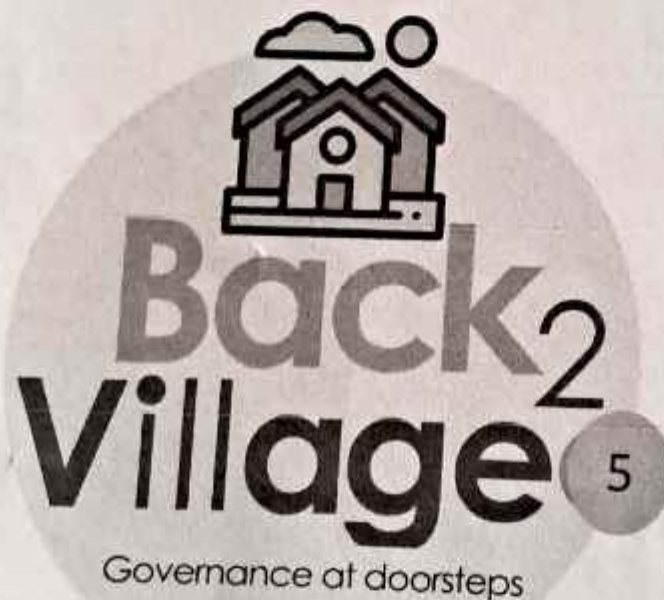


Panchayat Sarla -
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INSTRUCTION MANUAL FOR B2V5



7th to 16th 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
Seeking details from the District team		<ol style="list-style-type: none"> Take print outs of filled booklets of B2V1, B2V2 and B2V3 & B2V4 from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in Also take print outs of the summarized excel sheets of the previous phases from www.jkpanchayat.jk.gov.in or www.jkpanchayat.in. ATRs on issues raised during previous 4 phases of B2V and feedback on deliverables of last year from the office of Deputy Commissioner. Take prints of blank 2 booklets of B2V5 from www.jkpanchayat.in / www.jkpanchayat.jk.gov.in 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"> • PRI grants • District Plan • UT plan • MGNREGA • Other schemes of other departments • Any other work Plans/ beneficiary lists: <ul style="list-style-type: none"> • MGNREGA draft plan document for the year 2023-24. • List of Awaas+ beneficiaries alongwith IHHL Convergence • List of pension beneficiaries. • List of SHGs • List of agriculture scheme beneficiaries Lists of beneficiaries for: <ul style="list-style-type: none"> • Various certificates/ benefits to be distributed by the visiting officer. • Any other activities identified by different departments

Reach the Panchayat on day of visit.

1. To hold meetings with PRIs, Officers/officials of the department, and General Public to have firsthand information about the Infrastructure & implementation of Schemes as per Schedule 1A, 1B & Schedule-II. *Yes*
2. Ensure that all front line workers of different deptts are present. *Yes Present*
3. Ensure exhibition by different depts. about individual beneficiary schemes. *Yes*
4. Inspect JKB/PSB counters/outlets. *—*
5. Participate/ensure organization of sports activity in playfield, talent hunt cultural event/youth activity. *Yes*
6. Ensure awareness generation about PM Vishwakarma scheme and AyushmanBhav. *Yes*
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. *Yes*
8. Visit government establishments, i.e., Health facility, Education Institute, Aganwadicenters, CAPD store, Bank/Extension counter, Amrit Sarovar, Playground, PatwarKhana, etc. *Yes*
9. Inspect Khidmat (CSC) Centres and create/generate awareness on online schemes, especially G2C schemes like BEAMS, Janbhagidari, Aapki Zamin Aapki Nigrani, Digital J&K, etc. *Yes Yes*
10. Check effectiveness of centrally sponsored schemes through field visits of PMAY houses, Compost/Soak pits, JJM, etc. *Yes*
11. Assess status of connectivity, Transport, Electrification, Drinking water, cleanliness, etc., in the panchayat. *Yes*
12. Wherever possible, distribute employment letters for people selected under various government employments. *N/A*
13. Conduct social audit of works under following schemes: MGNREGA, PMAY, IHHL toilets and payments CSCs & AMRIT SAROVARS. *✓*
14. Prepare Village Development Plan, in consultancy with Gram Panchayat, discuss it in Gram Sabha, and get it approved. *Yes*
15. Identify unique features of the Panchayat in terms of Tourism, Culture, Heritage, Potential, etc. *Yes*
16. Organize village-level cultural events to engage panchayat members.
17. Obtain a candid assessment about the performance of various deptts, including fair feedback about discrepancies in functioning. *Yes*
18. Open discussion on Nasha Mukta Abhiyan, corruption-free Panchayat, etc. *Yes*
19. Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.

GENERAL INSTRUCTIONS

1. The visiting officer shall spend at least three days in a Gram Panchayat to assess the details of the Gram Panchayat comprehensively.
2. He/She shall refrain from giving or offering any commitment on behalf of the government and shall adopt an unbiased attitude in reporting issues. As far as possible, his/her observation should be based on a fair and analytical view emerging from his/her interaction in the village.
3. He/She is going to the Panchayat as a planning officer, not for sanctioning any works or for making any commitments.
4. While preparing the Gram Panchayat development plan, he/she has to ensure that demands are prioritized and reflected under available schemes, wherever necessary the larger works are to be referred to administrative deptt under CSS/UT plans under intimation to DCs, and the rest of the works to DCs for reflecting it under district/CSS plans.
5. His/her work shall be hard-core planning and audit and is not a PR exercise.
6. Every Deputy Commissioner has to ensure that at least one 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 portal.
9. The focus of the visit is on youth, skills, self-employment, Nasha Mukat, Bhrashtachar Mukat, 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. Yes
 - ii. Available funds utilized in public interest and as per Gram Sabha resolutions. Yes
 - iii. Fairness in governance. Yes
 - iv. CSS/Individual beneficiary schemes, etc. Yes
 - v. Bhrashtachar Mukat J&K. Yes
 - vi. Nasha Mukat, J&K. Yes

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 / www.jkpanchayat.jk.gov.in portal within a week's time, positively.

Instruction for Field visit

FIELD VISIT

Facility	Purpose	
<u>Khidmat Centres</u>	Create /Generate awareness on online services particularly G2C schemes Aapki Zamin AapkiNigrani, Beams, Janbhagidari, Digital J&K	N/A
JKB/PSB counters/outlets	a) Status of counter b) Number of visitors etc	N/A
Incomplete buildings/pro- jects	Verify whether identification and redistribution done	Yes
PDS	Visit, evaluate, online status	
PHC	Visit- evaluate, status of staff, equipment and quality	
PMAY	Inspect, Inaugurate	Yes
My school, my pride progress; schools- water, toilets, staff	Visit, check for water, electricity, sanitation, meet students and staff	Yes
Swachh SBM	Evaluate	Yes
Panchayat play ground, Sports kits distribution Village games	Ensure, verify. Participate in at least one game in the playground	
Har Gaon Hariyali, Planta- tion drive	Evaluate status, feedback	Yes
Village cultural event	Participate in ensure that it is held	Yes
Dangal/ Haat/Mela		N/A
Exhibition of schemes	Ensure that every department participates and that it continues for the entire duration of B2V	Yes
Jal Jeewan Mission verification- WSS/ISD Electricity supply	Verify	Yes

AWARENESS GENERATION ABOUT FLAG SHIP SCHEMES

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

FLAG SHIP SCHEMES

1. Ayushman Bharat- PMJAY	Yes	Yes
2. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission	Yes	
3. PM Awas Yojana (Rural)	Yes	
4. PM Ujjawala Yojana	Yes	
5. PM Vishwakarma	Yes	
6. PM Kisan Samman Nidhi	Yes	
7. Kisan Credit Card (KCC)	Yes	
8. PM Poshan Abhiyan	Yes	
9. Har Ghar Jal- Jal Jeevan Mission	Yes	
10. Survey of Villages and Mapping with improved technology in Village areas (SVANMITVA)	Yes	
11. Jan Dhan Yojana	Yes	
12. Jeevan Jyoti Bima Yojana	Yes	
13. PM KUSUM Yojana	Yes	
14. Suraksha Bima Yojana	Yes	
15. Atal Pension Yojana	Yes	

ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS

1. Enrolment in Eklavya Model residential school	
2. Scholarship schemes	Yes
3. Forest Rights Title: Individual and Community Land	
4. Van Dhan Vikas Kendra: Self Help Groups	Yes

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. *Yes*
- 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. *Yes*
- 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. *Yes*
- vi. Whether schools have started segregating waste. *Yes*/No
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. *Yes*/No

2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? *Yes*/No
- ii. Do all the eligible individuals been provided the Golden Card? Yes/No *Max.*
- 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 IHHs in the Gram Panchayat have water pipeline connections? *Yes*/No *About 70%*
- 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 *Max.*
- iv. Are all the IHHs toilets functional or not? *Yes*/No
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? *Yes*/No *Max.*
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? *Yes*/No
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? *Yes*/No

4. Child-Friendly village

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

- 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 PanchayatGhar 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 Max

8. Engendered Development in Village

- i. How many MahilaSabha's were organized in the Gram Panchayat Yes 10 meeting
- 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. Yes Max
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana 40 data not available.

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"> i. Awareness programmes regarding the establishment of Bee Colonies/ Mushroom farms. — Yes ii. Ensuring saturation of Kissan Credit Cards (KCC) & Soil Health Cards (SHC). Yes iii. Awareness about G.I. Tagging of agriculture crops. Yes iv. Issuing sanction letter to the beneficiaries for providing farm Machinery equipment. — v. Distribution of seedling and seeds including Rabi seeds, lavender seeds. Yes vi. Implementation of FasalBeemaYojna (Crop Insurance) Yes Yes vii. Issuing sanction letters for insurance of the Cattle Yes
2	Rural Development Department	<ul style="list-style-type: none"> i. Establishment of AmritSarovar per Panchayat (Target/Achievement) — ii. Saturation of all households in SHGs across all panchayats. Yes iii. Number of works verified and completed during B2V-I, II, III & IV. iv. Achieving 100% social audit of PMAY. Yes v. 100% verification of ODF plus model villages- door to door collection mechanism, segregation shed, PWMU, soakage/compost pits for all households Yes vi. Achieving PMAY/IHHL Saturation. Yes vii. Status of Drug Free/Corruption free Panchayats Yes viii. Organizing of various sports events at the Panchayat level.
3	Information Technology	<ul style="list-style-type: none"> i. All online services under Public Service Guarantee Act to be popularized and information about them to be disseminated. Yes ii. Awareness about BEAMS, Janbhagidari & E-UnnatPortal etc. Yes iii. Hoardings, Wall paintings in all panchayats about Digital J&K & Services. Yes iv. Organizing of one CSC Camps per panchayat. Yes v. Assistance to be provided in enrolment for User Services, Golden Card, Domicile Certificates etc. Yes
4	Finance Department	<ul style="list-style-type: none"> i. Number of Aadhaar Linked accounts under PMJJY, PMSBY, APY & PMJDY. Yes ii. Providing Self-employment to at least 20 person per panchayat in consultation with J&K Bank, EDI and Labour. Yes 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. Yes iv. Awareness programme about GST Registration, Biometric verification of Tax Payers etc. Yes
5	Revenue Department	<ul style="list-style-type: none"> i. Awareness programme about Management legacy data of registration & Delivery of registration documents online to the citizens by the Tehsildar concerned. Yes ii. Information campaign for popularization of "AapZameenAap Ki Nigrani". Yes iii. Achieving saturation of land passbooks. Yes iv. Pending inheritance mutations to be completed. — v. Functionality of the Patwarkhanas. (No of Patwarkhanas made functional)
6	Health & Medical Department	<ul style="list-style-type: none"> i. Saturation of Golden Cards under PMJAY/ SEHAT Scheme. Yes ii. Swachh Hospitals- Clean Toilets and Junk free premises. Yes iii. Awareness programmes about Anaemia Mukht, TB Mukht, and Stunting Mukht Panchayats. Yes iv. Screening of School Children. Yes v. Awareness about screening of NCD (Non communicable disease). Yes
7	Social Welfare	<ul style="list-style-type: none"> i. Geo-tagging of established Child Care Institutions. Yes ii. Saturation of Old Age Pension ISSS/NSAP. Yes iii. Number of Disability Cards (UDID) digitized. Yes iv. 500 Anaemia check-up camps to be conducted. Yes 10-15 v. Number of Aanganwari Beneficiaries Aadhar Seeded. Yes

		vi. Number of BetiBachaoBetiPadhao events held. <i>Yes - 10-12</i>
		vii. Saturation of left out cases under disability pension, implants and tricycles etc. <i>10 Disability Yes</i>
8	Forest, Ecology & Environment	viii. Awareness about Drug Mukht Panchayats. <i>Yes</i>
		i. Plantation drives under "Har Gaon Haryali" program. <i>Yes</i>
		ii. Conservation of water bodies. <i>Yes</i>
		iii. Forest for Fodder. <i>Yes</i>
		iv. "Green J&K drive" campaign. <i>Yes</i>
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. <i>Yes</i>
		ii. Cultural event at panchayat level under Har Din Tivhar. <i>Yes</i>
		iii. Promotion of local artists by way of organizing KaviSamayan, Painting competitions etc. <i>Yes</i>
11	Labour & Employment	i. Registration of Job Seekers 50 per District.
		ii. Organizing of one Job fairs 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 <i>4907</i>
		ii. Identification of out of school Children and their enrolment. <i>Yes</i>
		iii. My School My Pride-Cleanliness and Maintenance drives to be organized. <i>Yes</i>
		iv. Holding of at least 200 Parent Teacher meetings per district. <i>Yes</i>
		v. Number of schools having access to Drinking Water, Separate Toilet and Electricity facility. <i>09</i>
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. <i>Yes</i>
		ii. Distribution of sports kits. <i>Yes</i>
		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. <i>Yes</i>
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. <i>Yes</i>
		e) All pending electrical accidental claim cases to be resolved and disbursed. <i>Yes</i>
		f) Removal of damaged transformers. <i>Yes</i>
18	Food, Civil Supplies and consumer affairs	i. Achievement made under opening of fare price shops.
		ii. Saturation of Aadhaar Seeded Ration Cards. <i>Yes</i>
		iii. 100% grievance redressal to be ensured. <i>Yes</i>
		iv. Awareness about the schemes of the Department <i>Yes</i>
19	Skill Development	i. Training of left out SHG members registered with NRLM/Tribal Affairs. <i>Yes</i>
		ii. Skill Training of B2V4/MTMP2 youth. <i>Yes</i>
		iii. Short term Skill Training of Women in rural/urban areas in collaboration with Universities/Colleges/Schools of JK UT. <i>Yes</i>
		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. Yes ii. Safe audit and inspection of all roads. Yes iii. All major roads pothole free in the district. Yes
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. Yes ii. Smart Billing- Online collection of water charges. Yes iii. Ease of water connection amendment in legal provisions. Yes iv. Implementation of JalJeevan Mission & Regular testing of all Schools & Aanganwaris for potable water. Yes
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. Yes v. Achievements made under Vishwakarma Scheme. Yes
35	Planning Development & Monitoring Department	i. Monitoring of CSS / Flagship Programmes. Yes ii. Physical verification of completed projects/ works. Yes iii. Monitoring of Aspirational Panchayat, Block and District programmes. Yes iv. Awareness programme about registration of Births & Deaths. v. Panchayat development index rating verification.



Governance at doorsteps

to 16th NOVEMBER, 2023.

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Intakhab Ahmed Shaikh
2	Designation	Director Finance
3	Department	Finance
4	Place of posting	Sikims Soura
5	Mobile No	9419147
6	Email ID	nr
7	Home District	Poonch
8	Dates of visit	15-11-2023

B. Locational details of Panchayat: (to be pre-filled, information to be taken from the previous phases booklets/summarized excel sheet uploaded on jkpanchayat.jk.gov.in (to be validated by the visiting officer and missing details to be filled))

S.No	Particulars	
1	Name of the Panchayat	Sailan
2	Local Government Directory(LGD) code of the Panchayat	
3	Name of CD Block	Bufliaz
4	Name of Tehsil	Surankote
5	Name of District	Poonch

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	11
3	No. of households in the Panchayat	755
4	Population (approx) of the Panchayat	4030

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	Vijender Kumar	J AEO	Present	
2	Education	Shamsher Ahmed	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs				
4	Forest	Mohd Kabir	Forest Guard	Present	
5	Health and Medical Education	Mohd Taraf	MMBHW	Present	
6	ICDS Department	Mohd Aslam Khan	Supervisor	Present	
7	Irrigation and Flood Control Department	Mohd Nisar C	CCO	Present	
8	Jal Shakti Department	Sarfraz Ahmed	Lineman	Present	
9	Power Development Department	Mohd Saleem	—dr—	Present	
10	Public Works Department				
11	Revenue	Mohd Khalid	Quardar	Present	
12	Rural Development and Panchayati Raj	Mohd Aslam Khan	Secy PL	Present	
13	Skill Development				
14	Social Welfare Department	Munira Bi	TSW		
15	Youth Services and Sports Department	Rakesh Kumar	PEto.	Present	
16	Others Animal Hse.	Ataf Hussain	Matarri	Present	
17	Sheep Husbandry	Intiaz Ahmed	FJ	Present	
18					
19					
20					

QUESTIONNAIRE FOR B2V5

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

1	Infrastructure of Panchayat Ghar				
	a) Govtbuilding/private				
	b) New/need repairs				
	II. Furniture(Y/N)				
	III. Computer/printer(Y/N)				
	IV. Internet (Y/N)				
	V. Telephone (Y/N)				
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)				
	VII. Water (Y/N)				
	VIII. Electricity(Y/N)				
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building / Private Building
	a) Kindergarten	-	-	-	-
	b) Primary	-	-	-	-
	c) Middle	05	181	9	3 Govt. 1 Private
	d) High	05	305	19	Govt. Building
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	AnganwadiCentre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		NIL	NIL	01	NIL
5	Bankbranch(Y/N)	NIL	NIL	NIL	NIL
6	Availability of ATM (Y/N)	-	-	-	-
7	Khidmatcenter/ CSC (Y/N)	-	-	-	-
8	Patwarkhana(Y/N)				
9	Village haat (Y/N)				
10	Playground(Y/N)	-	-	-	-
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01		Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
			Sayed Bazar	-	-
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		

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			
2	Widowpension	Social Department		146 100%	
3	Disabilitypension	Social Department		17	
4	Status under Stunting Mukht	Social Department		92	
5	Status under wasting Mukht	Social Department		-	
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department		-	
7	Digital Services provided	IT/ BDO/ CSC		5 Wheel chair	
8	Daksh Kisan	Agriculture Department			
9	Kisan credit card	Agriculture Department		50	nil
10	PM KisanSammannidhi	Agriculture Department		235	nil
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department		301	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jai Shakti Department			
	i. No of Household provided FHTC				
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD		95%	
15	PMAY- Gramin	RDD& PR	284	244	40
16	SBMGrainin- IHHL functional (Household toilets)	RDD& PR			
17	ODF Plus villages (No)	RDD& PR			
18	Targeted Sock pit completed	RDD& PR	330	330	-
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed				
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	-	1050	-
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department		85%	
23	Persons identified drug addicts	BDO/ Sarpanch		-	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch		-	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch		-	
26	Golden Health Card under Ayushman Bharat	Health Department		85%	
27	Janani suraksha yojana	Health Department		Yes	
28	Status under Anaemia Mukht	Health Department		Yes	
29	Status under Leprosy Mukht	Health Department			
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department		Yes	
31	Number of AyushmanSabas held	Health Department		10	
32	Out of School Children brought to Schools	School Department		Yes	
33	Number of students still out of Schools	School Department		nil	
34	Persons educated through bridge courses	School Department		nil	
35	Household using clean cooking fuel (LPG)	FCS & CA		255	

Some person died & now are not interpled

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	
2	Type of building (Govt./ Private)	MAC (HWC)
3	Availability of Staff a) Doctor b) Paramedical	RENTED a. 1. MLHP, b. 2. , 02' C.IV - 1
4	No of patients attended during the month	325
5	Status of medicine availability	Available
6	Special medical camp held, if any	4 in 2 months
7	Status of Immunization	85 children 880 Doses
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	92
10	Non- Institutional deliveries in Panchayat (Current Year)	NIL
11	Other	
12	Remarks of the Visiting Officer	Over all Satisfactory

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	M. S. Jaylan
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	Yes OT
4	Enrolment of the School a) Boys b) Girls	77 88
5	Availability of play ground	NIL
6	Availability of drinking water	Yes
7	Availability of electricity	Yes
8	Availability of functional toilets	Yes
9	Activities undertaken under 'My School My Pride'	Yes
10	Other	Swachh Bharat
11	Remarks of the Visiting Officer	Satisfactory

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	
2	Number of children enrolled a) Boys b) Girls	Lower Section Monthly Checkup
3	Status of Building (Private/ Govt.)	10
4	Availability of Helper/ worker	16
5	Maintenance of record of children	Not
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	No
12	Number of children wasted	No
13	Any Other	No
14	Remarks of the Visiting Officer	Satisfactory

IV. CAPD Store:

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

Not available

V. Bank/ Extension counter:

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

NOT Available.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Saidhaker - H No 1.
2	Condition of Amrit Sarovar	Good.
3	Details of repair undertaken, if any	NIL
4	Utilization of Amrit Sarovar	
5	Any Other	Beautification being done.
6	Remarks of the Visiting Officer	Satisfactory.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	
2	Condition of Playground	
3	Utilization of Playground	
4	Any Other	
5	Remarks of the Visiting Officer	

NOT Available.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Chandimarkh.
2	Government/ Private building	Private
3	Land passbook saturation	100%
4	Pending mutations	NIL.
5	Any Other	-
6	Remarks of the Visiting Officer	-

Not available in Partwarkhana

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	
2	Name of the beneficiary	Kalsi WNO 6.
3	Status of the house (completed/ in-use/ under-construction)	Shifa bi W/o Late Mohd Shuaif
4	Any Other	Complete
5	Remarks of the Visiting Officer	In Good condition

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X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	
2	Name of the beneficiaries	W no. 06
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Aman Din
4	Any Other	Completed
5	Remarks of the Visiting Officer	Satisfactory

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	
2	No of online services provided by the CSC	
3	No of persons approached for services	
4	Any Other	
5	Remarks of the Visiting Officer	

N/A

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	Yes
7	Any Other	—

QUESTIONNAIRE FOR B2V5

Schedule-V
(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
A	Cultural Events/ Programmes	
	1. Debates and Seminars	Yes
	2. Skits, Songs, Dramas	Yes
	3. Local Folk programme / Show	ND
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	ND
B	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	ND
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	Yes
	IJM Assets	Yes
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	
D	Distribution of certificates	-
	Self Employment Schemes	-
	Land Pass books	-
	Any other	
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Yes

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

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

⇒ Public has been made aware about all Govt initiatives including sustainable Development issues.

The demands put forth during the previous B2V programme have been found enormous (large in no.) like so many roads, water supply schemes, repairing of all schools, repairs and construction of health centres, protection works. Due to large no. of demands these schemes have not been taken up for the execution and have remained unattended and unexecuted.

To overcome these challenges, need of the hour is to formulate the plan on actual requirement, keeping in view - the availability of funds and ground reality.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
	1	
	2	
	3	
	4	
	5	
B	Impact of B2V1 to B2V4	
	1	
	2	
	3	
	4	
	5	
C	Challenges in the Panchayat	
	1	
	2	
	3	
	4	
	5	
D	Suggestions if any	
	1	
	2	
	3	
	4	
	5	

Demands

1. Road connectivity to Chattri either by taking link of print from km 3 to 1 or from extending link from Sairan by Bakar Road.
2. School repairs
 - (a) Printing of slab to M.S. Chamansair
 - (b) Repair of slab P.S. Batikhori
 - (c) School Building for P.S. Hamdalar no. 4
3. Water tank and supply line Chamansair
4. Upgradation of HWC Sairan to PHC level.


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5. Sanged Bazar Sub-centre Health.
6. Sheep and veterinary centre at Sairam
7. Concrete river protection in whole area of Sairam
8. Anganwadi centre at Handal and ^{Sherkhani A} Chattras area
9. All over repair of electricity network of the area
10. Completion of already taken up WSS Tal Teran
Sairam Scheme amounting to Rs. 261.17 lacs
on fast track basis.
11. Balance work of all taken up road projects to be completed on fast track basis.

Sarpanch
 Halda Ppt. Sairam
 Block Bafliar


 Intakhab A. Sheikh
 visiting officer

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 BEST PERFORMING DEPARTMENTS	
1	Education
2	Health
3	Panchayat, RDD
2 LEAST RESPONSIVE DEPARTMENTS	
1	Police (DHE)
2	Revenue
3	

ii. FEEDBACK ON UT INITIATIVES

Initiatives are best but proper implementation is lacking & needs more robust efforts and public awareness.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Road connectivity issues
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Road connectivity & Protection along side river.
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)	
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	8
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes

Signature of Sarpanch

Name.....

Sarpanch
Halqa Pyt. Sailan
Block Bufliaz

Signature of the Visiting Officer

Name.....

Int. Akh. A. Sheikh
Dr. Shaukat