

INSTRUCTION MANUAL FOR B2V5



Back² Village⁵

Governance at doorsteps

7th to 16th NOVEMBER 2023

QUESTIONNAIRE FOR B2V5

Schedule 1 (A)
(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officers

S.No	Particulars	
1	Name	Ab. Rashid-Najjar
2	Designation	Lecturer
3	Department	Education
4	Place of posting	HSS, Khaz
5	Mobile No	9906074580
6	Email ID	
7	Home District	Pondicherry
8	Dates of visit	9/11/2023

B. Locational details of Panchayat: (to be pre-filled information to be taken from the previous phases booklets/summarized excel sheet uploaded at 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	Habber
2	Local Government Directory(LGD) code of the Panchayat	288799
3	Name of CD Block	Khaz
4	Name of Tehsil	Khaz
5	Name of District	Pondicherry

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	02
3	No. of households in the Panchayat	189
4	Population (approx) of the Panchayat	1148 Male → 596 Female → 552

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 repairment along with lavatory complex			
	II. Furniture (Y/N)	N			
	III. Computer/printer (Y/N)	N			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	N			
	VII. Water (Y/N)	N			
	VIII. Electricity (Y/N)	N			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building Private Building
	a) Kindergarten	N			
	b) Primary	02			
	c) Middle	01			
	d) High	N			
	e) Higher Secondary	N			
	f) College	N			
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children enrolled	Helper / Worker vacancies	Govt Building Private Building
		05	95	nil	1/4
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	Govt Building Private Building
		N			
5	Bank branch (Y/N)	N			
6	Availability of ATM (Y/N)	N			
7	Khidmat center/ CSC (Y/N)	N			
8	Patwarkhana (Y/N)	N			
9	Village haat (Y/N)	N			
10	Playground (Y/N)	Under const.			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	2266	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		Nil			
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	N			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Y	5		
	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		
		panchayat ghar	2022-23.		
17	List of Underutilized Buildings- names				

① Imp of Road from Bannudin to Rafi din at Habber
② Imp of Road from SURESH KHIL TO Ghulam Sheikh
③ Const of Road from PMGSY Lone Mohalla Phase-II
④ Const of Community Seepage pit at Habber
⑤ Const of Segregation Shed at Habber

QUESTIONNAIRE FOR B2V5

(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	Amir's Ghanshyam	Field Asst.	Present	
2	Education	Bashir Ahmad Khan	Tech.	Present	
3	Food, Civil Supplies and Consumer Affairs	Tajam Arif Shah	Teacher	Present	
4	Forest	Amir Ali Hayan	Storekeeper	Present	
5	Health and Medical Education	Ab Majid Malik	Best grad.	Present	
6	ICDS Department	Mazina-Bano	Man worker	Present	
7	Irrigation and Flood Control Department	Bashir-Ahmad	Helper	Present	
8	Jal Shakti Department	Mazoor Ahmad	Line man	Present	
9	Power Development Department	Mazid-Ah	Line man	Present	
10	Public Works Department	Sulail Mushkar	J.E	Present	
11	Revenue	Ab Majid Pandit	Pathuwan	Present	
12	Rural Development and Panchayat Raj	Wali Mohd-Malik	G.R.S	Present	
13	Skill Development				
14	Social Welfare Department	Mohammad-Jam	Worker	Present	
15	Youth Services and Sports Department	Sakina-Bano	Worker	Present	
16	Others	Sakina-Bano	-lv-	Present	
17		Social Forestry	Fayaz-Ah	Present	
18		Animal Husbandry	Shahri-Ah	Present	
19		Sheep Husbandry	Mushtaq-Ah	Present	
20		Homeloom	Wali Mohd-Bano	Present	
		V.K. Panik	Mazid-Ah	Present	

Sericulture (Manager)
Dev. Dep. M. Akram Present,

QUESTIONNAIRE FOR B2V5

Schedule IV
(FIELD VISITS IN THE PANCHAYAT)

No.	Particulars	Status
1	Name of Health Institutions	
2	Type of building (Govt. / Private)	NA
3	Availability of Staff	NA
	a) Doctor	
	b) Paramedical	NA
4	No of patients attended during the month	
5	Status of medicine availability	NA
6	Special medical camp held, if any	NA
7	Status of Immunization	NA
8	Participation of health worker in Village Health and Nutrition Day	(0-5) 100%
9	Institutional deliveries in Panchayat (Current Year)	Satisfactory
10	Non- Institutional deliveries in Panchayat (Current Year)	—
11	Other	—
12	Remarks of the Visiting Officer	No health Centre or other facilities are available. Only one Asha worker is working after the village children.

S.No	Particulars	Status
1	Name of Education Institutions	MS-1, PS-2
2	Type of building (Govt. / Private)	2/1
3	Availability of Staff as per sanctioned strength	05 in place 01 vacant
4	Enrolment of the School	
	a) Boys	MS → B → 47 PS → B → 17] 35
	b) Girls	21/18 (Habber) 2 → 18] 35
5	Availability of play ground	N
6	Availability of drinking water	Y
7	Availability of electricity	N
8	Availability of functional toilets	Y
9	Activities undertaken under 'My School My Pride'	→ Patriotic songs, Nisha MUKTH Institution
10	Other	→ sports / cultural Activities, enrichment
11	Remarks of the Visiting Officer	① Plb, needs immediate Divine attention for clearing three dry Pine trees which can cause loss of life and property. ② Plb, Habber Cassipora need Govt building as present they are functioning in a tented building. ③ Plb, Cassipora is situated in a pitiable condition.

QUESTIONNAIRE FOR B2V5

Schedule III (STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

S. No.	NAME OF THE SCHEME	DEPARTMENT	TOTAL - TARGETED / BENEFICIARIES / HOUSEHOLDS IN THE VILLAGE	TOTAL BENEFICIARIES / HOUSEHOLDS REACHED THE BENEFITS OF THE SCHEME	REMARKS / COMMENTS
1.	Old Age pension	Social Welfare Department	72	72	Nil
2.	Widow pension	Social Welfare Department	05	05	
3.	Disability pension	Social Welfare Department	12	12	
4.	Status under Stunting Mukht	Social Welfare Department	0	0	
5.	Status under wasting Mukht	Social Welfare Department	0	0	100%
6.	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Welfare Department	12	12	
7.	Digital Services provided	IT/ BDO/ CSC			
8.	Dakh Kisan	Agriculture Department	30	30	Not most villages under plan
9.	Kisan credit card	Agriculture Department	80	10	
10.	PM Kisan Sammanidhi	Agriculture Department	251	207	
11.	Employment Saturation (PMEGP, Tejasvani, Munkin, Mission Youth, Himmat, etc)	Employment Department			
12.	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13.	JIM Implementation	Jal Shakti Department	189	189	Pending nil nil nil Discontinued Achieved
i. No of Household provided FHTC			189	189	
ii. Har Char Jal village(s) certified (No.)			189	189	
14.	No of Households electrified	PDD	189	180	
15.	PMAY- Gramin	RDD& PR	13	13	100%
16.	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	100%	100%	
17.	ODF Plus villages (No)	RDD& PR	Yes		
18.	Targeted Sock pit completed	RDD& PR	Yes	Yes	
19.	JKRLM:	RDD& PR			
i. Number of Self Help Groups formed			8	8	
ii. Number of Households involved			80	80	digital Census
20.	Land Passbook Saturation	Revenue Department	350	150	
21.	Pending Mutations	Revenue Department	100%	100%	
22.	Domicile Certificates	Revenue Department	400	400	
23.	Persons identified drug addicts	BDO/ Sarpanch	Nil	Nil	
24.	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes		
25.	Drugs Addicts rehabilitated	BDO/ Sarpanch			
26.	Golden Health Card under Ayushman Bharat	Health Department	100%	100%	
27.	Janani Suraksha yojana	Health Department	30	30	Achieved
28.	Status under Anaemia Mukht	Health Department	Nil	Nil	
29.	Status under Leprosy Mukht	Health Department	Nil	Nil	Achieved
30.	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	17	17	
31.	Number of Ayushman Sabas held	Health Department	01	01	
32.	Out of School Children brought to Schools	School Education Department	0	0	
33.	Number of students still out of Schools	School Education Department	0	0	
34.	Persons educated through bridge courses	School Education Department	Nil	Nil	
35.	Household using clean cooking fuel (LPG)	FCS & CA	189	189	

Bank / Extension counter		
S. No	Particulars	Status
1	Location of Bank / Extension counter	
2	No of Accounts in the branch	Not available
3	No of persons applied under various self-employment schemes	-
4	No of cases sanctioned under various self-employment schemes	-
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	-
6	Availability of ATM	-
7	Any Other	NILL
8	Remarks of the Visiting Officer	Needs bank loan.

Amrit Sarovar		
S. No	Particulars	Status
1	Location of Amrit Sarovar	NILL
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	Amrit Sarovar not available.

Playground		
S. No	Particulars	Status
1	Location of Playground	Laupana
2	Condition of Playground	-
3	Utilization of Playground	-
4	Any Other	-
5	Remarks of the Visiting Officer	Play grounds needs improvement.

Partwarkhana		
S. No	Particulars	Status
1	Location of Partwarkhana	NILL
2	Government/ Private building	-
3	Land passbook saturation	-
4	Pending mutations	-
5	Any Other	-
6	Remarks of the Visiting Officer	Need of Patwarkhana

Anganwadi Centre		
1	Location of Anganwadi Centre	Habbar A.B.C.D.E
2	Number of children enrolled	95
3	a) Boys - 50 b) Girls - 45	14/1
4	Status of Building (Private/ Govt)	5
5	Availability of staff/ worker	yes
6	Maintenance of record of children	yes
7	Availability of sufficient ration	yes
8	Availability of timely ration	yes
9	Availability of functional toilet	yes
10	Availability of tap connection	yes
11	Availability of electricity connection	yes
12	Number of children started	yes
13	Number of children wasted	yes
14	Any Other	
15	Remarks of the Visiting Officer	Angan Centre performing quite well.

CAPD Store		
1	Location of CAPD Store	Habbar
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	-
4	No of registered beneficiaries	2266
5	No of beneficiaries drawing Ration from the store	2266
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	Needs more employment.

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	Nil
2.	Skits, Songs, Dramas	Nil
3.	Local Folk programme / Show	NA
4.	Discussions with PRI and Senior citizens	Done
5.	Exhibitions	NA
B Sports Activities		
1.	Sports Event	play ground NA
2.	Distribution of sports kit	Distributed
C Inaugurations (If any)		
	PMAY house	Under Const.
	Segregation Sheds	Done
	Amrit Sarovar	Nil
	JJM Assets	NA
	Compost/ Soak Pits	yes ongoing
	PMGSY / MGNREGA works	yes ongoing
	Any other	
D Distribution of certificates		
	Self Employment Schemes	Nil
	Land Pass books	Nil
	Any other	
	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Nasha mukt one being carried on weekly buses

IX. PRATY House

S. No	Particulars	Status
1	Location of PRATY house constructed	Habben
2	Name of the beneficiary	Madam Shamsara bano
3	Status of the house (completed/ in-use/ under construction)	Under construction
4	Any Other	
5	Remarks of the Visiting Officer	Satisfied with the programme.

X. Soak pits/ Compost pits

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Layipura
2	Name of the beneficiaries	Shree Vohi Shah
3	Status of the Soakpits/ compost pits (completed/ in-use/ under construction)	Completed in all respects
4	Any Other	
5	Remarks of the Visiting Officer	Need more Soak pits.

XI. Khidmatcenter / CSC

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Nil
2	No of online services provided by the CSC	
3	No of persons approached for services	Nil
4	Any Other	
5	Remarks of the Visiting Officer	Need to estb. a New Bank Branch

XII. Observation of field officer on basic amenities

S. No	Particulars	Status
1	Connectivity Road	Under process
2	Transport	Good
3	Electricity	Good
4	Drinking water	Good
5	Cleanliness	Not Good.
6	Sports facility (Playground)	NA
7	Any Other	✓

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No.	Particulars	Status
Demands / Grievances addressed by the Administration		
1	nil	
2		
3		
4		
5		
Impact of B2V1 to B2V4		
1	Quite Satisfactory with the programmes of B ₂ V1 to B ₂ V4	
2		
3		
4		
5		
Challenges in the Panchayat		
1	C/o Road from main road to Ryt Gharu along with public park	
2	Fencing around Zeyarat Sherif at Habbere	
3	C/o Road from Sheikh Mohalla Masjid Sheef to Ghulam Sheikh	
4	C/o Road from Pm GSY to Lone Mohalla	
5	C/o Road from main road to Zeyarat Sherif at Habbere	
Suggestions if any		
1	C/o School building at PS Laximpur (Habbere)	
2		
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENT

BEST PERFORMING DEPARTMENTS	
1	Education
2	R.D.D.
3	P.D.D.
LEAST RESPONSIVE DEPARTMENTS	
1	Revenue Dep.
2	Skull Dev.
3	Sports Department

The programmes carried out by the R.D.D are quite satisfactory also. The programmes carried out by the education department are remarkable.

II. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No.	Particulars	Scale
1	Any major complaint brought to the notice of the Visiting Officer.	Nil
2	Major/urgent public demands that were reflected earlier but have not been addressed so far.	1. P.B, Habber Cassipore. 2. Const. of Lulu Son Sonish kul to Lulu Son 3. Const. of Lulu Centre 4. Play ground 5. Road up to Panchayat
3	Overall assessment of the state and suggestions. (The visiting officer to ensure that the overall assessment is recorded in detail, along with concrete suggestions)	The above mentioned urgent public demands may kindly be addressed.
4	Overall Rating of Govt. functioning as given by the Panchayat (Scale of 0 to 10)	Panchayat needs funds to perform the aspiration of public.
5	Certificate from Sarpanch that the visiting officer (as stated) in the panchayat for 2 days	

Signature of Sarpanch

Name.....

SARPANCH

SHAKEELA BEGUM

PH-04 Habber

Block Khag Dist. Budgam

Signature of the Visiting Officer

Name.....

Dr. Rashid - Naji