

# INSTRUCTION MANUAL FOR B2V5



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

## KEY FEATURES

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

## INSTRUCTIONS FOR THE VISITING OFFICER

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



Activity	Reach the Panchayat on day of visit.	<ol style="list-style-type: none"> <li>1. To hold meetings with PRIs, Officers/officials of the department, and General Public to have firsthand information about the Infrastructure &amp; implementation of Schemes as per Schedule IA, IB &amp; Schedule-II.</li> <li>2. Ensure that all front line workers of different depts are present.</li> <li>3. Ensure exhibition by different depts. about individual beneficiary schemes.</li> <li>4. Inspect JKB/PSB counters/outlets.</li> <li>5. Participate/ensure organization of sports activity in playfield, talent hunt cultural event/youth activity.</li> <li>6. Ensure awareness generation about PM Vishwakarma scheme and AyushmanBhav.</li> <li>7. Ensure saturation of soil health card and Golden Health Card, AyushmanBharat, saturation of Old Age Pension Scheme, Pradhan Mantri KCC Saturation, and saturation of land passbooks.</li> <li>8. Visit government establishments, i.e., Health facility, Education Institute, Anganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc.</li> <li>9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&amp;K, etc.</li> <li>10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JJM, etc.</li> <li>11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat.</li> <li>12. Wherever possible, distribute employment letters for people selected under various government employments.</li> <li>13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs &amp; AMRIT SAROVARS.</li> <li>14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved.</li> <li>15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc.</li> <li>16. Organize village-level cultural events to engage panchayat members.</li> <li>17. Obtain a candid assessment about the performance of various depts, including fair feedback about discrepancies in functioning.</li> <li>18. Open discussion on Nasha Mukht Abhiyan, corruption-free Panchayat, etc.</li> <li>19. Assess the progress of different schemes relating to the localized SIXs prioritized for that village as per the resolution passed by that Gram Panchayat.</li> </ol>
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## GENERAL INSTRUCTIONS

1. The visiting officer shall spend at least three days in a Gram Panchayat to assess the details of the Gram Panchayat comprehensively.
2. He/She shall refrain from giving or offering any commitment on behalf of the government and shall adopt an unbiased attitude in reporting issues. As far as possible, his/her observation should be based on a fair and analytical view emerging from his/her interaction in the village.
3. He/She is going to the Panchayat as a planning officer, not for sanctioning any works or for making any commitments.
4. While preparing the Gram Panchayat development plan, he/she has to ensure that demands are prioritized and reflected under available schemes, wherever necessary the larger works are to be referred to administrative dept under CSS/IT 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 Mukti, Bhramshachar 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, VI.W present and available.
    - ii. Available funds utilized in public interest and as per Gram Sabha resolutions.
    - iii. Fairness in governance.
    - iv. CSS/Individual beneficiary schemes, etc
    - v. Bhramshachar 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](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
<b>Khidmat Centres</b>	Create /Generate awareness on online services particularly G2C schemes Aapki Zamin Aapki Nizami, Beams, Janbhagidari, Digital J&K
<b>JKB/PSB counters/outlets</b>	a) Status of counter b) Number of visitors etc
<b>Incomplete buildings/pro- jects</b>	Verify whether identification and redistribution done
<b>PDS</b>	Visit, evaluate, online status
<b>PHC</b>	Visit- evaluate, status of staff, equipment and quality
<b>PMAY</b>	Inspect, Inaugurate
<b>My school, my pride progress; schools- water, toilets, staff</b>	Visit, check for water, electricity, sanitation, meet students and staff
<b>Swachh SBM</b>	Evaluate
<b>Panchayat play ground, Sports kits distribution Village games</b>	Ensure, verify. Participate in at least one game in the playground
<b>Har Gaon Hariyali, Planta- tion drive</b>	Evaluate status, feedback
<b>Village cultural event</b>	Participate in ensure that it is held
<b>Dangal/ Haat/Mela</b>	
<b>Exhibition of schemes</b>	Ensure that every department participates and that it continues for the entire duration of B2V
<b>Jal Jeewan Mission verification- WSS/JSD Electricity supply</b>	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



Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.

1. SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY MARCH 2024
2. STATUS OF WORKS UNDER THE FOLLOWING GOALS

**1. Clean and green village**

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste.
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas.
- iii. Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest within the Gram Panchayat been done? Yes/No. If No, reason thereof.
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands.
- vi. Whether schools have started segregating waste. Yes/No
- vii. Whether schools have their own compost/soil 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 *Soakage pits constructed.*
- 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/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. *71/100*

- 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) ✓



- 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 ✓
  - ii. Have all the eligible households registered in PDS or not? Yes/No ✓
  - iii. Has Gram Panchayat provided space for Self-help Groups in Panchayat Ghar 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 Mahila Sabha's were organized in the Gram Panchayat one ✓
  - 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. - 77 ✓
  - v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana ✓
9. Self-sufficient infrastructure in the village

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



## Deliverables:

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



		vi. Number of BetiBachaoBetiPadhao events held. vii. Saturation of left out cases under disability pension, implants and tricycles etc. viii. Awareness about Drug Mukht Panchayats.
8	Forest, Ecology & Environment	I. Plantation drives under "Har Gaon Haryali" program. II. Conservation of water bodies. III. Forest for Fodder. IV. "Green J&K drive" campaign.
9	Tourism	I. Identification & Registration of Home Stays. II. Providing support for tourism activities under village cooperatives. III. Promotion for augmenting the tourist inflow. IV. Identification, delineation and demarcation of at least 5 tourist destination/ circuits/ themes tracks per district. V. Plastic free tourism destinations.
10	Culture Department	I. Organizing school talent hunt competitions. II. Cultural event at panchayat level under Har Din Tivhar. III. Promotion of local artists by way of organizing KaviSamaylan, Painting competitions etc.
11	Labour & Employment	I. Registration of Job Seekers 50 per District. II. Organizing of one Job 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 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 <del>Roxford</del> 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 <del>control</del> , 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 VishwaKarma Scheme.
35	Planning Development & Monitoring Department	i. Monitoring of CSS / Flagship Programmes. ii. Physical verification of completed projects/ works. iii. Monitoring of Aspirational Panchayat, Block and District programmes. iv. Awareness programme about registration of Births & Deaths. v. Panchayat development index rating verification.

## QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

### A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Sh. A.B. Jandial.
2	Designation	Divisional officer, PCB
3	Department	Pollution control Board
4	Place of posting	Samba North.
5	Mobile No	9419196544
6	Email ID	abjandial@gmail.com
7	Home District	Jammu
8	Dates of visit	14/11/2023 and 16/11/2023.

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	Pangelhaur
2	Local Government Directory(LGD) code of the Panchayat	239807
3	Name of CD Block	Samba
4	Name of Tehsil	Samba
5	Name of District	Samba

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	3
2	No. of hamlets in the Panchayat	9 wards
3	No. of households in the Panchayat	626 as per Census 2011
4	Population (approx) of the Panchayat	2843 do -



## 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	Susheel Kumar	AEA	Present	
2	Education	Yashvirinder Chaudhary	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs				
4	Forest	Shakti Paul	Forest Guard	Present	
5	Health and Medical Education	Dr. Enha Singh Dr. Meenakshi	MLHP	Present	
6	ICDS Department	Ram Rajni	Supervisor	Present	
7	Irrigation and Flood Control Department	Sh. Harbans Lal Sh. Nareish Anand	Helper	Present	
8	Jal Shakti Department	Ram Datta	Turn Cock	Present	
9	Power Development Department	Ravi Kumar	Meter Reader	Present	
10	Public Works Department	Ajay Kumar	Junior Engineer	Present	
11	Revenue	Rajendra Chaudhary	Patwari	Present	
12	Rural Development and Panchayat Raj	Bhumesht Sharma	Dist. Secretary	Present	
13	Skill Development				
14	Social Welfare Department	Amit Chaudhary	Accountant	Present	
15	Youth Services and Sports Department	Raj Kumar	PEM	Present	
16	Others				
17	Animal Husbandry	Ashwani Kumar	V. Pharmacist	Present	
18	Bank IK Gramin	Anshika Sharma	Branch Manager	Present	
19		Gurmeet Varna	Asstt. Manager	Present	
20		Sunny Singh	ASM Fisheries	Present	

**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 Building			
	b) New/need repairs	Need Repairs			
	II. Furniture(Y/N)	Y			
	III. Computer/printer(Y/N)	Y			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Y			
	VII. Water (Y/N)	N			
	VIII. Electricity(Y/N)	Y			
2	Educational Institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	-	-	-	-
	b) Primary	-	-	-	-
	c) Middle	2	51	84/100	2
	d) High	-	-	-	-
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
		9			
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	-	2	2
5	Bank branch(Y/N)	Y			
6	Availability of ATM (Y/N)	N			
7	Khidmat center/ CSC (Y/N)	Y			
8	Patwarkhana(Y/N)	Y			
9	Village haat (Y/N)	N			
10	Playground(Y/N)	Y			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		-			
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		1	Chakla	Good	-
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc				
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)				
	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		
		-	-		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Animal Husbandary Hospital			



# QUESTIONNAIRE FOR B2V5

Schedule-IV  
(FIELD VISITS IN THE PANCHAYAT)

## I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	HWC Pandhous, HWC Raipur
2	Type of building (Govt./ Private)	Govt. (land disputed)
3	Availability of Staff	Doctor - 1 each
	a) Doctor	
	b) Paramedical	Paramedical - 1 each
4	No. of patients attended during two months	(P) 34 + 158 (R) OPD
5	Status of medicine availability	Partially Available (supplies are less).
6	Special medical camp held, if any	Monthly/ weekly.
7	Status of Immunization	100%.
8	Participation of health worker in Village Health and Nutritional Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	30 (P) + 17 (R).
10	Non-Institutional deliveries in Panchayat (Current Year)	2 + 0 = 2
11	Other	
12	Remarks of the Visiting Officer	

- 1) NO water supply to either of the centres.
- 2) Approach Road to both the centres has to be constructed.
- 3) Urgent repairs required in HWC Raipur.
- 4) Land dispute of HWC Raipur to be sorted out.

## II. Education Institutions

S. No	Particulars	Status
1	Name of Education Institution	GMS Pandhous, GMS Manohar Gofale -
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Sanctioned & filled.
4	Enrolment of the School	
	a) Boys	25 (B)
	b) Girls	20 (G).
5	Availability of play ground	NO
6	Availability of drinking water	Yes
7	Availability of electricity	Yes
8	Availability of functional toilets	Yes
9	Activities undertaken under 'At School, My Pride'	Rally & Painting Competition.
10	Other	Nasha Mukti Pledge.
11	Remarks of the Visiting Officer	→ During last visit computer & overhead projector was not operational but now it is operational.

→ Sweepers not available in school.

- Net connectivity not available.
- Rooms needed.- Space available.
- \* → Separate washrooms for both boys & girls available.
-

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Pangdhouk B
2	Number of children enrolled a) Boys b) Girls	8 7
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Both available
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	NO (Borewell)
10	Availability of electricity connection	Yes
11	Number of children stunted	Nil.
12	Number of children wasted	Nil.
13	Any Other	-
14	Remarks of the Visiting Officer	Satisfactory

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Kothlai
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Amir Chand. (Jagdish Singh)
4	No of registered beneficiaries	489
5	No of beneficiaries drawing Ration from the store	489
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	NO
8	Availability of ration	-
9	Any Other	-
10	Remarks of the Visiting Officer	Information not available.



J2K Gramteen Bank cater to about Six Panchayats including Pangdhour. Data is of all the Panchayats.

V.

Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	J2K Gramteen Bank Pangdhour.
2	No of Accounts in the branch	More than 10000 - 6090
3	No of persons applied under various self-employment schemes	2023-24 - 62 no.
4	No of cases sanctioned under various self-employment schemes	62 no.
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	62 no disbursed.
6	Availability of ATM	No
7	Any Other	Document translation for Kcc needs to be authentic.
8	Remarks of the Visiting Officer	ATM required in the area.

6090 Savings

62 current

VI.

Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	At Chorkun
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	Desilting, Bunding, Pathway
4	Utilization of Amrit Sarovar	Nil. (only water collection)
5	Any Other	
6	Remarks of the Visiting Officer	Maintenance very poor with wildgrowth in it.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Small At Raipur
2	Condition of Playground	Small
3	Utilization of Playground	Volleyball, Cricket
4	Any Other	
5	Remarks of the Visiting Officer	Encroached.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	At Panchayat Ghar
2	Government/ Private building	Govt.
3	Land passbook saturation	85%
4	Pending mutations	Nil
5	Any Other	
6	Remarks of the Visiting Officer	Patwari not available



## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	At: Pangdome, At: Kipui
2	Name of the beneficiary	Pateh Singh, Balkrishna
3	Status of the house (completed/ in-use/ under-construction)	Under-construction
4	Any Other	
5	Remarks of the Visiting Officer	Work going on.

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Pangdome, Barpui.
2	Name of the beneficiaries	Community.
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed.
4	Any Other	
5	Remarks of the Visiting Officer	Plot put to use.

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	In Panchayat Ghar campus
2	No of online services provided by the CSC	All except Aadhar.
3	No of persons approached for services	100 per month
4	Any Other	
5	Remarks of the Visiting Officer	V. Good.

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

S. No	Particulars	Observations
1	Connectivity Road	Good.
2	Transport	Good.
3	Electricity	Good.
4	Drinking water	Very Bad
5	Cleanliness	Bad.
6	Sports facility (Playground)	Nil.
7	Any Other	Medical facility not satisfactory

# 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	Yes
	3. Local Folk programme / Show Dance	Yes
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	Yes
B	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	No.
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	No
	Amrit Sarovar	Yes
	IJM Assets	No. (Not available)
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	No.
D	Distribution of certificates	Yes
	Self Employment Schemes	No.
	Land Pass books	Yes (Only 10)
	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	Water Sufficient and bonded, child-friendly village
2	Activities undertaken under the Theme (as per instruction manual)	Plan formulated, TSM to be completed
3	Status of activities undertaken	under process
4	Visible impact of the Activities	Satisfactory
5	Have Gram Panchayat Development Plan (GPD) prepared and uploaded	yes
6	How many activities of SDG have been covered under GPD	60%
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Nil.
8	Remarks of the Visiting Officer on the status SDG Theme	Satisfactory

# QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Road Connectivity 50%.	
2	Electricity 50% upgraded	
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	Three no. of works executed by RDP	
2	Sports Kit distributed by RDP. - 1 no.	
3	Computer lab in GMS Manohar Gopal made functional.	
4	CSCs demand completed.	
5	Convergence meetings. -	
C	Challenges in the Panchayat	
1	1) JTM, Tube well -	
2	2) Playground land unavailable.	
3	3) Irrigation Canal water distribution.	
4	4) Animal Husbandry Hospital closed.	
5	5) Gym in the Panchayat.	
D	Suggestions if any	
1	6) Door to Door collection of Garbage to be	
2	be started.	
3		
4	7) Water Supply to Health & Wellness	
5	centre Raipur.	
	8). Shed over cremation ground at	
	Rach Kang wal.	
	9). Road from Chak Dayala to Raipur	
	Camp.	
	10). Making of New Ration Cards for	
	the bifurcated families.	
	11). ATM facility to be made available	
	in the Panchayat.	
	12). Gas Agency locally in the	
	Panchayat to be opened.	
	13). Pond	



# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 BEST PERFORMING DEPARTMENTS	
1	RDD.
2	Health.
3	Agriculture
2 LEAST RESPONSIVE DEPARTMENTS	
1	JTM.
2	Revenue.
3	PDD.

## II. FEEDBACK ON UT INITIATIVES

Good initiatives

## III. GENERAL ASSESSMENT OF THE VISITING OFFICERS

S.No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	JTM. Tube well inner. Ploy ground land unavailability
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	JTM. Tube well / tap connections. Ploy ground, land unavailability. Installation of Motor in Hand pump at Kathwar.
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)	Satisfactory.
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	Signed.

Rakesh Smt  
Signature of Sarpanch

Signature of the Visiting Officer

Name.....

Name.....