

# INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> NOVEMBER, 2023.

Block Bhalwal Panchayat Raipur lower Dorman

Name of Visiting Officer Vidushi Gupta Designation AO

**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 &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></p> <p>b. Also take print outs of the summarized excel sheets of the previous phases of B2V 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 in the previous 4 phases of B2V and feedback on deliverables of the previous year from the Deputy Commissioner.</p> <p>c. Take prints of blank B2V5 booklets from <a href="http://www.jkpanchayat.jk.gov.in">www.jkpanchayat.jk.gov.in</a></p> <p>d. Collect List of new works started/ ongoing/ completed during the previous financial year under the following heads:           <ul style="list-style-type: none"> <li>• PRI grants</li> <li>• District Plan</li> <li>• IT plan</li> <li>• MGNREGA</li> <li>• Other schemes of other departments</li> <li>• Any other work</li> </ul> </p> <p>e. 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> </p> <p>f. 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> </p>

ity Reach the Panchayat on day of visit.

1. To hold meetings with PRIs, Officers/officials of the department, and General Public to have firsthand information about the Infrastructure & implementation of Schemes as per Schedule IA, 1B & Schedule-II.
2. Ensure that all front line workers of different deptts 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, Aganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc.
9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&K, etc.
10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JJM, etc.
11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat.
12. Wherever possible, distribute employment letters for people selected under various government employments.
13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs & AMRIT SAROVARS.
14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved.
15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc.
16. Organize village-level cultural events to engage panchayat members.
17. Obtain a candid assessment about the performance of various deptts, including fair feedback about discrepancies in functioning.
18. Open discussion on Nasha Mukh Abhiyan, corruption-free Panchayat, etc.
19. Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.

## GENERAL INSTRUCTIONS

1. The visiting officer shall spend at least three days in a Gram Panchayat to assess the details of the Gram Panchayat comprehensively.
2. He/She shall refrain from giving or offering any commitment on behalf of the government and shall adopt an unbiased attitude in reporting issues. As far as possible, his/her observation should be based on a fair and analytical view emerging from his/her interaction in the village.
3. He/She is going to the Panchayat as a planning officer, not for sanctioning any works or for making any commitments.
4. While preparing the Gram Panchayat development plan, he/she has to ensure that demands are prioritized and reflected under available schemes, wherever necessary the larger works are to be referred to administrative deptt under CSS/UT plans under intimation to DCs, and the rest of the works to DCs for reflecting it under district/CSS plans.
5. His/her work shall be hard-core planning and audit and is not a PR exercise.
6. Every Deputy Commissioner has to ensure that at least one KDD 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 Mukta, Bhrashtachar Mukta 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 Mukta J&K.
    - vi. Nasha Mukta, 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](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 AapkiNigrani, Beams, Janbhagidari, Digital J&K
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc
Incomplete buildings/pro- jects	Verify whether identification and redistribution done
PDS	Visit, evaluate, online status
PHC	Visit- evaluate, status of staff, equipment and quality
PMAY	Inspect, Inaugurate
My school, my pride progress, schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff
Swachh SBM	Evaluate
Panchayat play ground, Sports kits distribution Village games	Ensure, verify, Participate in at least one game in the playground
Har Gaon Hariyali, Planta- tion drive	Evaluate status, feedback
Village cultural event	Participate in ensure that it is held
Dangal/ Haat/Mela	
Exhibition of schemes:	Ensure that every department participates and that it continues for the entire duration of B2V
Jal Jeevan Mission verification- WSS/JSD Electricity supply	Verify

## AWARENESS GENERATION ABOUT FLAG SHIP SCHEMES

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

<b>FLAG SHIP SCHEMES</b>	
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 KissanSamman Nidhi
7.	Kissan 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 (SVANMITEVA )
11.	Jan Dhan Yojana
12.	Jeevan Jyoti Bima Yojana
13.	PM KUSUM Yojana
14.	Suraksha Bima Yojana
15.	Atal Pension Yojana
<b>ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS</b>	
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. *Yes*
- 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. *NO & MUCH MORE*
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No *✓*
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands. *Disinfectant, soapage pit, Plantation drive*
- 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 HHs in the Gram Panchayat have water pipeline connections? Yes/No *✓*
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify *✓*
- iii. Do all the HHs in the Gram Panchayat have toilets? Yes/No *✓*
- iv. Are all the HHs toilets functional or not? Yes/No *✓*
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No *✓*
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? Yes/No *✓*
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No *✓*

### 4. Child-Friendly village

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

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

5. Village with good governance

- i. Is CSC located in the Gram Panchayat Bhawan or not? Yes/No ✓
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed 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 *on the basis of family income & its background* ✓
- ii. Have all the eligible households registered in PDS or not? Yes/No ✓
- iii. Has Gram Panchayat provided space for Self-help Groups in PanchyatGhar for holding meetings or not? Yes/No ✓
- iv. Have all the eligible households been registered for Pension or not? Yes/No ✓
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No ✓
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No ✓
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No ✓

7. Socially secured village

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

8. Engendered Development in Village

- i. How many MahilaSabha's were organized in the Gram Panchayat 2 ✓
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) ✓
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No) ✓
- iv. Number of women beneficiaries headed households covered under PDS system. ✓
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana 50 approx ✓  
NO



**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)

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## Deliverables:

### Deliverable

S/No	Department	Deliverable
1	Agriculture Production Department	<ol style="list-style-type: none"> <li>i. Awareness programmes regarding the establishment of Bee (Kishan) 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> </ol>
2	Rural Development Department	<ol 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 mechanism, segregation shed, PWMU, soakage/compost pits in 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> </ol>
3	Information Technology	<ol 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> </ol>
4	Finance Department	<ol 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> </ol>
5	Revenue Department	<ol 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 Tehsildars concerned.</li> <li>ii. Information campaign for popularization of "AapZameenAap Ki Nigraani".</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> </ol>
6	Health & Medical Department	<ol style="list-style-type: none"> <li>i. Saturation of Golden Cards under PMJJAY/ 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> </ol>
7	Social Welfare	<ol 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> </ol>

		<ul style="list-style-type: none"> <li>vi. Number of BetiBachaoBetiPadhao events held.</li> <li>vii. Saturation of left out cases under disability pension, implants and tricycles etc.</li> <li>viii. Awareness about Drug Mukht Panchayats.</li> </ul>
8	Forest, Ecology & Environment	<ul style="list-style-type: none"> <li>i. Plantation drives under "Har Gaon Haryali" program.</li> <li>ii. Conservation of water bodies.</li> <li>iii. Forest for Fodder.</li> <li>iv. "Green J&amp;K drive" campaign.</li> </ul>
9	Tourism	<ul style="list-style-type: none"> <li>i. Identification &amp; Registration of Home Stays.</li> <li>ii. Providing support for tourism activities under village cooperatives.</li> <li>iii. Promotion for augmenting the tourist inflow.</li> <li>iv. Identification, delineation and demarcation of at least 5 tourist destination/ circuits/ themes tracks per district.</li> <li>v. Plastic free tourism destinations.</li> </ul>
10	Culture Department	<ul style="list-style-type: none"> <li>i. Organizing school talent hunt competitions.</li> <li>ii. Cultural event at panchayat level under Har Din Tivhar.</li> <li>iii. Promotion of local artists by way of organizing KaviSamaylan, Painting competitions etc.</li> </ul>
11	Labour & Employment	<ul style="list-style-type: none"> <li>i. Registration of Job Seekers 50 per District.</li> <li>ii. Organizing of one Job fares per District.</li> <li>iii. Awareness about Self Employment Schemes under Seed Capital Fund &amp; Youth Start-up Loan Scheme.</li> </ul>
12	School Education Department	<ul style="list-style-type: none"> <li>i. Number of students covered under Nipun Bharat &amp; Padega Bharat TabhiBadega Bharat</li> <li>ii. Identification of out of school Children and their enrolment.</li> <li>iii. My School My Pride Cleanliness and Maintenance drives to be organized.</li> <li>iv. Holding of at least 200 Parent Teacher meetings per district.</li> <li>v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility.</li> </ul>
13	Higher Education	<ul style="list-style-type: none"> <li>i. Digital push for Open &amp; Distance Learning (ODL) and online courses.</li> <li>ii. My college my pride (NashaMukht Camps, Eco Clubs, Sports &amp; Games)</li> <li>iii. Careers counselling and Job placements.</li> </ul>
14	Youth Services & Sports	<ul style="list-style-type: none"> <li>i. Organizing sports activities/games in every panchayat.</li> <li>ii. Distribution of sports kits.</li> <li>iii. Stadium / Flood Lights</li> </ul>
15	Transport	<ul style="list-style-type: none"> <li>i. Steps taken to reduce the occurrence of road accidents.</li> <li>ii. Cases under MUMKIN scheme to be finalized.</li> </ul>
16	Tribal Affairs	<ul style="list-style-type: none"> <li>i. Organizing of Tribal Artisan Mela in each District.</li> <li>ii. Saturation of Scholarship Schemes.</li> </ul>
17	Power Development Department	<ul style="list-style-type: none"> <li>i. Distribution of Transformers. <ul style="list-style-type: none"> <li>a) Check Unique Number</li> <li>b) Identify DTS with low oil and top oil</li> <li>c) Identify DTS with load imbalance</li> <li>d) Replace Non Standard fuses standard fuses.</li> <li>e) All pending electrical accidental claim cases to be resolved and disbursed.</li> <li>f) Removal of damaged transformers.</li> </ul> </li> </ul>
18	Food, Civil Supplies and consumer affairs	<ul style="list-style-type: none"> <li>i. Achievement made under opening of fare price shops.</li> <li>ii. Saturation of Aadhaar Seeded Ration Cards.</li> <li>iii. 100% grievance redressal to be ensured.</li> <li>iv. Awareness about the schemes of the Department</li> </ul>
19	Skill Development	<ul style="list-style-type: none"> <li>i. Training of left out SHG members registered with NRLM/Tribal Affairs.</li> <li>ii. Skill Training of B2V4/MTMP2 youth.</li> <li>iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of JK UT.</li> <li>iv. 100% admission Polytechnic/ITI.</li> </ul>

		v. 100% Implementation of Skill strengthening for Industrial value enhancement Scheme.
20	Cooperative	i. Formation of Primary Agriculture Credit Society (PACS) & Farmer Producer Organization (FPO) at Block level. ii. Holding Awareness Camps iii. Registration of new cooperative societies.
21	Science & Technology	i. Public awareness events (IEC) under Rooftop Solar Residential Sector. ii. Outreach and training of farmers for PM-KUSUM Scheme. iii. Installation of Stall for solar gadgets for mass awareness.
22	Public Works Department(R&B)	i. Connectivity of left out habitations under PMGSY. ii. Safe audit and inspection of all roads. iii. All major roads pothole free in the district.
23	ARI Trainings	i. Inspections carried to evaluate quality of work and grievances disposal, record keeping & Inventory management.
24	Mining	i. Monthly monitoring of E-Challans. ii. Awareness programmes about Illegal mining. iii. Grant of quarry licence. iv. Identification of new minor mineral blocks.
25	Disaster Management	i. Number of grievances disposal of Relief Commissioner's Portal. ii. Training of 250 APDA MITRAS. iii. Training of volunteers under SDRF.
26	GAD	i. Ensuring Biometric attendance. ii. Online portal for purchase of property by J&K Government employees. iii. Monitoring complaints through fixed line telephone grievance cell PUKAR. iv. Action against false complaints.
27	Jal-Shakti Department	i. Providing of Functional Household Tap Connection (FHTC) to the left out areas. ii. Smart Billing- Online collection of water charges. iii. Ease of water connection amendment in legal provisions. iv. Implementation of JalJeevan Mission & Regular testing of all Schools & Anganwaris for potable water.
28	Law Justice & Parliamentary affairs.	i. To start work on E-assembly project. ii. Mechanism for monitoring of cases at district level. iii. Steps for decriminalization of laws.
29	Public Grievance	i. Satisfaction level for grievances redressal. ii. Assessment of perception of departments among public iii. Key issues of concern leading to grievances to be identified.
30	Estates Department	i. Vacation/identification of all unsafe buildings. ii. Eviction of unauthorized occupants.
31	Hospitality & Protocol	i. Awareness programmes regarding eat right. ii. Capacity building/ training of the staff.
32	Floriculture Department	i. Awareness about yoga. ii. Training and awareness camps for farmers in commercial floriculture.
33	Information Department	i. Training of the Departmental Officials in Media and Communications. ii. Launch of Musical Talents. iii. Organizing photograph competition under 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	Vidushi Gupta
2	Designation	Accounts officer
3	Department	Finance
4	Place of posting	Dy. Director Audit & Inspection.
5	Mobile No	9149422208
6	Email ID	Sattividushi13@gmail.com.
7	Home District	Jammu.
8	Dates of visit	14-11-2023 & 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	Raipur Lower Domsna
2	Local Government Directory(LGD) code of the Panchayat	240530
3	Name of CD Block	Bhalwal
4	Name of Tehsil	Jammu North
5	Name of District	JAMMU

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	one
2	No. of hamlets in the Panchayat	7
3	No. of households in the Panchayat	1600
4	Population (approx) of the Panchayat	10,000 (approx.)

## 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	Mahesh kumar	agr. ext. officer	P	
2	Education	—	—		
3	Food, Civil Supplies and Consumer Affairs	Vinod chandee	Dealer	P	
4	Forest	Adarsh Khajuria	Forest Guard	P	
5	Health and Medical Education	Vijay Kumar		P	
6	ICDS Department	Rita Deri	Worker	P	
7	Irrigation and Flood Control Department	—	—	—	
8	Jal Shakti Department	Raman Sharma	Gr. In-charge	P	
9	Power Development Department	Janak Raj	Line man	P	
10	Public Works Department	Devinder Singh	Subervisor	P	
11	Revenue	Prakash chand	Ratwari	P	
12	Rural Development and Panchayati Raj	Mamta Sharma	A/Asstt (P)	P	
13	Skill Development	—	—	—	
14	Social Welfare Department	Krishan Lal & Manita Rani	Sr. Asstt & DSWA	P	
15	Youth Services and Sports Department	—	—		
16	Others Sheep Husbandry	Rajesh Kholi		P	
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/needing repairs				
	II. Furniture (Y/N)	✓			
	III. Computer/printer (Y/N)	✓			
	IV. Internet (Y/N)	✓			
	V. Telephone (Y/N)	✓			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	✓			
	VII. Water (Y/N)	✓			
	VIII. Electricity (Y/N)	✓			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	—			Govt
	b) Primary				
	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
		1	169		Private
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institute having Govt. building
		NIL	01	01	
5	Bank branch (Y/N)	NO			
6	Availability of ATM (Y/N)	n/a			
7	Khidmat center/ CSC (Y/N)	YES			
8	Patwar khana (Y/N)	YES			
9	Village haat (Y/N)	YES			
10	Playground (Y/N)	NO			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		ONE	1110	Yes Biometric system Functional	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		eight		Yes	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		NO.			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	NIL			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	NO			
	ii. Number of Asset captured	NIL			
	iii. Please mention assets				
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name		Year of construction	
		PHC		2021	
17	List of Underutilized Buildings- names	Name		Year of construction	
		New PHC's Building constn (b)		-	

- by Police Housing Dept.

# 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 PENCYENCY
1	Old Age pension	Social Department Welfare	142	142	
2	Widow pension	Social Department Welfare	28	28	
3	Disability pension	Social Department Welfare	17	17	
4	Status under Stunting Mukht	Social Department Welfare	NIL	NIL	
5	Status under wasting Mukht	Social Department Welfare	NIL	NIL	
6	Equipment's provided to Specially abled persons( implants, tricycles etc)	Social Department Welfare	NIL	NIL	
7	Digital Services provided	IT/ BDD/ CSC			
8	Daksh Kisan	Agriculture Department	875	150	
9	Kisan credit card	Agriculture Department	875	815	
10	PM Kisan Sammannidhi	Agriculture Department	875	970	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jai Shakti Department			
	i. No of Household provided FHTC		700	400	
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	RDD	850	850-	
15	PMAY- Gramin	RDD& PR	2	2	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	53	53	
17	ODF Plus villages (No)	RDD& PR	✓	✓	
18	Targeted Sock pit completed	RDD& PR	13	13	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		2	2	
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	X		
21	Pending Mutations	Revenue Department	X		
22	Domicile Certificates	Revenue Department			
23	Persons identified drug addicts	BDD/ Sarpanch	02		
24	Awareness camps for de-addiction conducted	BDD/ Sarpanch	✓	✓	
25	Drugs Addicts rehabilitated	BDD/ Sarpanch	-	-	
26	Golden Health Card under Ayushman Bharat	Health Department	3760	3710	
27	Janani suraksha yojana	Health Department	65	63	
28	Status under Anaemia Mukht	Health Department	1122	1122	
29	Status under Leprosy Mukht	Health Department			
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	4	4	
31	Number of Ayushman Sabas held	Health Department	01	01	
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			



## QUESTIONNAIRE FOR B2V5

### Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

#### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	PHC Domanara.
2	Type of building (Govt./ Private)	Govt. (one room occupied by A/MS)
3	Availability of Staff a) Doctor b) Paramedical	09 (one dental and, MBBS) 05
4	No of patients attended during the month	300 (approx.)
5	Status of medicine availability	Most of the medicines available
6	Special medical camp held, if any	Every Saturday.
7	Status of Immunization	Every Wednesday.
8	Participation of health worker in Village Health and Nutrition Day	<input checked="" type="checkbox"/>
9	Institutional deliveries in Panchayat (Current Year)	No deliveries in Panchayat (only in Suburb)
10	Non- Institutional deliveries in Panchayat (Current Year)	NO
11	Other	Building constructed by Panchayat has not yet been handed over to A/MS office.
12	Remarks of the Visiting Officer	Problem of Building should be solved.

#### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	—
2	Type of building (Govt./ Private)	
3	Availability of Staff as per sanctioned strength	
4	Enrolment of the School a) Boys b) Girls	
5	Availability of play ground	
6	Availability of drinking water	
7	Availability of electricity	
8	Availability of functional toilets	
9	Activities undertaken under 'My School My Pride'	
10	Other	
11	Remarks of the Visiting Officer	

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	DOMANA
2	Number of children enrolled a) Boys b) Girls	72. Boys 99. Girls.
3	Status of Building (Private/ Govt.)	All Private
4	Availability of Helper/ worker	✓
5	Maintenance of record of children	✓
6	Availability of sufficient ration	✓
7	Availability of timely Ration	✓
8	Availability of Functional toilet	✓
9	Availability of tap connection	✓
10	Availability of electricity connection	✓
11	Number of children stunted	—
12	Number of children wasted	—
13	Any Other	
14	Remarks of the Visiting Officer	Anganwari workers are performing their duty efficiently.

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	DOMANA
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	Vinod Chandee
4	No of registered beneficiaries	1110.
5	No of beneficiaries drawing Ration from the store	80%.
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	Damaged Building needs immediate repair.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	DOMANA
2	No of Accounts in the branch	11,846
3	No of persons applied under various self-employment schemes	25 (Recurring)
4	No of cases sanctioned under various self-employment schemes	24
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	24
6	Availability of ATM	NO
7	Any Other	
8	Remarks of the Visiting Officer	ATM facility should be provided to villagers.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	NO "Amrit Sarovar" in village
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	Pond nearby Panchayat Ghar, must have its inclusion in 'Amrit Sarovar mission'.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	NO playground
2	Condition of Playground	
3	Utilization of Playground	
4	Any Other	
5	Remarks of the Visiting Officer	High Demand of people for Playground should be on priority

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	DOMANA
2	Government/ Private building	Govt.
3	Land passbook saturation	—
4	Pending mutations	—
5	Any Other	
6	Remarks of the Visiting Officer	Local people have many complaints against Patwaris, Govt.

## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Domana
2	Name of the beneficiary	Yog Raj
3	Status of the house (completed/ in-use/ under-construction)	Under Construction (only Plinth work completed)
4	Any Other	Tarsem Singh (-do)
5	Remarks of the Visiting Officer	Work should be completed as soon as possible.

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Ward NO1 02
2	Name of the beneficiaries	Jasbir Kumar
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	Payment of material has not yet been received by beneficiary.

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	DOMANA (W. NO: 02)
2	No of online services provided by the CSC	15 (approximately)
3	No of persons approached for services	250 Per month.
4	Any Other	
5	Remarks of the Visiting Officer	Efficient services provided to Rural people.

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

S. No	Particulars	Observations
1	Connectivity Road	Not in Good Condition
2	Transport	No Public Transport available
3	Electricity	Good.
4	Drinking water	Not regularly provided to people
5	Cleanliness	No cleanliness at all.
6	Sports facility (Playground)	NO Playground
7	Any Other	NO funds available in any scheme

# 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	
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	
	2. Distribution of sports kit	
C	Inaugurations (If any)	
	PMAY house	✓
	Segregation Sheds	
	Amrit Sarovar	
	JJM Assets	
	Compost/ Soak Pits	✓
	PMGSY / MGNREGA works	
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	
	Land Pass books	
	Any other	
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Yes, Corruption free, Nasha mukt

# 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
2	Activities undertaken under the Theme (as per instruction manual)	Inclusion of name in PMAY List, encouraging youth for self employment.
3	Status of activities undertaken	work in progress
4	Visible impact of the Activities	PMAY beneficiaries
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	GPDP
6	How many activities of SDG have been covered under GPDP	15 approx.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Financial constraints.
8	Remarks of the Visiting Officer on the status SDG Theme	Need of more funds to extract maximum benefits under various schemes of UT administration.

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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	Negligence of PDS in mgt. of electric wires in proper way	
2	Low maintenance of Roads, no black toping done	
3	No drainage system.	
4	Non implementation of Govt. scheme "Amritsarovar" in maintenance of Local Tal.	
5	Acute water shortage.	
B	Impact of B2V1 to B2V4	
1	People have become more aware of their rights & Govt. schemes.	
2	Soak pits have been constructed.	
3	Toilets & wash rooms have also been constructed	
4	Anganwasi units have been well established & are neat & clean	
5	Local Administration has become more accountable to the people.	
C	Challenges in the Panchayat	
1	Lack of funds in Panchayats.	
2	Lack of Infrastructure in PHC's, Khidmat centre etc	
3	Lack of support of people towards Local Panchayat	
4	Lack of sufficient train. to be given to Sarpanchs & Panchs on online port.	
5	Negligence towards the replacement of old pipes.	
D	Suggestions if any	
1	Funds should be provided in Panchayat.	
2	Inclusion of pond in Amrit Sarovar mission	
3	Construction of library & Play ground.	
4	Online Portal training should be given to Panch Sarpanch.	
5	Proper drainage system should be there.	

# QUESTIONNAIRE FOR B2V5

## Schedule-VIII

### i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 BEST PERFORMING DEPARTMENTS	
1	Health
2	Agriculture
3	ICDS
2 LEAST RESPONSIVE DEPARTMENTS	
1	Education
2	Revenue
3	P.W.D.

### ii. FEEDBACK ON UT INITIATIVES

Blank area for feedback on UT initiatives.

### iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S.No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Lack of Funds
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far	Construction of proper drainage & roads.
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)	Each department should address the urgent grievances of the public
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 .....  
Sarpanch  
Panchayat  
Domana

Signature of the Visiting Officer

Name .....  
Vidushi Gupta