

**Government of Jammu & Kashmir**  
**Directorate of Rural Development Kashmir**

The District Panchayat Officers  
\_\_\_\_\_ (All)

**No:-DRDK/Pyt/47521-34**

**Dated:-11-09-2020**

**Subject:- Instructions regarding filling-up of status of BMC Establishment and PBR preparation in the Union Territory of J&K.**

Sir/Madam,

Regarding the subject cited above, I am directed to inform that a virtual meeting regarding status of BMC Establishment and PBR preparation in respect of Rural Development Department was attended by Director Rural Development Kashmir with Director Forest Research Institute J&K on 11-09-2020.

During the said meeting it has been reported by the Forest Department that the details in respect of various Panchayat Halqas uploaded on Google Forms by the functionaries at Panchayat Level of this Department are in-appropriate and does not serve any purpose and need to be uploaded afresh.

Director Rural Development Kashmir has also shown his displeasure regarding the causal approach adopted by District Panchayat Officers/ Block Development Officers/ Panchayat Secretaries as it can be deciphered that the information has been uploaded in a layman way.

The details of Google forms of various panchayats which have been uploaded have been mailed to all DPOs in Excel Format by this office. The District Panchayat Officers are advised to check these Google forms and only the ones in which wrong information has been entered be re-uploaded / submitted after ensuring that all the 12 options have been entered rightly. The link for the Google page is <http://forms.gle/n6bbEV7edP3AzCTK7>.

For further clarification the Google form should be filled as per the instructions appended herewith as Annexure "A".

In order to ensure that these Google Forms are uploaded without any errors, the DPOs should ensure that they are uploaded at the District Level only after getting the relevant details from BDOs concerned. DPO can take the assistance of CIC / MIS operators of some Blocks. This job should be completed within three days i.e. by or before 14<sup>th</sup> September 2020.

The printouts of the corrected Google Forms be mailed to this office on day to day basis on [pytdrkd@gmail.com](mailto:pytdrkd@gmail.com) & [rddkashmir@gmail.com](mailto:rddkashmir@gmail.com).

Yours faithfully

**BDO(HQ)**  
Directorate of Rural Development  
Kashmir

Copy to the:-

1. Secretary to Government, Department of Rural Development & Panchayati Raj, J&K, for favour of information.
2. Project Officer Wage Employment (ACD)\_\_\_\_\_ (All) for information and with the request to keep few CIC/ MIS operators at the disposal of DPO for the completion of the above exercise within stipulated time.
3. Block Development Officer, \_\_\_\_\_ (All) for information and necessary action.
4. PA to Director RDD Kashmir for information Director

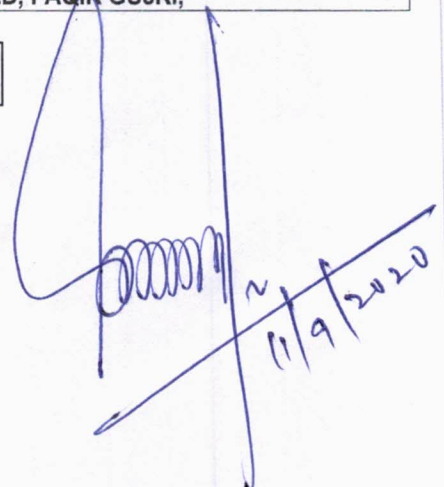
## Annexure "A"

## Status of BMC Establishment and PBR Preparation in the Union Territory of Jammu and Kashmir

S.No	Designated field	Instructions for filling
1	Email address *	Only official email ID of concerned Panchayat must be recorded . No individual/ personal email IDs should be used. e.g. <u>panchayatharwan@gmail.com</u>
2	Name of the Biodiversity Committee (BMC) *	Specific name of the Panchayat Level Bio-diversity Committee (BMC) must be recorded. e.g. <b>BMC PANCHAYAT HALQA HARWAN</b>
3	Date of BMC Establishment/ notification *	The date on which the resolution for constitution of BMC at Panchayat Level has been passed shall be Date of BMC Establishment/ notification.
4	Administrative Category of BMC as per Ministry of Panchayati Raj Classification * <input type="radio"/> Gram Panchayat or Traditional Bodies <input type="radio"/> Block Panchayat or Mandal or Taluka <input type="radio"/> District Level BMC <input type="radio"/> Nagar Palika/ Nagar Panchayat/ Municipal Corporation <input type="radio"/> Block/ Taluka Name	Out of the given options, first option i.e. Gram Panchayat or Traditional Bodies should be selected in case of Panchayats
5	Block / Taluka Name	The name of concerned Block be recorded e.g. HARWAN
6	District Name	The name of concerned District be recorded e.g. SRINAGAR
7	State/ UT Name	JAMMU & KASHMIR
8	PBR prepared and submitted to the SBB/ UTBC * <input type="radio"/> Yes <input type="radio"/> No	Select "No"
9	Date of PBR submission If exact date is not known, please take last date of the month (e.g. 31/01/2018, 28/02/2019 )	To be left un-filled.
10	Is the PBR available in digital (electronic) form (such as WORD, PDF etc.) * <input type="radio"/> Yes <input type="radio"/> No	Select "No"
11	Number of Villages (settlements) within BMC * Please enter numbers only	Indicate the number of villages in the Panchayat in numeric e.g. "2"
12	List of Villages (settlements) within BMC Villages names be separated by commas....	Record the name of villages as per the number recorded in column 11 above. Use comma (,) to segregate the name of villages e.g. HARWAN, THEED, FAQIR GUJRI,

Then select

SUBMIT



Handwritten signature and date: 11/9/2020