directory(LGD) code of the Panchayat	240546
3	Name of CD Block	NAGROTA
4	Name of Tehsil	JAMMU
5	Name of District	JAMMU

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	08
2	No. of hamlets in the Panchayat	20
3	No. of households in the Panchayat	580
4	Population (approx) of the Panchayat	3490

QUESTIONNAIRE FOR B2V5

Schedule-I (B)

(Details of Officers/ Officials present in the Panchayat)

(To be filled up by the Visiting Officer during his/her visit to the Panchayat. All fields have to be filled by the Visiting Officer before the booklet is handed over to the DC.)

S. No	Department	Name	Designation	Present / Absent	Remarks
1	Agriculture	Vishal Mann	JAEO	Present	
2	Education	Pithey Sumbria	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Kuldip Raj	Ration-Dealer	Present	
4	Forest	Sansar Chand	Forest Guard	Present	
5	Health and Medical Education	Meharish Malik	MLHP	Present	
6	ICDS Department	Kumli Devi	A.W.H	Present	
7	Irrigation and Flood Control Department	Vijender Kumar	A.E	Present	
8	Jai Shakti Department	Swinder Singh	A.E	Present	
9	Power Development Department	Karan Singh	Lineman	Present	
10	Public Works Department	Singay Gupta	J.E	Present	
11	Revenue	Asif Khalig	Patwari	Present	
12	Rural Development and Panchayat Raj	Pankaj Kumar	Account Assistant	Present	
13	Skill Development	-	-	Absent	Absent
14	Social Welfare Department	Prishan Lal	Craft Assistant	Present	
15	Youth Services and Sports Department	Vijender Kumar	P.E.M	Present	
16	Others (Animal Husbandry)	Narinder Kumar	Vet. Mann	Present	
17	Panchayat Shiksha	Charan Ram	Mali/charita	Present	
18	RDD	Gurpreet Singh	Acc. Assistant	Present	
19	Dept. of Soil & Water Conservation	Rajiv Nangaria	Z.S.C.O	Present	
20					

QUESTIONNAIRE FOR B2V5

Schedule-II

(FIRST HAND INFORMATION ON INFRASTRUCTURE - PANCHAYAT ASSET REGISTER AND ITS UTILIZATION)

1	Infrastructure of Panchayat Ghar				
	a) Gorthulling/private	Yes			
	b) New/needing repairs	Yes			
	II. Furniture (Y/N)	Yes			
	III. Computer / printer (Y/N)	Yes			
	IV. Internet (Y/N)	NO			
	V. Telephone (Y/N)	Yes			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes			
	VII. Water (Y/N)	Yes			
	VIII. Electricity (Y/N)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	-	-	-	-
	b) Primary	-	-	-	-
	c) Middle	04	157	19	Govt.
	d) High	01	93	09	Govt.
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Regular / Irregular vacancies	Govt Building/ Private Building
		00	251	05/00	Private
4	Healthcare facility	No. of sub-centres	No. of PHCs	No. of health & wellness centres	No. of Institute having Govt. building
		(NTPHC)			
		01	251	01	01
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 host (Y/N)	NO			
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	
		01	679	673 Functional	
12	Government offices- details, whether functional or not	No. of Govt Offices			
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		01	Harjan	-	Yes
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Devale River			
15	i. Whether Panchayat assets captured on e-Gram Sampadaapp (Y/N)	Yes			
	ii. Number of Asset captured	10			
	iii. Please mention assets				
	1.	GHS Sajon			
	2.	CPAD & Ration Depot.			
	3.	HNG Sajon			
	4.	Anganwadi Centre Naini Adella.			
	5.	Housing shed Baba Baid.			
16	List of Incomplete Buildings- names, year of construction	Name of	Year of construction		
		-	-		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Primary School building	-		

QUESTIONNAIRE FOR B2V5

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

S. No	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDING
1	Old age pension	Social Department / Welfare	148	148	
2	Widow pension	Social Department / Welfare	19	19	
3	Disability pension	Social Department / Welfare	15	15	
4	Status under Stunting Mukh	Social Department / Welfare	Nil	Nil	
5	Status under wasting Mukh	Social Department / Welfare	Nil	Nil	
6	Equipment's provided to Specially abled persons (Implants, bicycles etc)	Social Department / Welfare	Nil	Nil	
7	Digital Services provided	IT / RDO / CSC	Nil	Nil	
8	Debt Free	Agriculture Department	-	-	
9	Kisan credit card	Agriculture Department	248	208	Lack of interest
10	PM Kisan Sammanidhi	Agriculture Department	248	208	-
11	Employment Schemes (PMGSY, Tejaswini, MGNREGS, Haryana Youth, Himayat, etc)	Employment Department	-	-	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	
13	DM Implementation	Jal Shakti Department			
	I. No. of households provided PMTC		571	571	
	II. No. of villages certified (No.)		524	571	Lack of program
14	No. of Households electrified	PDO	571	571	
15	PMKT - Grams	RDGS PR	120	39	Lack of Fund
16	Shiksha - DMH for (Poor) (Household) (No.)	RDGS PR			
17	ODF (No. villages) (No.)	RDGS PR	08	08	
18	Targeted Suck get completed	RDGS PR	01	01	
19	SRM	RDGS PR			
	I. Number of Self Help Group formed		05	60	
	II. Number of Households involved		50	200	
20	Land Parcel/hold Saturation	Revenue Department	100%	100%	100%
21	Pending Mutations	Revenue Department	Nil	Nil	Nil
22	Deutsche Certification	Revenue Department	2773	2773	
23	Persons identified drug addicts	DDO/ Sanjay	-	-	-
24	Awareness Camps for de-addiction conducted	DDO/ Sanjay	-	-	-
25	Drug addicts rehabilitated	DDO/ Sanjay	-	-	-
26	Golden Health Card under Ayushman Bharat	Health Department	4057	3940	Lack of awareness
27	Janani Suraksha project	Health Department	42	42	
28	Status under Anaemia Mukh	Health Department	440	440	
29	Status under Lactose Mukh	Health Department	-	-	-
30	Number of Ayushman Helix organized at Health & Wellness centers (CHCs) under Ayushman Bharat	Health Department	30	30	
31	Number of Ayushman Helix held	Health Department	15	15	
32	Out of School Children brought to Schools	School Department / Education	Nil		
33	Number of students still out of schools	School Department / Education	Nil		
34	Persons educated through bridge course	School Department / Education	Nil		
35	Household using clean cooking fuel (LPG)	PCS & CA	571	480 (approx)	Lack of awareness

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Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & Wellness Centre, Sagoon
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	Total 07 Asha worker-03 Doctor-01 Paramedical-03
4	No of patients attended during the month	115 (Oct-2023)
5	Status of medicine availability	Available
6	Special medical camp held, if any	Yes (02-per month)
7	Status of Immunization	Every (2nd & 4th Wednesday)
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	Nil
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	-
12	Remarks of the Visiting Officer	Functioning smoothly

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. High School, Sagoon
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	07/13
4	Enrolment of the School a) Boys b) Girls	Boys-46 Girls-47
5	Availability of play ground	Yes
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'	Symposium, Drawing etc.
10	Other	-
11	Remarks of the Visiting Officer	Visited the school found it clean & happy school.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari Center	Nalor Mahalle
2	Number of children enrolled a) Boys b) Girls	28 13 15
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper / worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	Yes
7	Availability of timely Ration	Yes
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	Nil
12	Number of children wasted	Nil
13	Any Other	-
14	Remarks of the Visiting Officer	All the Register checked and found to be

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Sageon
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Kuldeep Raj
4	No of registered beneficiaries	679
5	No of beneficiaries drawing Ration from the store	673
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	Furniture Smoothly and Ration are well found.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Susinsar
2	No of Accounts in the branch	1431
3	No of persons applied under various self-employment schemes	40
4	No of cases sanctioned under various self-employment schemes	40
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	10
6	Availability of ATM	Yes
7	Any Other	-
8	Remarks of the Visiting Officer	Visited the IRE Extension Bank Susinsar

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Panjoa
2	Condition of Amrit Sarovar	Need Repairs
3	Details of repair undertaken, if any	-
4	Utilization of Amrit Sarovar	Yes
5	Any Other	-
6	Remarks of the Visiting Officer	Visited the site and found site not Paving

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	G.H.S Sagron
2	Condition of Playground	Good
3	Utilization of Playground	Gaming purposes
4	Any Other	-
5	Remarks of the Visiting Officer	Visited the site and are in good condition

VIII. Partwarikhana:

S. No	Particulars	Status
1	Location of Partwarikhana	Susinsar
2	Government/ Private building	Private
3	Land passbook saturation	Yes (100%)
4	Pending mutations	Nil
5	Any Other	-
6	Remarks of the Visiting Officer	Not availability of land office in the Landpt.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Sageon
2	Name of the beneficiary	Rohit Singh
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	-
5	Remarks of the Visiting Officer	Visited the site and found completed house

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Near Panchayat Ghar
2	Name of the beneficiaries	Amit Singh
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	In use
4	Any Other	-
5	Remarks of the Visiting Officer	Visited and found completed

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Surinder
2	No of online services provided by the CSC	Yes
3	No of persons approached for services	210 (Approx)
4	Any Other	-
5	Remarks of the Visiting Officer	Found satisfactory

XII. Observation of field officer on basic amenities:

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

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Schedule-V
(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Date
A	Cultural Events/ Programmes	
	1. Debates and Seminars	Yes
	2. Skits, Songs, Dramas	Skits, Songs
	3. Local Folk programme / Show	Folk dance at HS. Sagar
	4. Discussions with PML and Senior citizens	Yes
	5. Exhibitions	Yes
B	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	NO
C	Inaugurations (If any)	-
	PMAY house	Yes
	Segregation Sheds	-
	Amrit Serojar	-
	JIM Assets	-
	Compost / Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	-
D	Distribution of certificates	
	Self Employment Schemes	-
	Land Pass books	-
	Any other	
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Ridge on Nasha Mukt Maret in Panchayat

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Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	No Poverty
2	Activities undertaken under the Theme (as per instruction manual)	Issued Job cards to labourers under MGNREGS
3	Status of activities undertaken	Activities ongoing
4	Visible impact of the Activities	People became aware of the activities carried out by the Panchayat & line departments
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	23
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Illiteracy, lack of awareness, lack of participation by local public
8	Remarks of the Visiting Officer on the status SDG Theme	More awareness programmes should be conducted in Panchayat

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Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Teachers recruited for H's Sapoon	
2	Gambling And ATM Services	
3	Whidmat Centre / CSC	
4		
5		
B	Impact of B2V1 to B2V4	
1	Work taken up has been Completed	
2	People's participation has been increased	
3		
4		
5		
C	Challenges in the Panchayat	
1	Road Connectivity should be improved	
2	Top water requirement should be met	
3		
4		
5		
D	Suggestions if any	
1	Const. of Road from Chelani to Panjra via Sargod to Niga Panjra	
2	Const. of Road Taryad to Bolla Behar via Patharwa & Kargunil	
3	Block Dipping of Link Road at village Sapoon	
4	11 mile 2 main Road near Pura Bolla End (Sapoon)	
5	Const. of Road from Sapoon to Panjra via Jali thar	

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Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD (Rural Development Department)
2	SCDS
3	Health
2	LEAST RESPONSIVE DEPARTMENTS
1	DIL
2	Skill Development
3	Youth Services & Sports Department

II. FEEDBACK ON UT INITIATIVES

The Back to village initiative undertaken by JKOT are commendable. The efforts to reconnect with rural communities, address their concerns & implement developmental projects showcase a commitment to inclusive governance. The initiative contributes to holistic rural development.

III. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Rating
1	Any major complaint brought to the notice of the Visiting Officer	Road connecting to Chalni is Panchayat. via Nagrota to Alka Panchayat.
2	Major/urgent public demands that was/were reflected earlier but have not been addressed so far.	Construction of Road from Nagrota to Bhatla Lohar via Pathar and Kangeri.
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)	Positive impact on communities was observable. Shoutkarit the Success for Program in bridging urban and rural gaps.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	08/10
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the visiting officer Ashok Kumar has stayed in Panchayat for 2 days from 14 Nov to 15 Nov 2023 under B2V5 (B2V5)

Signature of Sarpanch

Signature of the Visiting Officer

Name

Name

Ashwani Kumar
Ashwani Kumar
SARPANCH
Pvt. Helga Sagoon
Block Nagrota (J&K)

Ashok Kumar