

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

Block BHALWAL Panchayat KANGRAIL

SANJAY KUMAR ZUTSHI

Name of Visiting Officer _____ Designation SENIOR-LECTURER

DISTRICT ADMINISTRATION JAMMU

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 1	Seeking details from the District team	<p>a. Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in</p> <p>b. Also take print outs of the summarized excel sheets of the previous phases from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in. ATRs on issues raised during previous 4 phases of B2V and feedback on deliverables of last year from the office of Deputy Commissioner.</p> <p>c. Take prints of blank 2 booklets of B2V5 from www.jkpanchayat.jk.gov.in</p> <p>d. Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads:</p> <ul style="list-style-type: none"> • PRI grants • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work <p>e. Plans/ beneficiary lists:</p> <ul style="list-style-type: none"> • MGNREGA draft plan document for the year 2023-24. • List of Awas+ beneficiaries alongwith HHHL Convergence • List of pension beneficiaries. • List of SHGs • List of agriculture scheme beneficiaries <p>f. Lists of beneficiaries for:</p> <ul style="list-style-type: none"> • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

Activity	Reach the Panchayat on day of visit.	
2		<ol style="list-style-type: none"> 1. To hold meetings with all officers-officials of the department, and General Public to have first hand information about the Infrastructure & implementation of Schemes as per the Department's Schedule-II. 2. Ensure that all front line workers of different depts are present. 3. Ensure exhibition by all depts. about individual beneficiary schemes. 4. Inspect JKH/PSD counters/toilets. 5. Participate/ensure organization of sports activity in playfield, inter dept cultural event/youth activity. 6. Ensure awareness generation about PM Vishwakarma scheme and AyushmanBhav. 7. Ensure saturation of soil health card and Golden Health Card under AyushmanBharat, saturation of Old Age Pension Scheme, Domicile Saturation, KCC Saturation, and saturation of land passbooks. 8. Visit government establishments, i.e., Health facility, Education Institute, Aganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, ParwarKhana, 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, JIM, etc. 11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat. 12. Wherever possible, distribute employment letters for people selected under various government employments. 13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs & AMRIT SAROVARS. 14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved. 15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc. 16. Organize village-level cultural events to engage panchayat members. 17. Obtain a candid assessment about the performance of various depts, including fair feedback about discrepancies in functioning. 18. Open discussion on Nasha 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.

Activity 2	Reach the Panchayat on day of visit.	<ol style="list-style-type: none"> 1. To hold meetings with PRIs, Officers 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, KCC Saturation, and saturation of land passbooks. 8. Visit government establishments, i.e., Health facility, Education Institute, Anganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc. 9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&K, etc. 10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JJM, etc. 11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat. 12. Wherever possible, distribute employment letters for people selected under various government employments. 13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs & AMRIT SAROVARs. 14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved. 15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc. 16. Organize village-level cultural events to engage panchayat members. 17. Obtain a candid assessment about the performance of various depts, including fair feedback about discrepancies in functioning. 18. Open discussion on Nasha Mukt Abhiyan, corruption-free Panchayat, etc. 19. Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.
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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 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 (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 Aapki Nigrani, 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 KisanSamman 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	

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. *Panchayat has managed Private Transport for Garbage with Participation of villagers.*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. *NIL*
- iii. Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest within the Gram Panchayat been done? Yes/No. If No, reason thereof. *- Yes*
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No *NO*
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands. *NIL*
- 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 *NO*
- 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/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. *02*

- 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 → Source of Income below ₹2000/- PA, Shelterless, Landless villagers are eligible. ✓
 - 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 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 02
 - 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. 35
 - v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva VandanaYojana 11

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) ✓
Street lights have been Installed but Require maintenance.

Deliverables:

S/No	Department	Deliverable
1	Agriculture Production Department	<ul style="list-style-type: none"> i. Awareness programmes regarding the establishment of 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-Unnat Portal 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.

		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 fares 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 TabhiBadega Bharat ii. Identification of out of school Children and their enrolment. iii. My School My Pride-Cleanliness and Maintenance drives to be organized. iv. Holding of at least 200 Parent Teacher meetings per district. v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility.
13	Higher Education	i. Digital push for Open & Distance Learning (ODL) and online courses. ii. My college my pride (NashaMukht Camps, Eco Clubs, Sports & Games) iii. Careers counselling and Job placements.
14	Youth Services & Sports	i. Organizing sports activities/games in every panchayat. ii. Distribution of sports kits. iii. Stadium / Flood Lights
15	Transport	i. Steps taken to reduce the occurrence of road accidents. ii. Cases under MUMKIN scheme to be finalized.
16	Tribal Affairs	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 fare price shops. ii. Saturation of Aadhaar Seeded Ration Cards. iii. 100% grievance redressal to be ensured. iv. Awareness about the schemes of the Department
19	Skill Development	i. Training of left out SHG members registered with NRLM/Tribal Affairs. ii. Skill Training of B2V4/MTMP2 youth. iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of JK UT. iv. 100% admission Polytechnic/ITI.

		v. 100% Implementation of Skill strengthening for industrial value enhancement Scheme.
20	Cooperative	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 Vishwa Karma Scheme.
35	Planning Development & Monitoring Department	i. Monitoring of CSS / Flagship Programmes. ii. Physical verification of completed projects/ works. iii. Monitoring of Aspirational Panchayat, Block and District programmes. iv. Awareness programme about registration of Births & Deaths. v. Panchayat development index rating verification.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	SANJAY KUMAR ZUTSHI
2	Designation	SENIOR LECTURER
3	Department	EDUCATION
4	Place of posting	GOVT. HIGHER SEC. SCHOOL JAGTI CAMP JAMMU
5	Mobile No	9469607007
6	Email ID	SanjayZutshi20@gmail.com
7	Home District	ANANTNAG KASHMIR
8	Dates of visit	14th & 15th NOVEMBER 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	KANGRAIL
2	Local Government Directory(LGD) code of the Panchayat	240507
3	Name of CD Block	BHALWAL
4	Name of Tehsil	BHALWAL
5	Name of District	JAMMU

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	05 HAMLETS (07 WARDS)
3	No. of households in the Panchayat	638
4	Population (approx) of the Panchayat	3700 (APP)

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	→ Rakesh Ku. Bakeshi	Agricult Ex. Asst	Present	-
2	Education	→ JAYAK RAJ	TEACHER	Present	-
3	Food, Civil Supplies and Consumer Affairs	→ DALIP SINGH	TEACHER	Present	-
4	Forest	-	-	-	-
5	Health and Medical Education	→ Shobna Devi → Sudesha Kumari	Asha Worker Health Educator	Present Present	- -
6	ICDS Department	→ Prakashe Devi → Anas Jyoti, Ritu Jangal	CHO Mithamunda Worker	Present Present	- -
7	Irrigation and Flood Control Department	→ S.K. Choudhary	JE	Present	-
8	Jal Shakti Department	→ Sukh Dev Sharma	Incharge Jal Shakti	Present	-
9	Power Development Department	→ Anil Kumar	Revenue Assistant	Present	-
10	Public Works Department	→ Rashpal Chander	works supervisor	Present	-
11	Revenue	→ Susteel Virdhi	Patwari	Present	-
12	Rural Development and Panchayat Raj	→ Raj Kumar	Panchayat Secretary	Present	-
13	Skill Development	-	-	-	-
14	Social Welfare Department	→ Santosh Kumari	Senior Assistant	Present	-
15	Youth Services and Sports Department	-	-	-	-
16	Others Floriculture	Tarseem Lal	Field Assistant	Present	-
17	/	/	/	/	/
18	/	/	/	/	/
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	Govt.			
	b) New/need repairs	Need repairs			
	II. Furniture(Y/N)	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)	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	Located in Middle school			
	b) Primary	-	-	-	-
	c) Middle	01	92	-	Govt.
	d) High	01	155	-	Govt.
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		05	106	02	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		NIL	-	-	-
		NIL	NIL	NIL	NA
5	Bank branch(Y/N)	No	-	-	-
6	Availability of ATM (Y/N)	No	-	-	-
7	Khidmat center/ CSC (Y/N)	IS	-	-	-
8	Patwarkhana(Y/N)	ES	-	-	-
9	Village haat (Y/N)	YES	-	-	-
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	
		02	587	YES	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		05		YES	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		NA	NA	NA	NA
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	-NA-			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	-NO-			
	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		
		NA	NA		
17	List of Underutilized Buildings- names	Name	Year of construction		
		NA	NA		

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	REMARKS
1	Old Age pension	Social Department Welfare	121	121	-
2	Widow pension	Social Department Welfare	23	23	-
3	Disability pension	Social Department Welfare	14	14	-
4	Status under Stunting Mukht	Social Department Welfare	-	-	-
5	Status under wasting Mukht	Social Department Welfare	-	-	-
6	Equipment's provided to Specially abled persons(Implants, tricycles etc)	Social Department Welfare	-	-	-
7	Digital Services provided	IT/ BDO/ CSC	-	-	-
8	Daksh Kisan	Agriculture Department	All	All	-
9	Kisan credit card	Agriculture Department	45	Entered in Portal	-
10	PM Kisan Sammanidhi	Agriculture Department	190	151	-
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	180	169	Due to lack of documentation - Re-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	JJM Implementation	Jai Shakti Department	-	-	-
	I. No of Household provided FHTC		638	250	under process
	ii. Har Ghar Jal village(s) certified (No.)		-	-	-
14	No of Households electrified	PDD	638	638	-
15	PMAY- Gramin	RDD& PR	72	19	Lock of funds
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	136	136	-
17	ODF Plus villages (No)	RDD& PR	Free of ODF	All	-
18	Targeted Sock pit completed	RDD& PR	13	13	-
19	JKRLM:	RDD& PR	-	-	-
	I. Number of Self Help Groups formed		18	18	-
	ii. Number of Households involved		180	180	-
20	Land Passbook Saturation	Revenue Department	90	82	under process
21	Pending Mutations	Revenue Department	NIL	-	-
22	Domicile Certificates	Revenue Department	95% issued	-	-
23	Persons identified drug addicts	BDO/ Sarpanch	-	-	-
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	-	-	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	-
26	Golden Health Card under Ayushman Bharat	Health Department	2114	90	Finger Print not matched
27	Janani suraksha yojana	Health Department	53	13	Lack of funds
28	Status under Anaemia Mukht	Health Department	NIL	NIL	-
29	Status under Leprosy Mukht	Health Department	NIL	NIL	-
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	04	-	-
31	Number of Ayushman Sabas held	Health Department	12	-	By PHC Medicine
32	Out of School Children brought to Schools	School Department Education	50	-	-
33	Number of students still out of Schools	School Department Education	-	-	-
34	Persons educated through bridge courses	School Department Education	-	-	-
35	Household using clean cooking fuel (LPG)	FCS & CA	All	-	-

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	- NA -
2	Type of building (Govt./ Private)	-
3	Availability of Staff a) Doctor b) Paramedical	- Asha workers Available -
4	No of patients attended during the month	-
5	Status of medicine availability	-
6	Special medical camp held, if any	Medical Camps are organised by PHE Mushinwala.
7	Status of Immunization	-
8	Participation of health worker in Village Health and Nutrition Day	-
9	Institutional deliveries in Panchayat (Current Year)	Camps are organised by PHE Mushinwala to distribute Iron Tab. Vit A Tab, Folic Acid etc.
10	Non- Institutional deliveries in Panchayat (Current Year)	
11	Other	-
12	Remarks of the Visiting Officer	Health Centre is located in Mushinwala. There is need of Health Centre in Kangsail.

II. Education Institutions:

S. No	Particulars	Status																
1	Name of Education Institutions	Govt. HS kangsail / Govt. Middle school kangsail																
2	Type of building (Govt./ Private)	Govt. Govt.																
3	Availability of Staff as per sanctioned strength	<table><tr><td>HM</td><td>M</td><td>TR</td><td>PEM</td><td>PER</td><td>M</td><td>TE</td><td>PER</td></tr><tr><td>01</td><td>06</td><td>08</td><td>01</td><td>01</td><td>01</td><td>07</td><td>01</td></tr></table>	HM	M	TR	PEM	PER	M	TE	PER	01	06	08	01	01	01	07	01
HM	M	TR	PEM	PER	M	TE	PER											
01	06	08	01	01	01	07	01											
4	Enrolment of the School a) Boys b) Girls	<table><tr><td>155</td><td>92</td></tr><tr><td>72</td><td>42</td></tr><tr><td>83</td><td>50</td></tr></table>	155	92	72	42	83	50										
155	92																	
72	42																	
83	50																	
5	Availability of play ground	Yes Yes																
6	Availability of drinking water	Yes Yes																
7	Availability of electricity	Yes Yes																
8	Availability of functional toilets	Yes Yes																
9	Activities undertaken under 'My School My Pride'	→ Cleanliness Drive → Separate Toilets for Boys & Girls. → Sports Activity.																
10	Other																	
11	Remarks of the Visiting Officer	(Due To Diwali Holidays Schools were closed) (Satisfactory) Information collected from Front line Workers - Inspected School Building.																

III. Anganwari Center:

S. No	Particulars	I	II	Status III	IV
1	Location of Anganwari center	Ward 4	Ratti chauri	Dehagan	Kangraul
2	Number of children enrolled	25	18	18	21
	a) Boys	13	08	06	07
	b) Girls	12	10	12	14
3	Status of Building (Private/ Govt.)	Pvt.	Pvt.	Pvt.	Pvt.
4	Availability of Helper/ worker	Yes	Yes	Yes	Yes
5	Maintenance of record of children	Yes	Yes	Yes	Yes
6	Availability of sufficient ration	Yes	Yes	Yes	Yes
7	Availability of timely Ration	Yes	Yes	Yes	Yes
8	Availability of Functional toilet	Yes	Yes	Yes	Yes
9	Availability of tap connection	Yes	Yes	Yes	Yes
10	Availability of electricity connection	Yes	Yes	Yes	Yes
11	Number of children stunted	NA	NA	NA	NA
12	Number of children wasted	NA	NA	NA	NA
13	Any Other Lact/Preg	NA	02/05	03/01	01/05
14	Remarks of the Visiting Officer	Anganwari Centre at Dehagan is without helper/worker. Worker has been Retired where as Helper has resigned. Needs worker & helper for Centre Dehagan			

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	01. Kali Dera Kangraul Ration Depot
2	Government / Private	02. Deepak Ration Depot w.no 03
3	Name of the dealer (in case of Private)	Pvt. 01. Neeru Sharma 02. Deepak Sharma
4	No of registered beneficiaries	604
5	No of beneficiaries drawing Ration from the store	587
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	Satisfactory

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Not Available
2	No of Accounts in the branch	
3	No of persons applied under various self-employment schemes	
4	No of cases sanctioned under various self-employment schemes	
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	
6	Availability of ATM	
7	Any Other	
8	Remarks of the Visiting Officer	Nearest J&K Bank at Mushriwala.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	- NA -
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	Ponds should be converted into Amrit Sarovars.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Playground of High School
2	Condition of Playground	Good -
3	Utilization of Playground	Yes
4	Any Other	-
5	Remarks of the Visiting Officer	There is no separate Play ground but use Playground of School. There should be a separate Playground for villagers.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Panchayat Building
2	Government/ Private building	Govt.
3	Land passbook saturation	100%
4	Pending mutations	Nil
5	Any Other	-
6	Remarks of the Visiting Officer	Satisfactory.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	ward no 03 kangrail
2	Name of the beneficiary	01. Sita Ram - 02 - Bulu Ram
3	Status of the house (completed/ in-use/ under-construction)	Completed under construction
4	Any Other	-
5	Remarks of the Visiting Officer	Visited Completed house of Sita Ram & Under-Construction house of Bulu Ram.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	ward no 03 kangrail
2	Name of the beneficiaries	Raghavir chandary Vishno Devi, Tasseem Lal, Chetty
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	-
5	Remarks of the Visiting Officer	Satisfactory

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	1. kangrail Camp W NO 03 @ kangrail
2	No of online services provided by the CSC	Ayushman, E-Shram, Labour Card Birth & Death Certificates etc.
3	No of persons approached for services	30 persons/ Day
4	Any Other	SBI & HOFc Account opening
5	Remarks of the Visiting Officer	Satisfactory

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Satisfactory with some exceptions.
2	Transport	Satisfactory
3	Electricity	Satisfactory but needs Renovation of wires.
4	Drinking water	About all villagers have Tap Connections
5	Cleanliness	Lack of Dust bins at Public Places
6	Sports facility (Playground)	No. Independent Playground but people use playground of school.
7	Any Other	-

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	-
	2. Skits, Songs, Dramas	-
	3. Local Folk programme / Show	-
	4. Discussions with PRI and Senior citizens	Discussion Held -
	5. Exhibitions	-
B	Sports Activities	-
	1. Sports Event	-
	2. Distribution of sports kit	-
C	Inaugurations (If any)	-
	PMAY house	Inspected
	Segregation Sheds	-
	Amrit Sarovar	-
	JJM Assets	-
	Compost/ Soak Pits	Inspected Compost/Soak Pits
	PMGSY / MGNREGA works	Inspected
	Any other	-
D	Distribution of certificates	-
	Self Employment Schemes	-
	Land Pass books	Land Pass book issued To some beneficiaries
	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	Discussed with concerned.

QUESTIONNAIRE FOR B2V5

Schedule-VI (SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	→ Poverty free & enhanced Livelihood village. → Clean & Green village
2	Activities undertaken under the Theme (as per instruction manual)	→ Preparation of Job Cards under MGNREGA → Providing work to Job Card holders → IHL under SBM-G → Road side plantation
3	Status of activities undertaken	→ All Activities Done.
4	Visible impact of the Activities	→ People have become aware about cleanliness. → People pay to Transporters arranged for carrying Garbage to Garbage Plants.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	05
7	Bottlenecks, if any, faced in the achievement of SDG Theme	→ Requirement of funds for Transportation of Garbage. → Installation of Dust bins at Public Places.
8	Remarks of the Visiting Officer on the status SDG Theme	Funds should be given to Panchayat for Regular cleaning of Drains, Roads & for maintenance of Street Lights.

QUESTIONNAIRE FOR B2V5

Schedule-VII (IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
	1	Funds have been released in Favour of beneficiaries under PMAY-G
	2	Construction of Lane Drain from House of Ram Lal To house of Ashok Kumar
	3	old water Pump of Jal Shakti has been Replaced by New.
	4	upgradation of Road from kangrail & other Links.
	5	Street Lights have been Installed.
B	Impact of B2V1 to B2V4	
	1	Few Demands put forth by people have been
	2	Solved but most demands remained
	3	UnSolved.
	4	
	5	
C	Challenges in the Panchayat	
	1	→ Funds should be allotted to the Panchayat for
	2	the maintainence of Street lights, cleaning Lanes
	3	& Drains.
	4	→ Repairing of Panchayat Ghar & white wash.
	5	→ Flood lights in High School Playground & Panchayat Ghar Premises
D	Suggestions if any	
	1	→ Above mentioned Challenges should be
	2	taken into Consideration by Administration.
	3	→ There should be Coordination between
	4	different Govt. agencies involved in the
	5	developmental works.

→ There is delay in the developmental works due to non-Seriousness of the Contractors. Those Contractors who are not Serious with their work should be black listed.

→ There is immediate need to demolish one unsafe Building Located in High School kangrail Premises.

→ Tile work of Ground in Middle School kangrail

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENT

1	BEST PERFORMING DEPARTMENTS
1	ICDS
2	RDD
3	Jal Shakti
2	LEAST RESPONSIVE DEPARTMENTS
1	Health & Medical Education
2	PDD
3	Revenue

ii. FEEDBACK ON UT INITIATIVES

- 18 houses under PMAY-G have been sanctioned for the current year out of which 05 have been completed & rest are under construction.
- ICDS Department working Satisfactorily.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Macadamization of Road from Kangrail bridge through Shamshan Ghat Kangrail along side of Rambir Canal upto Deharu Bridge.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Stone Pitching / Plaster of Kangrail Nallah from House of Bal Krishan upto Rambir Canal.
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 functioning of Panchayat is Satisfactory but grievances are there from people regarding drainage system, upgradation of High School to Higher Sec. School, maintenance of Street lights etc.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	06
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes

Signature of Sarpanch

Name

Dr. Shailu Sharma
Sarpanch
Pty. Halqa Kangrail

Signature of the Visiting Officer

Name

Sanjay Kumar Zutshi