

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	TABASSUM. S. KAMILI
2	Designation	DEPUTY COMMISSIONER
3	Department	STATE TAXES DEPARTMENT
4	Place of posting	STATE TAXES DEPARTMENT
5	Mobile No	9419079025
6	Email ID	-tabassumk7@gmail.com
7	Home District	Srinagar
8	Dates of visit	9-11-2023 and 10-11-2023

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	Shreehpura
2	Local Government Directory(LGD) code of the Panchayat	241264
3	Name of CD Block	Budgam
4	Name of Tehsil	Budgam
5	Name of District	Budgam

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	-
3	No. of households in the Panchayat	463
4	Population (approx) of the Panchayat	12054

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	Dr. Shubana	AEA	P	Awareness given
2	Education				Absent
3	Food, Civil Supplies and Consumer Affairs		-		Absent
4	Forest	Mohammad Hameed			Absent Present
5	Health and Medical Education	Dr. Asma	Medical officer		Present
6	ICDS Department	Ishrat Hameed	Subervisor		Present
7	Irrigation and Flood Control Department	Arifuddin Ahmed	Work Supervisor		Present
8	Jal Shakti Department	Nurhuda Ahmed	Field worker		Present
9	Power Development Department	Rahat Pandita	Technician		Present
10	Public Works Department	-	-	-	Absent
11	Revenue	Kalam-ud-din	Naib Tehsildar		Present
12	Rural Development and Panchayat Raj	Irfan Shah	BDO		Present
13	Skill Development	-	-	-	Absent
14	Social Welfare Department	Muzamil	Dr. Asst		Present
15	Youth Services and Sports Department	-	-	-	Absent
16	Others				
17	horticulture	Muhammad Ahmed	Dist. officer		Present
18	Animal Husbandry	Dr. Nusrat	Vet. Asst. Super		Present
19	Handicraft	Dr. Shaukani	SC		Present
20	Floriculture	Muhammad Hameed	Gardener		Present
21	IL Bank	M. Zaffar-ul Hassan	Exchange advisor		Present
22	PMGSY	Tahir Ahmad Nani	JE		Present

Attendance B2V5 Sheikhpora. 09/11/2023

Line Departments

S. No	Name	Department	Designation	Present/Absent	Remarks
1	Ifham Shah	RDD	BDO	Present	
2	Ishrat Wani	ICDS	Supervisor	Present	
3	Dr Shubana Bhat	Agriculture	AEA	Present	
4	Ab Rahim Mir	Revenue	Patwari	Present	
5	Mohd Yousuf Hajam	Revenue	Patwari	Present	
6	Mehrajudin Wani	Forest	Forest Guard	Present	
7	Rohit Pandita	PDD	Technician	Present	
8	Mukhtar Ahmad	Horticulture	DLSMS	Present	
9	Firdous Ahmad	Irrigation	Works supervisor	Present	
10	Tahir Ah Wani	PMGSY	JE	Present	
11	Dr Mukhtar Ahmad	Animal Husbandry	VAS	Present	
12	Mushtaq Ahmad	Jal Shakti	Field worker	Present	
13	Suhail Hamid	Floriculture	Gardner	Present	
14	Dr Asma	Health	Medical Officer	Present	
15	Shahzada Akhter	Health	LHV	Present	
16	Mubeena	ICDS	AWW	Present	
17	Abdul Hamid Mir	PHE	Lineman	Present	
18	Mohd Muzammil Khan	Social Welfare	Jr Assistant	Present	
19	Shameema	Handicrafts	SCI	Present	
20	Zaffar ul Hasan	JK Bank	Incharge Manager	Present	
21	Dilshada Akhter	RDD	Pyt Secretary	Present	
22	Rasliq Rashid	RDD	Accounts Assistant	Present	


GHULAM MOHAMMAD DAR
 SARPA
 Panchayat Halqi
 Block Budget, District Sheikhpora

Gh Mohammad Dar
 Sarpanch Sheikhpora

Attendance B2V5 Sheikhpura. 10/11/2023

Line Departments

S. No	Name	Department	Designation	Present/Absent	Remarks
1	Sheikh Mubashir	RDD	Technical Assistant	Present	
2	Ishrat Wani	ICDS	Supervisor	Present	
3	Dr Shubana Bhat	Agriculture	AEA	Present	
4	Firdous Ahmad	Irrigation	Works supervisor	Present	
5	Dr Asma	Health	Medical Officer	Present	
6	Shahzada Akhter	Health	LHV	Present	
7	Mehrajudin Wani	Forest	Forest Guard	Present	
8	Mubeena	ICDS	AWW	Present	
9	Shameema	Handicrafts	SCI	Present	
10	Mohd Maqbool Kuchay	Municipal Committee	Secretary	Present	
11	Asma Farooq	JK BANK	Manager Awareness	Present	
12	Zubaid Ahmad Khan	Sheep Department	Field Inspector	Present	
13	Neeru Raj	Education	Teacher, GPS Sheikhpura	Present	
14	Mamta Kumari	Education	Teacher, GPS Sheikhpura	Present	
15	Waseem Hussain	R&B (PWD)	Works supervisor	Present	
16	Ab Hamid Mir	PHE	Field Assistant	Present	
17	Bashir Ahmad Dar			Present	


 GHULAM MOHAMMAD DAR
 SARPA
 Chayat Hale
 Block Budge, Dist. Budge

Gh Mohammad Dar
 Sarpanch Sheikhpura

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 Repair			
	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				
	b) Primary	1	33	-	Govt
	c) Middle				
	d) High				
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		2	50	1	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		Nil	Nil		
5	Bank branch(Y/N)	Yes			
6	Availability of ATM (Y/N)	2			
7	Khidmat center/ CSC (Y/N)	Nil			
8	Patwarkhana(Y/N)	1			
9	Village haat (Y/N)	No			
10	Playground(Y/N)	Present			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		2	2110	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		2		Yes	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		No			
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	NA			
	iii. Please mention assets				
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name		Year of construction	
		DDC- BDC Quarters		2021	
17	List of Underutilized Buildings- names	Name		Year of construction	
		Scouts & Guides		2015	

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	30	30	
2	Widow pension	Social Department Welfare	06	06	
3	Disability pension	Social Department Welfare	09	09	
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	32	32	Nil
8	Kisan Kisan	Agriculture Department	270	165	Under Process
9	Kisan credit card	Agriculture Department	270	270	
10	PM Kisan Sammanidhi	Employment Department			
11	Employment Saturation (PMEGP, Tejaswini, Mukti, Mission Youth, Himayat, etc)	Cooperative Department			
12	Primary Agriculture Credit Society (PACS) formation	Jal Shakti Department	451	451	
13	JDM Implementation				
	I. No of Household provided FHTC		1	1	
	II. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	451	451	
15	PMAY - Gramin	RDD& PR	2	1	Under Process
16	SBM Gramin - IHHL functional (Household toilets)	RDD& PR	99	99	
17	ODF Plus villages (No)	RDD& PR	1	1	
18	Targeted Sock pit completed	RDD& PR	60	60	
19	JKRLM				
	I. Number of Self Help Groups formed				
	II. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	280	280	
21	Pending Mutations	Revenue Department	32	32	
22	Domicile Certificates	Revenue Department	1200	950	Under Process
23	Persons identified drug addicts	BDO/ Sarpanch	-	-	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	2	2	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	
26	Golden Health Card under Ayushman Bharat	Health Department	1450	1350	Under Process
27	Janani suraksha yojana	Health Department	2	2	
28	Status under Anaemia Mukht	Health Department	-	-	
29	Status under Leprosy Mukht	Health Department	-	-	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	1	1	
31	Number of Ayushman Sabas held	Health Department	1	1	
32	Out of School Children brought to Schools	School Department Education	-	-	
33	Number of students still out of Schools	School Department Education	-	-	
34	Persons educated through bridge courses	School Department Education	-	-	
35	Household using clean cooking fuel (LPG)	FCS & CA	451	451	

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	KAC Panda Colony
2	Type of building (Govt./ Private)	GOVT (TUPPEE)
3	Availability of Staff a) Doctor b) Paramedical	Available - (2) 17
4	No of patients attended during the month	230
5	Status of medicine availability	Available
6	Special medical camp held, if any	1
7	Status of Immunization	-
8	Participation of health worker in Village Health and Nutrition Day	4
9	Institutional deliveries in Panchayat (Current Year)	not 2)
10	Non- Institutional deliveries in Panchayat (Current Year)	-
11	Other	-
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	GOVERNMENT Primary School Shalpur
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	23
4	Enrolment of the School a) Boys b) Girls	33 11 22
5	Availability of play ground	NO General Playground.
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'	- NO -
10	Other	
11	Remarks of the Visiting Officer	

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	
2	Number of children enrolled a) Boys b) Girls	Shankarpara CA=30 CB=20 17 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 started	1
12	Number of children wasted	-
13	Any Other	
14	Remarks of the Visiting Officer	

IV. CAPD Store:

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

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Nil
2	No of Accounts in the branch	Nil
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	1
7	Any Other	
8	Remarks of the Visiting Officer	

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	N.A.
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	
4	Utilization of Amrit Sarovar	
5	Any Other	
6	Remarks of the Visiting Officer	

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Sheekhpora
2	Condition of Playground	Functional
3	Utilization of Playground	Playing/Extra curricular activities
4	Any Other	
5	Remarks of the Visiting Officer	

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Sheekhpora
2	Government/ Private building	Government
3	Land passbook saturation	34%
4	Pending mutations	Nil
5	Any Other	Disputed - 2
6	Remarks of the Visiting Officer	Complaint by local that his mutation is pending since (?) months

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Sheikhpura
2	Name of the beneficiary	Amu Ah Sheikh
3	Status of the house (completed/ in-use/ under-construction)	Under Construction
4	Any Other	—
5	Remarks of the Visiting Officer	Pending Installments need to be paid

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Sheikhpura, near Masjid Sharief
2	Name of the beneficiaries	Gh Mohd Das
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	—
5	Remarks of the Visiting Officer	Other Beneficiaries need to be identified

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Sheikhpura
2	No of online services provided by the CSC	32
3	No of persons approached for services	103
4	Any Other	—
5	Remarks of the Visiting Officer	Facilities available need to displayed.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	95% Road Connectivity
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	Yes
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	No
	2. Skits, Songs, Dramas	X
	3. Local Folk programme / Show	X
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	No
B	Sports Activities	
	1. Sports Event	No (Rain)
	2. Distribution of sports kit	Already distributed
C	Inaugurations (If any)	
	PMAY house	Under Construction
	Segregation Sheds	Completed
	Amrit Sarovar	No
	JJM Assets	No
	Compost/ Soak Pits	Completed
	PMGSY / MGNREGA works	Ongoing
	Any other	— PRI works - ongoing
D	Distribution of certificates	
	Self Employment Schemes	No
	Land Pass books	No
	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

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	clean & green / Self Sufficient Infrastructure
2	Activities undertaken under the Theme (as per instruction manual)	Clean Liners, door to door Collection of wastes, Segregation Shed, Soak Pits, Compost Pits.
3	Status of activities undertaken	ongoing
4	Visible impact of the Activities	positive Impact.
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes / Not uploaded Yet
6	How many activities of SDG have been covered under GDP	Mentioned at Pt. No-2 - <u>6 Activities</u>
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No
8	Remarks of the Visiting Officer on the status SDG Theme	Plan has been formulated but not uploaded.

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QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Encroachment near Playground - recovered	
2	100 KV transformer installed.	
3	LT/HT lines upgraded.	
4		
5		
B	Impact of B2V1 to B2V4	
1	Discrepancy amongst locals regarding B2V different Phases	
2	and Puthi forward their grievances & Problems/suggestions	
3	Holding Gram Sabhas	
4	Redressal of on spot grievances.	
5	Res. Notes & communicated the demands / Problems of Sheldhara	
C	Challenges in the Panchayat	
1	Demand for Primary health center	
2	Roadway Catak.	
3	Retaining wall in Irrigation canal	
4		
5		
D	Suggestions if any	
1	Requirement of retaining wall at Irrigation Canal, regular	
2	cleaning of Canal and action against locals for putting	
3	Roadway Catak in order to alleviate the problem of local	
4	Demand of concrete wall around the Primary School	
5	fencing at dumping site.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Agriculture, Health, Rural development
2	
3	
2	LEAST RESPONSIVE DEPARTMENTS
1	CARD, Sports, And Transport, PWD.
2	
3	

ii. FEEDBACK ON UT INITIATIVES

iii. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	1. Obstruction regarding Irrigation canal being polluted by locals by putting garbage & also by butchers & poultry
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1. Cleanliness of Sheekhpura canal. 2. Fencing of Premay School (Concrete wall) 3. Railway Falak near Petrol Pump Sheekhpura
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)	During the field visit of Irrigation canal, it was observed that garbage is being dumped by locals & shopkeepers which has resulted in blocking the canal. Locals have installed outlet drains into the canal. Requirement of retaining wall & action against locals.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	(8)
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes

Signature of Sarpanch
Name: G. Mohd. Doo

Signature of the Visiting Officer
Name: TABASSUM. S. KAMILI

TO WHOM IT MAY CONCERN

CERTIFICATE

It is certified that Mrs. Tabassum . S . Kamili,
Deputy Commissioner State Taxes Department
spent 2 days at Panchayat Halqa Sheikhpura during
B2V5 on 9th and 10th of November 2023.


SARPANCH
Panchayat Halqa Sheikhpura
Block: Hajira, Distt. Sonapat

Sarpanch Sheikhpura
Ghulam Mohammad Dar