

# INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023

## KEYFEATURES

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

## INSTRUCTIONS FOR THE VISITING OFFICER

Activity	INSTRUCTIONS	ACTION POINTS
Activity	Seeking details from the District team	<ol style="list-style-type: none"> <li>Take print outs of filled booklets of B2V1, B2V2 and B2V3 &amp; B2V4 from <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a> or <a href="http://www.jkpanchayat.in">www.jkpanchayat.in</a></li> <li>Also take print outs of the summarized excel sheets of the previous phases from <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a> or <a href="http://www.jkpanchayat.in">www.jkpanchayat.in</a> ATRs on issues raised during previous 4 phases of B2V and feedback on deliverables of last year from the office of Deputy Commissioner.</li> <li>Take prints of blank 2 booklets of B2V5 from <a href="http://www.jkpanchayat.in">www.jkpanchayat.in</a> /<a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a></li> <li>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"> <li>• PRI grants</li> <li>• District Plan</li> <li>• UT plan</li> <li>• MGNREGA</li> <li>• Other schemes of other departments</li> <li>• Any other work</li> </ul> </li> <li>Plans/ beneficiary lists: <ul style="list-style-type: none"> <li>• MGNREGA draft plan document for the year 2023-24.</li> <li>• List of Awaas+ beneficiaries alongwith IHHL Convergence</li> <li>• List of pension beneficiaries</li> <li>• List of SHGs</li> <li>• List of agriculture scheme beneficiaries</li> </ul> </li> <li>Lists of beneficiaries for: <ul style="list-style-type: none"> <li>• Various certificates/ benefits to be distributed by the visiting officer.</li> <li>• Any other activities identified by different departments</li> </ul> </li> </ol>

Activity 2	Reach the Panchayat on day of visit.	<ol style="list-style-type: none"> <li>1. To hold meetings with PRIs, Officers/officials of the department, and General Public to have firsthand information about the Infrastructure &amp; implementation of Schemes as per Schedule 1A, 1B &amp; Schedule-II.</li> <li>2. Ensure that all front line workers of different depts are present.</li> <li>3. Ensure exhibition by different depts. about individual beneficiary schemes.</li> <li>4. Inspect JKB/PSB counters/outlets.</li> <li>5. Participate/ensure organization of sports activity in playfield, talent hunt cultural event/youth activity.</li> <li>6. Ensure awareness generation about PM Vishwakarma scheme and AyushmanBhav.</li> <li>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.</li> <li>8. Visit government establishments, i.e., Health facility, Education Institute, Anganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc.</li> <li>9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&amp;K, etc.</li> <li>10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JJM, etc.</li> <li>11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat.</li> <li>12. Wherever possible, distribute employment letters for people selected under various government employments.</li> <li>13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs &amp; AMRIT SAROVARS.</li> <li>14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved.</li> <li>15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc.</li> <li>16. Organize village-level cultural events to engage panchayat members.</li> <li>17. Obtain a candid assessment about the performance of various depts, including fair feedback about discrepancies in functioning.</li> <li>18. Open discussion on Nasha Mukti Abhiyan, corruption-free Panchayat, etc.</li> <li>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.</li> </ol>
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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 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](http://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 PRI members (Sarpancha, 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](http://www.jkpanchayat.in) / [www.jkpanchayat.jk.gov.in](http://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 Nigrani, Beams, Janbhagidari, Digital J&K <i>No Khidmat Centre</i>
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc <i>visited J&amp;K Bank Branch, Bank official visited Gram Sabha and quarters</i>
Incomplete buildings/projects	Verify whether identification and redistribution done
PDS	Visit, evaluate, online status <i>visited and verified, C Kyc to be done</i>
PHC	Visit- evaluate, status of staff, equipment and quality <i>visited Accidental Hospital, and enquired about staff position</i>
PMAY	Inspect, Inaugurate <i>Inspected under construction 3 houses</i>
My school, my pride progress; schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff <i>visited and checked</i>
Swachh SBM	Evaluate <i>On progress</i>
Panchayat play ground, Sports kits distribution Village games	Ensure, verify, Participate in at least one game in the playground <i>no panchayat play ground participated in volleyball game in HSS ground</i>
Har Gaon Hariyali, Plantation drive	Evaluate status, feedback <i>Conducted</i>
Village cultural event	Participate in ensure that it is held <i>Conducted</i>
Dangal/ Haat/Mela	<i>— nil</i>
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 <i>Department queried about their schemes</i>

## AWARENESS GENERATION ABOUT FLAG SHIP SCHEMES

The Visiting Officer shall create awareness about the following schemes:-

### FLAG SHIP SCHEMES

1. Ayushman Bharat- PMJAY	awared
2. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission	awared
3. PM Awas Yojana (Rural)	awared
4. PM Ujjawala Yojana	awared
5. PM Vishwakarma	awared
6. PM Kissan Samman Nidhi	awared
7. Kissan Credit Card (KCC)	awared
8. PM Poshan Abhiyan	awared
9. Har Ghar Jal- Jal Jeevan Mission	awared
10. Survey of Villages and Mapping with improvised technology in Village areas (SVANMITVA)	done and awared
11. Jan Dhan Yojana	awared
12. Jeevan Jyoti Bima Yojana	awared
13. PM KUSUM Yojana	awared
14. Suraksha Bima Yojana	awared
15. Atal Pension Yojana	awared

### ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS

1. Enrolment in Eklavya Model residential school	— NA —
2. Scholarship schemes	—
3. Forest Rights Title: Individual and Community Land	—
4. Van Dhan Vikas Kendra: Self Help Groups	—



## 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. *NO*
- 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 Yes*
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands. *Yes*
- vi. Whether schools have started segregating waste. *Yes/No Yes*
- 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 IHHs 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. *NO*
- iii. Do all the IHHs in the Gram Panchayat have toilets? *Yes/No Yes*
- iv. Are all the IHHs toilets functional or not? Yes/No *Yes*
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? *Yes/No Yes*
- vi. Are all the toilets in the schools/Anganwadifunctional or not? Yes/No *Yes*
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No *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 Yes*
- 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 *Yes*
- iv. Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? Yes/NO *Yes*
- v. Do all the schools under the Gram Panchayat have separate toilets for girls and boys? Yes/No *Yes*

#### 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 *Yes*
- iii. Does the Gram Panchayat has its building or not? Yes/No *Yes*
- iv. Is the Gram Panchayat office functional or not? Yes/No *Yes*
- v. Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No *Yes*
- 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 *Income, ration card, physical visit*
- 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 Separate Space, but can use panchayat meeting room for holding meeting*
- iv. Have all the eligible households been registered for Pension or not? Yes/No *Yes*
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No *Yes, 15 youth members were sent for Himmat training in Jammu*
- 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 *No*
- 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 *Yes*
- vi. Are all the eligible households getting benefits from IAY or not? Yes/No *Yes*

#### 8. Engendered Development in Village

- i. How many Mahila Sabha's were organized in the Gram Panchayat *2*
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) *Can use common space*
- 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. *Yes 142*
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana *1*

#### 9. Self-sufficient infrastructure in the village



- i. Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet. Yes/No NO
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No) NO
- iii. Whether child-friendly park with required facilities is available in GP (Yes/No) NO
- iv. Whether the GP has easy access to Godown for storage (Yes/No) NO
- v. Whether street lights are provided in public places for ensuring safety (Yes/No) Yes

## Deliverables:

S/No	Department	Deliverable
1	Agriculture Production Department	<ul style="list-style-type: none"> <li>i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms.</li> <li>ii. Ensuring saturation of Kissan Credit Cards (KCC) &amp; Soil Health Cards (SHC).</li> <li>iii. Awareness about G.I. Tagging of agriculture crops.</li> <li>iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment.</li> <li>v. Distribution of seedling and seeds including Rabi seeds, lavender seeds.</li> <li>vi. Implementation of FasalBeemaYojna (Crop Insurance)</li> <li>vii. Issuing sanction letters for insurance of the Cattle</li> </ul>
2	Rural Development Department	<ul style="list-style-type: none"> <li>i. Establishment of AmritSarovar per Panchayat (Target/Achievement)</li> <li>ii. Saturation of all households in SHGs across all panchayats.</li> <li>iii. Number of works verified and completed during B2V-I, II, III &amp; IV.</li> <li>iv. Achieving 100% social audit of PMAY.</li> <li>v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households</li> <li>vi. Achieving PMAY/IHHL Saturation.</li> <li>vii. Status of Drug Free/Corruption free Panchayats</li> <li>viii. Organizing of various sports events at the Panchayat level.</li> </ul>
3	Information Technology	<ul style="list-style-type: none"> <li>i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated.</li> <li>ii. Awareness about BEAMS, Janbhagidari &amp; E-UnnatPortal etc.</li> <li>iii. Hoardings, Wall paintings in all panchayats about Digital J&amp;K &amp; Services.</li> <li>iv. Organizing of one CSC Camps per panchayat.</li> <li>v. Assistance to be provided in enrolment for User Services, Golden Card, Domicile Certificates etc.</li> </ul>
4	Finance Department	<ul style="list-style-type: none"> <li>i. Number of Aadhaar Linked accounts under PMJJY, PMSBY, APY &amp; PMJDY.</li> <li>ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&amp;K Bank, EDI and Labour.</li> <li>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.</li> <li>iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc.</li> </ul>
5	Revenue Department	<ul style="list-style-type: none"> <li>i. Awareness programme about Management legacy data of registration &amp; Delivery of registration documents online to the citizens by the Tehsildar concerned.</li> <li>ii. Information campaign for popularization of "AapZameenAap Ki Nigrani".</li> <li>iii. Achieving saturation of land passbooks.</li> <li>iv. Pending inheritance mutations to be completed.</li> <li>v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)</li> </ul>
6	Health & Medical Department	<ul style="list-style-type: none"> <li>i. Saturation of Golden Cards under PMJJY/ SEHAT Scheme.</li> <li>ii. Swachh Hospitals- Clean Toilets and Junk free premises.</li> <li>iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats.</li> <li>iv. Screening of School Children.</li> <li>v. Awareness about screening of NCD (Non communicable disease).</li> </ul>
7	Social Welfare	<ul style="list-style-type: none"> <li>i. Geo-tagging of established Child Care Institutions.</li> <li>ii. Saturation of Old Age Pension ISSS/NSAP.</li> <li>iii. Number of Disability Cards (UDID) digitized.</li> <li>iv. 500 Anaemia check-up camps to be conducted.</li> <li>v. Number of Aanganwari Beneficiaries Aadhar Seeded.</li> </ul>



		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 Tivhar. iii. Promotion of local artists by way of organizing KaviSamaylan, Painting competitions etc.
11	Labour & Employment	i. Registration of Job Seekers 50 per District. ii. Organizing of one Job 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 TabhiBadege Bharat. <i>257</i> ii. Identification of out of school Children and their enrolment. <i>N/A</i> iii. My School My Pride-Cleanliness and Maintenance drives to be organized. <i>367</i> iv. Holding of at least 200 Parent Teacher meetings per district. <i>322</i> v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility. <i>3</i>
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. <i>N/A</i>
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. <i>N/A</i>
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. <i>02 (Arhar)</i> iv. 100% admission Polytechnic/ITI.

*Demand: Training to be conducted in cluster-cluster not in far off places*



		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. <i>ml</i> 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 to 16<sup>th</sup> 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	Gurabachan Kumar
2	Designation	Sr. Lecturer
3	Department	School Education Department, Jammu
4	Place of posting	Govt HSS Nud, Samba
5	Mobile No	9469261727
6	Email ID	www.gurabachankumar2381@gmail.com
7	Home District	Jammu
8	Dates of visit	14/11/2023 to 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	Chauki
2	Local Government Directory(LGD) code of the Panchayat	240468
3	Name of CD Block	Chauki - Chausa
4	Name of Tehsil	Chauki - Chausa
5	Name of District	Jammu

## C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	3
2	No. of hamlets in the Panchayat	7
3	No. of households in the Panchayat	284
4	Population (approx) of the Panchayat	1114



# 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	Shakti Sharma	AGA	Present	
2	Education	Arjun Sharma	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Seraf-ud-din	TSO	Present	
4	Forest	Mangal Ram	Forest Guard	Present	
5	Health and Medical Education	Ashok Kumar Mahesh Kumar	CHC Sr. Pharmacist	Present	
6	ICDS Department	Santosh Kumar	AWW	Present	
7	Irrigation and Flood Control Department	—	—	—	
8	Jal Shakti Department	Rakesh Kumar	ITI Worker	Present	
9	Power Development Department	Kuldeep Rast	Lineman	Present	
10	Public Works Department	Rakesh Kumar	CP Worker	Present	
11	Revenue	Sarhad Ali	Patwari	Present	
12	Rural Development and Panchayat Raj	Mahd. Magsood	VLW	Present	
13	Skill Development	—	—	—	
14	Social Welfare Department	Shivani Sharma	Conductress	Present	
15	Youth Services and Sports Department	Som Natta	Master Sports	Present	
16	Others H & ME	Kailash Devi	Asst Worker	Present	
17	ICDS	Renuka Sharma	AWW	Present	
18	NRLM	Manita Sharma	Worker	Present	
19	Animal Husbandary	Pooja Sharma	Vet. Pharmacist	Present	
20	Electron	Satish Kumar	BLO	Present	

21	JK Bank.	Ajag Khao	Bank official	Present
22	Social forestry	Romail Singh	Guard	Present
23	DIC	Mohd. Sajid	Field officer	Present
24	Horticulture	Ashfaq Masid	Techn. IV	Present
25	Sheep husbandary	Mohan Lal	field officers	Present

# QUESTIONNAIRE FOR B2V5

## Schedule-II

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

1	Infrastructure of Panchayat Ghar	CHOWKI			
	a) Govt building/private	Govt Building			
	b) New/need repairs	need repairing			
	II. Furniture(Y/N)	Yes			
	III. Computer/printer(Y/N)	Yes			
	IV. Internet (Y/N)	Yes			
	V. Telephone (Y/N)	No			
	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	3	34	NIL	Govt building
	c) Middle	1	39	01	do
	d) High	—	—	—	—
	e) Higher Secondary	1	249	06	Govt building
	f) College	—	—	—	—
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
		05	80	2 (Helpers)	Private building
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institute having Govt. building
		0	0	0	1 (AH, Chana, Gora)
5	Bank branch(Y/N)	Yes	02	JK Bank, Gopich Bank	
6	Availability of ATM (Y/N)	Yes	02	JK Bank	
7	Khidmat center/ CSC (Y/N)	No	—	—	
8	Patwar khana(Y/N)	Yes	01	Govt building by CEO	
9	Village host (Y/N)	NO	—	—	
10	Playground(Y/N)	NO	—	—	at school playground
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1	1065	Yes (95 fingerprints)	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		07	functional		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Old pond	Chowki	Under working	
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Religious tourism, temple of Baba Farid Sidh Tugla.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Not			
	ii. Number of Asset captured				
	iii. Please mention assets				
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		NIL			
17	List of Underutilized Buildings- names	Name	Year of construction		
		Primary School Building	due to clubbing		



# 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	66	66	-
2	Widow pension	Social Department Welfare	18	18	-
3	Disability pension	Social Department Welfare	09	09	-
4	Status under Stunting Mukh	Social Department Welfare	00	00	-
5	Status under wasting Mukh	Social Department Welfare	00	00	-
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare	09	01	under process
7	Digital Services provided	IT/ BDO/ CSC	08	800	-
8	Dakh Kisan	Agriculture Department	10	12	two more than target
9	Kisan credit card	Agriculture Department	284	239	over 50% e-KYC
10	PM Kisan Sammanidhi	Agriculture Department	284	122	land holding, non-MK registered
11	Employment Saturation (PMEP, Tejaswini, Munkle, Mission Youth, etc)	Employment Department	15	15	under training
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	JM Implementation I. No of Household provided FHTC II. Har Ghar Jal village(s) certified (No.)	Jal Shakti Department	284	284	-
14	No of Households electrified	POD	284	284	-
15	PMAY- Gramin	RDD& PR	13	12	-
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	284	284	-
17	ODF Plus villages (No)	RDD& PR	03	03	(ODF)
18	Targeted Sock pit completed	RDD& PR	30	30	-
19	JERIM: I. Number of Self Help Groups formed II. Number of Households involved	RDD& PR	16 180	16 180	-
20	Land Feedback Saturation	Revenue Department	100%	90%	All are completed and there is no pending
21	Pending Mutations	Revenue Department	NIL	NIL	At service is online and all applications have received for certificate also have appeared.
22	Demolition Certificates	Revenue Department	600	600	-
23	Persons identified drug addicts	BDO/ Sarpanch	0	0	-
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	10	10	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	0	0	-
26	Golden Health Card under Ayushman Bharat	Health Department	964	964	-
27	Janani suraksha yojana	Health Department	12	11	1 Pvt delivery
28	Status under Anaemia Mukh	Health Department	0	0	-
29	Status under Leprosy Mukh	Health Department	1	1	-
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	3	3	-
31	Number of Ayushman Sahas held	Health Department	2	2	-
32	Out of School Children brought to Schools	School Department Education	0	0	-
33	Number of students still out of Schools	School Department Education	0	0	-
34	Persons educated through bridge courses	School Department Education	0	0	-
35	Household using clean cooking fuel (LPG)	FCS & CA	284		



# QUESTIONNAIRE FOR B2V5

Schedule-IV  
(FIELD VISITS IN THE PANCHAYAT)

## I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	AH Chaoki-Chaurau
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	10 14
4	No of patients attended during the month	2196
5	Status of medicine availability	available all generic medicine (84)
6	Special medical camp held, if any	01
7	Status of Immunization	46 (during month)
8	Participation of health worker in Village Health and Nutrition Day	05
9	Institutional deliveries in Panchayat (Current Year)	12
10	Non- Institutional deliveries in Panchayat (Current Year)	—
11	Other	—
12	Remarks of the Visiting Officer	Interacted with patients & staff. there is need of posting more staff, as some posts are lying vacant

## II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. HSS Chaoki-Chaurau
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	18 out of 29
4	Enrolment of the School a) Boys b) Girls	140 109 ] 249
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'	Played volleyball match
10	Other	Requirement of Classrooms Examination hall and Lab. on urgent basis.
11	Remarks of the Visiting Officer	While working was going on. PEM was present there due to Purnima holiday

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	AWC Titla.
2	Number of children enrolled	24
	a) Boys	14
	b) Girls	10
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	one pregnant lady enrolled.
14	Remarks of the Visiting Officer	visited AWC Titla on 14.11.2023 and found Centre well maintained and in Hygienic Condition. Staff was very cooperative.

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Chauki
2	Government / Private	Government
3	Name of the dealer (in case of Private)	Ashok Kumar
4	No of registered beneficiaries	1065 (of Panchayat, Chauki, Chauri, Chauri, Chauri)
5	No of beneficiaries drawing Ration from the store	1065 (Buthal, Kankori and Ghori)
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Yes (as per requirement)
9	Any Other	No separate ration depot for each Panchayat
10	Remarks of the Visiting Officer	visited the CAPD Store on 15.11.2023 and found all record and work maintained properly.

e-Kyc was pending.



V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	JLK Bank Chauki Charsa
2	No of Accounts in the branch	10,355
3	No of persons applied under various self-employment schemes	82
4	No of cases sanctioned under various self-employment schemes	77
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	929
6	Availability of ATM	Yes
7	Any Other	their representative briefed about schemes
8	Remarks of the Visiting Officer	visited branch on 14.11.2023 and interacted with staff and account holders. Staff was very cooperative

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Chauki, opposite CAPD Stoa
2	Condition of Amrit Sarovar	under working
3	Details of repair undertaken, if any	NIL
4	Utilization of Amrit Sarovar	under working
5	Any Other	old pond, need attention
6	Remarks of the Visiting Officer	As per view, pond is proposed as Amrit Sarovar, but work has not started, due to issue of funds

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Govt HSS Chauki Charsa
2	Condition of Playground	Good
3	Utilization of Playground	Activities of sports and national functions and school functions
4	Any Other	
5	Remarks of the Visiting Officer	there is need of playground at panchayat level.

VIII. Patwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	ZEO office Chauki Charsa
2	Government/ Private building	Govt
3	Land passbook saturation	100%
4	Pending mutations	NIL
5	Any Other	All services are provided with PSGA
6	Remarks of the Visiting Officer	Need separate building for better functioning

## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Tilla, W.no 1
2	Name of the beneficiary	Sukh Dev
3	Status of the house (completed/ in-use/ under-construction)	Under Construction
4	Any Other	Entered
5	Remarks of the Visiting Officer	Beneficiary was very happy with the scheme and appreciated Govt working

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	W.no 4
2	Name of the beneficiaries	Ashok Kumar
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Under Construction
4	Any Other	-
5	Remarks of the Visiting Officer	In progress

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Not applicable -
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	

## XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good
2	Transport	Good
3	Electricity	Good
4	Drinking water	Good
5	Cleanliness	Good (in HSS playground)
6	Sports facility (Playground)	Need before playground and
7	Any Other	home



# 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	
	1. Debates and Seminars	Yes
	2. Skits, Songs, Dramas	No
	3. Local Folk programme / Show	No
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	No
B	Sports Activities	
	1. Sports Event	Inaugural Volleyball between local youth teams
	2. Distribution of sports kit	
C	Inaugurations (If any)	
	PMAY house	Visited under Construction phase
	Segregation Sheds	No
	Amrit Sarovar	Visited
	JJM Assets	Visited
	Compost/ Soak Pits	Visited
	PMGSY / MGNREGA works	Visited
	Any other Capem	Visited
D	Distribution of certificates	Nil
	Self Employment Schemes	Quered
	Land Pass books	Completed
	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	Yes quered and Pledge taken on Nalla more gram and Surachete Pledges

# QUESTIONNAIRE FOR B2V5

Schedule-VI  
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean and Green Panchayat
2	Activities undertaken under the Theme (as per instruction manual)	plantation drive and Sanitation drive
3	Status of activities undertaken	Satisfactory
4	Visible impact of the Activities	Satisfactory
5	Have Gram Panchayat Development Plan (GPOP) prepared and uploaded	prepared and uploaded
6	How many activities of SDG have been covered under GPOP	02
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Management of Solid and Liquid Wastes
8	Remarks of the Visiting Officer on the status SDG Theme	Various activities has been done on the selected themes but there is

dire need of managing the wastes after segregation and Grey water management.



## QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
<b>A</b> Demands/ Grievances addressed by the Administration		
1	Construction of Culvert at Turgite	
2	Construction of T/Road med. Benda	
3	Construction of T/Road from Tilla to Chauri	
4	Construction of Culvert at W no 3	
5		
<b>B</b> Impact of B2V1 to B2V4		
1	Awareness among public about various government schemes & using judiciously water, electricity, natural resources, cleanliness and sanitation. Some works have done	
2	minimum urgent demands were not fulfilled as proposed by public and its representatives	
3		
4		
5		
<b>C</b> Challenges in the Panchayat		
1	Fill vacant posts of Education, Agriculture and Health Deptt.	
2	Construction of classrooms, Examination halls, Labs in HSS	
3	Monkey Harma on CSC in Chauri	
4	Degraded ITI College in Chauri Chauri	
5	Defence in Harman of ANW, ANH and ANH workers	
<b>D</b> Suggestions if any		
1	In my suggestion all works proposed by public and representative in B2V1 to B2V4 programmes and schemes should be taken in priority so that they can have faith in administration and Govt. and motto of conducting B2V programme can be fulfilled	
2		
3		
4		
5		

# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD
2	PCDS
3	Education
2	LEAST RESPONSIVE DEPARTMENTS
1	PWD
2	PHE
3	PDD

## ii. FEEDBACK ON UT INITIATIVES

It is a good step to connect public with Government and all departments with help of frontline workers, who connect public with various schemes for upliftment of standard and livelihood of common man. But the demands projected in earlier should be filled on priority so that people can have trust on Govt machinery. All over people were happy with the Govt Initiatives.

## iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Non-fulfilment of works proposed by public and representative in B2V (earlier phases) B2V1 - B2V5
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	(i) Construction of room and lab in HSS Chavker Chaur (ii) Examination Hall (iii) opening of degree and ITI College in Chavker Chaur (iv) drinking water
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)	Overall people appreciated the programmes but there were resentment due to non-fulfilment of works proposed in B2V programmes earlier conducted. My suggestion is to fulfill demands projected in programme.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	06/10
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Visiting officer (Gurabachan Kumar) has stayed in the panchayat for 2 days and conducted all field visits

Signature of Sarpanch

Name: Ravi Kumar  
Sarpanch  
Panchayat Chavker

Signature of the Visiting Officer

Name: Gurabachan Kumar  
Visiting Officer (B2V5)  
Panchayat Chavker  
Block Chavker Chaur