

Pyt. Khanpur  
Block - Nagrota  
Distt. - Jammu

## INSTRUCTION MANUAL FOR B2V5



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

## 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 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.</p> <p>c. 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></p> <p>d. Collect List of new works started/ ongoing/ completed during the previous and current Financial year under the following heads:</p> <ul style="list-style-type: none"> <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> <p>e. Plans/ beneficiary lists:</p> <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>f. Lists of beneficiaries for:</p> <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>

ivity	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 deptts 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 under AyushmanBharat, saturation of Old Age Pension Scheme, Domicile Saturation, KCC Saturation, and saturation of land passbooks.</li> <li>8. Visit government establishments, i.e., Health facility, Education Institute, Aganwadicenters, 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 deptts, 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 SDGs 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 deptt under CSS/UT plans under intimation to DCs, and the rest of the works to DCs for reflecting it under district/CSS plans.
5. His/her work shall be hard-core planning and audit and is not a PR exercise.
6. Every Deputy Commissioner has to ensure that at least one RDD official (ideally Panchayat Secretary) is present in every panchayat with relevant panchayat records, to ensure the conduct of all activities as planned. Panchayat-wise orders need to be issued in advance.
7. The BDO has to ensure that Gram Sabha is held during the visit of the officer in the panchayat and uploaded on Vibrant Gram Sabha Portal.
8. The visiting officer should ideally carry his/her laptop to complete the reports at the Panchayat level itself and upload the final report, duly signed both by the Sarpanch and by the visiting officer on the [www.jkpanchayat.jk.gov.in](http://www.jkpanchayat.jk.gov.in) portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Mukht, Bhrashtachar Mukht, 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 Mukht J&K.
  - vi. Nasha Mukht, 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 Aapki Nigrani, Beams, Janbhagidari, Digital J&K
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc
Incomplete buildings/projects	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, Plantation 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:-

FLAG SHIP SCHEMES	
1. Ayushman Bharat- PMJAY	
2. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission	
3. PM Awas Yojana (Rural)	
4. PM Ujjawala Yojana	
5. PM Vishwakarma	
6. PM KisanSamman Nidhi	
7. Kisan Credit Card (KCC)	
8. PM Poshan Abhiyan	
9. Har Ghar Jal- Jal Jeevan Mission	
10. Survey of Villages and Mapping with improvised technology in Village areas (SVANMITVA )	
11. Jan Dhan Yojana	
12. Jeevan Jyoti Bima Yojana	
13. PM KUSUM Yojana	
14. Suraksha Bima Yojana	
15. Atal Pension Yojana	
ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS	
1. Enrolment in Eklavya Model residential school	
2. Scholarship schemes	
3. Forest Rights Title:Individual and Community Land	
4. Van Dhan Vikas Kendra: Self Help Groups	

## SDG Theme & Goals

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

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

### 1. Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste. *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*
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No *No*
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands. *No*
- vi. Whether schools have started segregating waste. Yes/No *No*
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No *No*

### 2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? Yes/No *Yes*
- 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 *Yes*
- iv. Are all the eligible individuals been vaccinated against COVID-19? Yes/No *Yes*
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? Yes/No *Yes*
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? Yes/No *Yes*

### 3. Water-sufficient village

- i. Do all the IHHs in the Gram Panchayat have water pipeline connections? Yes/No *No*
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify *No*
- iii. Do all the IHHs in the Gram Panchayat have toilets? Yes/No *Yes*
- iv. Are all the IHHs toilets functional or not? Yes/No *Yes*
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No *Yes*
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? Yes/No *Yes*
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No *No Pgt Bhawan*

### 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 *Yes*
- ii. How many BalSabha's were organized in the Gram Panchayat. *No*

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

**5. Village with good governance**

- i. Is CSC located in the Gram Panchayat Bhawan or not? Yes/No *It is in Shiv Temple*
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram panchayat wall or not? Yes/No *NO*
- iii. Does the Gram Panchayat has its building or not? Yes/No *NO*
- iv. Is the Gram Panchayat office functional or not? Yes/No *Functional But in Private building*
- v. Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? Yes/No *NO*
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? Yes/No *Yes*

**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 *NO*
- ii. Have all the eligible households registered in PDS or not? Yes/No *Yes*
- iii. Has Gram Panchayat provided space for Self-help Groups in Panchayat Ghar for holding meetings or not? Yes/No *NO*
- iv. Have all the eligible households been registered for Pension or not? Yes/No *Yes*
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? Yes/No *NO*
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? Yes/No *Yes*
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? Yes/No *Yes*

**7. Socially secured village**

- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes/No *Yes*
- ii. Is Gram Panchayat Office Disabled Friendly or not? Yes/No *But in Private Building*
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/No *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 *NO*
- v. Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? Yes/No *Yes*
- vi. Are all the eligible households getting benefits from IAY or not? <sup>PAY</sup> Yes/No *Yes*

**8. Engendered Development in Village**

- i. How many Mahila Sabha's were organized in the Gram Panchayat *0*
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) *NO*
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No) *Yes*
- iv. Number of women beneficiaries headed households covered under PDS system. *72*
- 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 *NO*
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No) *NO*
- iii. Whether child-friendly park with required facilities is available in GP (Yes/No) *NO*
- iv. Whether the GP has easy access to Godown for storage (Yes/No) *NO*
- v. Whether street lights are provided in public places for ensuring safety (Yes/No) *NO*

**Deliverables:**

S/No	Department	Deliverable
1	Agriculture Production Department	i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. ii. Ensuring saturation of Kissan Credit Cards (KCC) & Soil Health Cards (SHC). iii. Awareness about G.I. Tagging of agriculture crops. iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment. v. Distribution of seedling and seeds including Rabi seeds, lavender seeds. vi. Implementation of FasalBeemaYojna (Crop Insurance) vii. Issuing sanction letters for insurance of the Cattle
2	Rural Development Department	i. Establishment of AmritSarovar per Panchayat (Target/Achievement) ii. Saturation of all households in SHGs across all panchayats. iii. Number of works verified and completed during B2V-I, II, III & IV. iv. Achieving 100% social audit of PMAY. v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households vi. Achieving PMAY/IHHL Saturation. vii. Status of Drug Free/Corruption free Panchayats viii. Organizing of various sports events at the Panchayat level.
3	Information Technology	i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated. ii. Awareness about BEAMS, Janbhagidari & E-UnnatPortal etc. iii. Hoardings, Wall paintings in all panchayats about Digital J&K & Services. iv. Organizing of one CSC Camps per panchayat. v. Assistance to be provided in enrolment for User Services, Golden Card, Domicile Certificates etc.
4	Finance Department	i. Number of Aadhaar Linked accounts under PMJJY, PMSBY, APY & PMJDY. ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&K Bank, EDI and Labour. iii. Setting up of counters by Banks at Panchayat level for verification, Sanctioning and disbursement of cases and also accepting fresh application under all individual subsidy schemes. iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc.
5	Revenue Department	i. Awareness programme about Management legacy data of registration & Delivery of registration documents online to the citizens by the Tehsildar concerned. ii. Information campaign for popularization of "AapZameenAap Ki Nigrani". iii. Achieving saturation of land passbooks. iv. Pending inheritance mutations to be completed. v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)
6	Health & Medical Department	i. Saturation of Golden Cards under PMJAY/ SEHAT Scheme. ii. Swachh Hospitals- Clean Toilets and Junk free premises. iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. iv. Screening of School Children. v. Awareness about screening of NCD (Non communicable disease).
7	Social Welfare	i. Geo-tagging of established Child Care Institutions. ii. Saturation of Old Age Pension ISSS/NSAP. iii. Number of Disability Cards (UDID) digitized. iv. 500 Anaemia check-up camps to be conducted. v. Number of Aanganwari Beneficiaries Aadhar Seeded.

		vi. Number of BetiBachaoBetiPadhao events held. vii. Saturation of left out cases under disability pension, implants and tricycles etc. viii. Awareness about Drug Mukht Panchayats.
8	Forest, Ecology & Environment	i. Plantation drives under "Har Gaon Haryali" program. ii. Conservation of water bodies. iii. Forest for Fodder. iv. "Green J&K drive" campaign.
9	Tourism	i. Identification & Registration of Home Stays. ii. Providing support for tourism activities under village cooperatives. iii. Promotion for augmenting the tourist inflow. iv. Identification, delineation and demarcation of at least 5 tourist destination/ circuits/ themes tracks per district. v. Plastic free tourism destinations.
10	Culture Department	i. Organizing school talent hunt competitions. ii. Cultural event at panchayat level under Har Din Tivhar. iii. Promotion of local artists by way of organizing KaviSamaylan, Painting competitions etc.
11	Labour & Employment	i. Registration of Job Seekers 50 per District. ii. Organizing of one Job fares per District. iii. Awareness about Self Employment Schemes under Seed Capital Fund & Youth Start-up Loan Scheme.
12	School Education Department	i. Number of students covered under Nipun Bharat & Padega Bharat TabhiBadega Bharat ii. Identification of out of school Children and their enrolment. iii. My School My Pride-Cleanliness and Maintenance drives to be organized. iv. Holding of at least 200 Parent Teacher meetings per district. v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility.
13	Higher Education	i. Digital push for Open & Distance Learning (ODL) and online courses. ii. My college my pride (NashaMukht Camps, Eco Clubs, Sports & Games) iii. Careers counselling and Job placements.
14	Youth Services & Sports	i. Organizing sports activities/games in every panchayat. ii. Distribution of sports kits. iii. Stadium / Flood Lights
15	Transport	i. Steps taken to reduce the occurrence of road accidents. ii. Cases under MUMKIN scheme to be finalized.
16	Tribal Affairs	i. Organizing of Tribal Artisan Mela in each District. ii. Saturation of Scholarship Schemes.
17	Power Development Department	i. Distribution of Transformers. a) Check Unique Number b) Identify DTS with low oil and top oil c) Identify DTS with load imbalance d) Replace Non Standard fuses standard fuses. e) All pending electrical accidental claim cases to be resolved and disbursed. f) Removal of damaged transformers.
18	Food, Civil Supplies and consumer affairs	i. Achievement made under opening of fare price shops. ii. Saturation of Aadhaar Seeded Ration Cards. iii. 100% grievance redressal to be ensured. iv. Awareness about the schemes of the Department
19	Skill Development	i. Training of left out SHG members registered with NRLM/Tribal Affairs. ii. Skill Training of B2V4/MTMP2 youth. iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of JK UT. iv. 100% admission Polytechnic/ITI.

		v. 100% Implementation of Skill strengthening for industrial value enhancement Scheme.
20	Cooperative	i. Formation of Primary Agriculture Credit Society (PACS) & Farmer Producer Organization (FPO) at Block level. ii. Holding Awareness Camps iii. Registration of new cooperative societies.
21	Science & Technology	i. Public awareness events (IEC) under Rooftop Solar Residential Sector. ii. Outreach and training of farmers for PM-KUSUM Scheme. iii. Installation of Stall for solar gadgets for mass awareness.
22	Public Works Department(R&B)	i. Connectivity of left out habitations under PMGSY. ii. Safe audit and inspection of all roads. iii. All major roads pothole free in the district.
23	ARI Trainings	i. Inspections carried to evaluate quality of work and grievances disposal, record keeping & Inventory management.
24	Mining	i. Monthly monitoring of E-Challans. ii. Awareness programmes about illegal mining. iii. Grant of quarry licence. iv. Identification of new minor mineral blocks.
25	Disaster Management	i. Number of grievances disposal of Relief Commissioner's Portal. ii. Training of 250 APDA MITRAS. iii. Training of volunteers under SDRF.
26	GAD	i. Ensuring Biometric attendance. ii. Online portal for purchase of property by J&K Government employees. iii. Monitoring complaints through fixed line telephone grievance cell PUKAR. iv. Action against false complaints.
27	Jal-Shakti Department	i. Providing of Functional Household Tap Connection (FHTC) to the left out areas. ii. Smart Billing- Online collection of water charges. iii. Ease of water connection amendment in legal provisions. iv. Implementation of JalJeevan Mission & Regular testing of all Schools & Aganwaris 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.



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

## QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

### A. Details of Reporting Officer:

S.No	Particulars	
1	Name	SUKRITI SHARMA
2	Designation	Deputy Excise Commissioner (Accounts)
3	Department	Excise and Taxation
4	Place of posting	Finance Department
5	Mobile No	9469000654
6	Email ID	Sukritisharma1@gmail.com
7	Home District	Samba
8	Dates of visit	14th & 15th of November, 2023

### B. Locational details of Panchayat: (to be pre-filled, information to be taken from the previous phases booklets/summarized excel sheet uploaded on [jkpanchayat.jk.gov.in](http://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	KHANPUR
2	Local Government Directory(LGD) code of the Panchayat	240583
3	Name of CD Block	Nagrole
4	Name of Tehsil	Nagrole
5	Name of District	Jammu

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	Two revenue villages ① Khanpur - 5972 ② Silin - 5973
2	No. of hamlets in the Panchayat	Two
3	No. of households in the Panchayat	895 As per Census 2011
4	Population (approx) of the Panchayat	4733 As per Census 2011

## 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	Adarsh Parihar	AEo	Present	
2	Education	Rishi, Abdul Rashid Gulam Hassan	Teachers	Present	
3	Food, Civil Supplies and Consumer Affairs	Govind Ram	Ration Dealer	Present	
4	Forest	Wazir Ali	Guard	Present	
5	Health and Medical Education	Amardeep	BHW	Present	
6	ICDS Department	Shelly Sharma	ANW	Present	
7	Irrigation and Flood Control Department	Absent	Absent	Absent	
8	Jal Shakti Department	Rifat Fatima	JE (PHE)	Present	on Day 2
9	Power Development Department	Dev Raj	Line Man	Present	
10	Public Works Department	-	-	Absent	
11	Revenue	Nakul Kumar	Patwari	Present	
12	Rural Development and Panchayat Raj	Isha Sharma	VLW	Present	
13	Skill Development	-	-	Absent	
14	Social Welfare Department	Ravinder Singh Krishan Singh	Sr. Assistant Jr. Assistant	Present	
15	Youth Services and Sports Department	Sudesh Kumari			
16	Others Handloom	Lakshmi Devi		Present	
17	J&K Bank	Rahul, Rohit	Bank officials	Present	
18	JKPDC L	Parvinder Sharma		Present	
19	Horticulture	Akash Anand	Mali	Present	
20					

# QUESTIONNAIRE FOR B2V5

## Schedule-II

### (FIRST HAND INFORMATION ON INFRASTRUCTURE - PANCHAYAT ASSET REGISTER AND ITS UTILIZATION)

1	Infrastructure of Panchayat Ghar	NO Pgt. Ghar available Meetings are however held in pvt buildings/ Pvt-house			
	a) Govt building/private	-			
	b) New/needing repairs	NO			
	II. Furniture (Y/N)	NO			
	III. Computer/printer (Y/N)	Yes			
	IV. Internet (Y/N)	NO			
	V. Telephone (Y/N)	NO			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	NO			
	VII. Water (Y/N)	Yes			
	VIII. Electricity (Y/N)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	-	-	-	-
	b) Primary	2	95	-	Govt.
	c) Middle	1	121	-	Govt.
	d) High	-	-	-	-
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		7	230	-	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		Nil	Nil		Nil
5	Bank branch (Y/N)	Nil	Nil	Nil	Nil
6	Availability of ATM (Y/N)	NO	NO	NO	NO
7	Khidmat center/ CSC (Y/N)	CSC Available			
8	Patwarkhana (Y/N)	Nil			
9	Village haat (Y/N)	Nil			
10	Playground (Y/N)	Yes			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1	2310	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		3		Yes	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Nil	Nil	Nil	Nil
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Sheetla mata Mandir Jambh 200			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	NO			
	ii. Number of Asset captured	-			
	iii. Please mention assets	-			
	1.	-			
	2.	-			
	3.	-			
	4.	-			
	5.	-			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Panchayat Ghar	2012-2013		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Nil	Nil		

# QUESTIONNAIRE FOR B2V5

## Schedule-III

### [STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT]

S. No	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDING
1	Old Age pension	Social Department Welfare	136	136	
2	Widow pension	Social Department Welfare	21	21	
3	Disability pension	Social Department Welfare	21	21	
4	Status under Shanting Mukh	Social Department Welfare	Inf. not available with F/L worker		
5	Status under waisting Mukh	Social Department Welfare	Inf. not available with F/L worker		
6	Equipment's provided to specially abled persons (implants, bicycles etc)	Social Department Welfare		2	
7	Digital Services provided	IT/ BDO/ CSC	CSC		
8	Kisan Kisan	Agriculture Department	25	25	
9	Kisan credit card	Agriculture Department	110	110	
10	PM Kisan Samman Nidhi	Agriculture Department	110	101	Rest 9 due to ineligible beneficiaries
11	Employment Saturation (PHDS, Tejaswani, Munkin, Mission Youth, Hemayat, etc)	Employment Department	No official Present to share information		
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	No official Present to share the information		
13	IM Implementation I. No of Household provided PHTC II. Har Ghar Jal village(s) certified (No.)	Jal Shakti Department	No official Present on Day 1 On Day 2, the concerned JE had no information		
14	No of Households electrified	POD	1181 (Actual)	1181 (Actual)	
15	PHAT- Gramin	RDO & PR	5	5	
16	SBM Gramin- IHRL functional (Household toilets)	RDO & PR	442	442	
17	ODF Pura villages (No)	RDO & PR	2	2	
18	Targeted Sock pit completed	RDO & PR	2	0	Non-availability of suitable land
19	JRLM I. Number of Self Help Groups formed II. Number of Households involved	RDO & PR	10 30	10 30	
20	Land Passbook Subsidies	Revenue Department	684	613	76 - Applications not received
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department	3585 Applied	3585 Disposed off	
23	Persons identified drug addicts	BDO/ Sarpanch	-	-	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	01	-	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Nil		
26	Golden Health Card under Ayushman Bharat	Health Department	No information could be provided by the SHW present on Day 1, On Day 2, the FMPHW's present also did not share any info despite repeated requests by the VLW		
27	Janani suraksha yojana	Health Department			
28	Status under Anaemia Mukh	Health Department			
29	Status under Leprosy Mukh	Health Department			
30	Number of Ayushman Mitras organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department			
31	Number of Ayushman Sabas held	Health Department			
32	Out of School Children brought to Schools	School Department Education	Inf. not available		
33	Number of students still out of Schools	School Department Education	Inf. not available		
34	Persons educated through bridge courses	School Department Education	Inf. not available		
35	Household using clean cooking fuel (LPG)	FCS & CA	Inf. not available		

# QUESTIONNAIRE FOR B2V5

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

### I. Health Institutions:

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

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	① GMS Sini ② GPS Khanpur ③ Govt. Primary School Khanpur
2	Type of building (Govt./ Private)	Govt. Govt. Nallah Govt.
3	Availability of Staff as per sanctioned strength	7/8 3/3 2/3
4	Enrolment of the School a) Boys b) Girls	49 23 11 72 47 14
5	Availability of play ground	Yes Yes No
6	Availability of drinking water	Yes No No
7	Availability of electricity	Yes Yes Yes
8	Availability of functional toilets	Yes NO Yes
9	Activities undertaken under 'My School My Pride'	Done Done Done
10	Other	
11	Remarks of the Visiting Officer	The School Edu. Deptt. needs to consider having functional toilet & an additional classroom in GPS. Khanpur Nallah

NO Proper Play-ground available. However, there is open space in front of school which can be converted into a playground by constructing a compound wall as there is not comp. wall at present.

Besides, the School Building is in dilapidated state & needs urgent repair. The School does not have desks nor even the mats for students to sit. Also, the GMS Sini is alongside river Tawi & a big Nallah with vast catchment flows just alongside the School building, thereby severely damaging the building. The School urgently requires atleast (03) additional classrooms to function properly. PHE Deptt. should immediately provide drinking water supply. Further, there is an urgent requirement of water tanks in both the Primary Schools.

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Khanpur Near Youth Hostel
2	Number of children enrolled a) Boys b) Girls	15 10
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Maintained
6	Availability of sufficient ration	Yes
7	Availability of timely Ration	Yes
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	nil
12	Number of children wasted	nil
13	Any Other	NA
14	Remarks of the Visiting Officer	There was no matting available in the AWC visited. As reported by the Sarpanch, no mats are available in (04) AWC, out of (07) seven

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Near Army Flag Staff House
2	Government / Private	Private
3	Name of the dealer (In case of Private)	Cyamid Ram
4	No of registered beneficiaries	2310 (Approx.)
5	No of beneficiaries drawing Ration from the store	2300 (Some families migrate to Kashmir during winter.)
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	There has been consistent demand & grievance from The Panchayat about faulty registration of deserving households with very low family income as NPHH for ration delivery. Also, another grievance to be addressed is bifurcation of families as per current statute.

A no. of families have now expanded & in the absence of this issue being addressed, the joint family income gives a skewed figure & consequently the Family/ HH is registered as PHH.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Not available in Pgt. limits However, the Pgt. is being served by PNB & J&K Bank Nagrota
2	No of Accounts in the branch	3700 (Khanpur)
3	No of persons applied under various self-employment schemes	2 (J&K)
4	No of cases sanctioned under various self-employment schemes	2 (J&K)
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	2 (J&K)
6	Availability of ATM	Not in Khanpur
7	Any Other	
8	Remarks of the Visiting Officer	The Service banks needs to handhold the eligible/interested beneficiaries Manager, J&K Bank Nagrota was contacted during the B2V5 to settle the grievance of self-emp. loans sponsored by Agriculture Deptt.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	NO Govt. land <del>not</del> available as reported by Pgt
2	Condition of Amrit Sarovar	-
3	Details of repair undertaken, if any	-
4	Utilization of Amrit Sarovar	-
5	Any Other	-
6	Remarks of the Visiting Officer	-

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	One Playground in Satni Village
2	Condition of Playground	Excessive Hemp in Playground
3	Utilization of Playground	-
4	Any Other	-
5	Remarks of the Visiting Officer	This is only one playground in the Pgt. with so much of young population in the Pgt. YSS Deptt. should provide funds for construction of a Badminton court, staid on one side & levelling of the ground

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Not available
2	Government/ Private building	-
3	Land passbook saturation	613/689 = 88.96 %
4	Pending mutations	-
5	Any Other	-
6	Remarks of the Visiting Officer	

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Khanpur W. No. 1
2	Name of the beneficiary	Ravi Kumar
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	The beneficiary had made a better house by contributing himself also.

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	(02) community compost pits constructed one at Sitri and another at Khanpur.
2	Name of the beneficiaries	
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed recently.
4	Any Other	
5	Remarks of the Visiting Officer	Due to non availability of land, the community compost pit constructed at Sitri is far off from inhabited area. However, the pvt. was advised to make use of the asset in an appropriate manner.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Khanpur
2	No of online services provided by the CSC	More than 100 services are being provided. However, most frequently availed services are 10-15 <del>times</del>
3	No of persons approached for services	No info available
4	Any Other	
5	Remarks of the Visiting Officer	CSC is working satisfactorily.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Ward nos. 1, 3, 4, 5, 6 & 7 are without all weather road.
2	Transport	Available
3	Electricity	Available
4	Drinking water	Only 30% households in Khanpur and 50% in Sitri have piped drinking water supply.
5	Cleanliness	Position not satisfactory
6	Sports facility (Playground)	Yes
7	Any Other	—

## QUESTIONNAIRE FOR B2V5

Schedule-V  
(AWARENESS/ EVENTS / INAGURATION)

### EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
<b>A</b>	<b>Cultural Events/ Programmes</b>	
	1. Debates and Seminars	
	2. Skits, Songs, Dramas	Skit on substance abuse organized by Excise dept.
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	Stalls by Agric dept. and SHGs
<b>B</b>	<b>Sports Activities</b>	
	1. Sports Event	Volley ball match organized by Excise dept.
	2. Distribution of sports kit	NO
<b>C</b>	<b>Inaugurations (If any)</b>	
	PMAY house	Yes
	Segregation Sheds	-
	Amrit Sarovar	-
	JJM Assets	-
	Compost/ Soak Pits	-
	PMGSY / MGNREGA works	-
	Any other	lane/Drain under Capex from Bhupen Singh house to Mohinder Kumar House W.No. 1.
<b>D</b>	<b>Distribution of certificates</b>	Nil
	Self Employment Schemes	
	Land Pass books	
	Any other	
<b>E</b>	<b>Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual</b>	Yes, Awareness generation on Nasha Mukti through Skit

**QUESTIONNAIRE FOR B2V5**  
**Schedule-VI**  
**(SDG THEME ADOPTED BY THE PANCHAYAT)**

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Healthy village
2	Activities undertaken under the Theme (as per instruction manual)	27
3	Status of activities undertaken	Activities ongoing - 02
4	Visible impact of the Activities	People become aware of the activities carried out by the Panchayat
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	27
7	Bottlenecks, if any, faced in the achievement of SDG Theme	
8	Remarks of the Visiting Officer on the status SDG Theme	

[Immunization of Infants taken up]

## QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
<b>A</b> Demands/ Grievances addressed by the Administration		
1	Playground constructed under B2V-3	
2	Road at Moh. Brahmna W.No.1 constructed under B2V-1	
3	Administration's decision to provide land to the landless for housing has benefited immensely in Ppt. Ukaper since a lot of HH were landless.	
4		
5		
<b>B</b> Impact of B2V1 to B2V4		
1	B2V programme has greatly helped in awareness	
2	generation about various welfare and developmental schemes among rural masses. This has certainly helped in bridging the gap between the administration and public.	
3		
4		
5		
<b>C</b> Challenges in the Panchayat		
1	Non availability of drinking water supply in Ppt. as on date is the biggest of all challenges.	
2	Since the ppt. is suburban, sanitation is another big challenge.	
3		
4		
5		
<b>D</b> Suggestions if any		
1	The PHE dept. needs to put in all out efforts and work on urgent basis to provide drinking water supply.	
2		
3		
4	The forest dept. needs to construct proper embankments to channelize the rain water which at present is severely damaging residential areas as well as GMS Sitri.	
5		

## QUESTIONNAIRE FOR B2V5

Schedule-VIII

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

1	BEST PERFORMING DEPARTMENTS
1	Agriculture
2	RBD
3	PDD
2	LEAST RESPONSIVE DEPARTMENTS
1	PHE
2	Health
3	Forest

### ii. FEEDBACK ON UT INITIATIVES

The pvt members and the public expressed satisfaction about the digitization of important govt. schemes. The ecosystem so developed greatly helps public in availing these basic services online in a hassle free manner thereby saving time, money. People also appreciated B2V initiative which has made administration available at doorsteps, has made officers/officials responsible.

### iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	There is a lot of resentment in public against PHE dept. The TJM needs to realign its effort as per the demands of the public/pvt.
2	Major/urgent public demands that was/were reflected earlier but have not been addressed so far:	1. Construction of Pvt. Ghar 2. Construction of Slaughterhouse 3. Construction of Community hall 4. Road connectivity 5. Const. of Bund/embankment along lane at w.r.t 4, 5, 6 & 7 for protection of Pvt. assets.
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)	6. Upgradation of GMS Sathi to High School 7. Upgradation of GPS RANAS to Middle School Non execution of the works being repeatedly pointed out in B2V phases has upset the P.H.O. However, the responsiveness and availability of various officials has increased and is encouraging.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	7 (Seven)
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch

Name: Mohd. Aslam

Signature of the Visiting Officer

Name: Neta