

INSTRUCTION MANUAL FOR B2V5



Back 2 Village

5

Governance at doorsteps

7th 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	NEK RAM
2	Designation	SR. LECT.
3	Department	EDUCATION
4	Place of posting	GOVT. HSS Dhamari
5	Mobile No	9682516232
6	Email ID	nekrum16232@gmail.com ✓
7	Home District	KATHUA
8	Dates of visit	08-11-2023

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	Gurha Mundian
2	Local Government Directory(LGD) code of the Panchayat	240974 / 688 Block code
3	Name of CD Block	Hiranagar
4	Name of Tehsil	Hiranagar
5	Name of District	Kathua

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	04
2	No. of hamlets in the Panchayat	07
3	No. of households in the Panchayat	688
4	Population (approx) of the Panchayat	3600 (Approx)

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	Jansay Sharma	A.E.A	Present	
2	Education	Tilak Ray / Josmed	Teacher / Master	Present	
3	Food, Civil Supplies and Consumer Affairs			Absent	
4	Forest			Absent	
5	Health and Medical Education	Komal Sharma	Doctor	Present	
6	ICDS Department	Juman	A.I.A.I.A.I	Present	
7	Irrigation and Flood Control Department		M.T.S	Present	
8	Jal Shakti Department	AJAY KUMAR	Supervisor	Present	
9	Power Development Department	Kemal Krishan Bharat Mehra	Daily Wages	Present	
10	Public Works Department	Jimmy Balyota	PHD Supervisor	Present	
11	Revenue	Rajesh Kumar	Patwari	Present	
12	Rural Development and Panchayat Raj	Jaydev Kumar	T.A	Present	
13	Skill Development	—	—	Absent	
14	Social Welfare Department	Nisha Kumari	Craft Teacher	Present	
15	Youth Services and Sports Department	—	—	Absent	
16	Others				
17	Flood Control	Kusav Sharma	M.T.S	Present	
18					
19					
20					

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	Janjay Sharma	A.E.A	Present	
2	Education	Tilakraj + Josmder	Teacher + Master	Present	
3	Food, Civil Supplies and Consumer Affairs	—	—	Absent	
4	Forest	—	—	Absent	
5	Health and Medical Education	Komal Sharma	Doctor	Present	
6	ICDS Department	Juman	A.M.W	Present	
7	Irrigation and Flood Control Department	Kusav Sharma	M.T.S	Present	
8	Jal Shakti Department	Ajay Kumar	Supervisor	Present	
9	Power Development Department	Kewal Krishan + Bharat Mehra	Daily Wajers	Present	
10	Public Works Department	JIMMY Bagotra	Area supervisor	Present	
11	Revenue	Rajesh + Mohd. Yousef	Patwari	Present	
12	Rural Development and Panchayati Raj	Jagdev Kumar	T.A	Present	
13	Skill Development	—	—	Absent	
14	Social Welfare Department	Nisha Kumari	Craft Teacher	Present	
15	Youth Services and Sports Department	—	—	Absent	
16	Others				
17	Flood control	Kusav Sharma	M.T.S	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) Govt building/private				
	b) New/need repairs	Govt. Building			
	II. Furniture(Y/N)	NO			
	III. Computer/printer(Y/N)	YES			
	IV. Internet (Y/N)	YES			
	V. Telephone (Y/N)	YES			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	NO			
	VII. Water (Y/N)	YES			
	VIII. Electricity(Y/N)	YES			
2	Educational Institutes	YES			
		No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	NO	-	-	-
	b) Primary	03	219	03	Govt Building
	c) Middle	03	585	03	Govt. Building
	d) High	01	132/21	02/02	Govt Building
	e) Higher Secondary	NO	-	-	-
	f) College	NO	-	-	-
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		08	131	1W + 4H + 3	Private Building
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		03	01	03	03
5	Bank branch(Y/N)	NO			
6	Availability of ATM (Y/N)	NO			
7	Khidmat center/ CSC (Y/N)	NO			
8	Patwarkhana(Y/N)	YES YES			
9	Village haat (Y/N)	NO			
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	
		02	568	YES	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		12		YES	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		YES	Grish Munden near Panchayat Ghar	Good	Fish
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	NO			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	NILL			
	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		
		NO	-		
17	List of Underutilized Buildings- names	Name	Year of construction		
		NO	-		

QUESTIONNAIRE FOR B2V5

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

NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET ELIGIBLE BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDENCY
Old Age pension	Social Department Welfare			
Widow pension	Social Department Welfare	243	243	NILL
Disability pension	Social Department Welfare	29	29	NILL
Status under Stunting Mukht	Social Department Welfare	32	32	NILL
Status under wasting Mukht	Social Department Welfare	-	-	-
Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare	-	-	-
Digital Services provided	IT/ BDO/ CSC		NO	
Daksh Kisan	Agriculture Department		NILL	
Kisan credit card	Agriculture Department	48	48	NIL
PM Kisan Sammanidhi	Agriculture Department	287	287	NILL
Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	351	351	NILL
Primary Agriculture Credit Society (PACS) formation	Cooperative Department	NA	NA	- Nil -
JJM Implementation	Jal Shakti Department	841	813	Document
I. No of Household provided FHTC				
II. Har Ghar Jal village(s) certified (No.)		ALL	ALL	
No of Households electrified	PDD	ALL	-	-
PMAY- Gramin	RDD& PR	25	24	01 Landless
SBM Gramin- IHHL functional (Household toilets)	RDD& PR	ALL	-	-
ODF Plus villages (No)	RDD& PR	46	-	-
Targeted Sock pit completed	RDD& PR	100%	-	-
JKRLM:	RDD& PR	28	28	-
I. Number of Self Help Groups formed		280	280	-
II. Number of Households Involved				
Land Passbook Saturation	Revenue Department	100%		
Pending Mutations	Revenue Department	-NIL-		
Domicile Certificates	Revenue Department	304 AM Oct 23	304 PM Oct 2023	-NIL-
Persons identified drug addicts	BDO/ Sarpanch	NILL	-	-
Awareness camps for de-addiction conducted	BDO/ Sarpanch	NO	-	-
Drugs Addicts rehabilitated	BDO/ Sarpanch	NO	-	-
Golden Health Card under Ayushman Bharat	Health Department	1798	1798	NILL
Janani suraksha yojana	Health Department	19	19	NILL
Status under Anaemia Mukht	Health Department	NILL	63	-
Status under Leprosy Mukht	Health Department	NILL	2	-
Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	1	1	-
Number of Ayushman Sabas held	Health Department	1	1	-
Out of School Children brought to Schools	School Department Education	NILL 03	03	NILL 2
Number of students still out of Schools	School Department Education	NILL	-	-
Persons educated through bridge courses	School Department Education	NILL	-	-
Household using clean cooking fuel (LPG)	FCS & CA			

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	HWC - Gusha Mundian
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff	
	a) Doctor	yes
	b) Paramedical	yes
4	No of patients attended during the month	135
5	Status of medicine availability	yes
6	Special medical camp held, if any	yes
7	Status of Immunization	Fully immunized
8	Participation of health worker in Village Health and Nutrition Day	yes - 5.
9	Institutional deliveries in Panchayat (Current Year)	19
10	Non- Institutional deliveries in Panchayat (Current Year)	nil.
11	Other	
12	Remarks of the Visiting Officer	Need of Renovation of ground of Hospital levelling

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	07
2	Type of building (Govt./ Private)	Govt. Buildings
3	Availability of Staff as per sanctioned strength	yes
4	Enrolment of the School	
	a) Boys	(a) 122
	b) Girls	(b) 103
		Total = 225
5	Availability of play ground	yes
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	Guidance & Counselling, Cultural cell.
11	Remarks of the Visiting Officer	urgent need to repair and renovation of the block of school building of GHS Gurhamundian

GHS - Gusha Mundian.
GMS Gusha Mundian.
GMS Meni
GMS Chhapar, G.P. Gadgali
G.P. Gusha Melhian (Lower)
G.P. Gusha Balu.

iii. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Gurah Mundem, Gurah Melham chapper, Pooni, Gurah Balle
2	Number of children enrolled a) Boys b) Girls	76 55
3	Status of Building (Private/ Govt.)	Private under Rent
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	Yes
7	Availability of timely Ration	Yes
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	- Nil -
12	Number of children wasted	- Nil -
13	Any Other	
14	Remarks of the Visiting Officer	Good

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Gurah Mundem
2	Government / Private	Private
3	Name of the dealer (in case of Private)	ATUL JHARMA
4	No of registered beneficiaries	568
5	No of beneficiaries drawing Ration from the store	510
6	Whether store is functioning through Aadhar biometric system	568
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Availability
9	Any Other	
10	Remarks of the Visiting Officer	Good

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Hiranagar Mosh
2	No of Accounts in the branch	
3	No of persons applied under various self-employment schemes	07
4	No of cases sanctioned under various self-employment schemes	07
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	07
6	Availability of ATM	Yes NO
7	Any Other	—
8	Remarks of the Visiting Officer	Good

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Near Panchayat Ghar
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	Plastering and flooring
4	Utilization of Amrit Sarovar	Fish farming
5	Any Other	
6	Remarks of the Visiting Officer	Need of Beautification of village pond under Amrit Sarovar Scheme

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Govt High School Gurah Mundon
2	Condition of Playground	Good
3	Utilization of Playground	Volleyball, Badminton
4	Any Other	
5	Remarks of the Visiting Officer	Need of foot path from Gate to office is near one side of play ground.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Gurah Mundon
2	Government/ Private building	Govt - Govt Partwarkhana under Part.
3	Land passbook saturation	100%
4	Pending mutations	NILL
5	Any Other	—
6	Remarks of the Visiting Officer	Good

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Gurah Melling
2	Name of the beneficiary	Bodh Raj
3	Status of the house (completed/ in-use/ under-construction)	Under construction
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Gurah Melling 11/10/06
2	Name of the beneficiaries	Jam Bah
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory

XI. Khidmatcenter / CSC:

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

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes
2	Transport	Yes
3	Electricity	Yes Need of upgradation transformer
4	Drinking water	Facility available; OHT under construction
5	Cleanliness	OK
6	Sports facility (Playground)	Dist High School - Gurah Melling
7	Any Other	Need of panchayat to upgrade GHS to GHS Gurah Melling Gurah Melling

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 (organised)
	2. Skits, Songs, Dramas	yes
	3. Local Folk programme / Show	yes
	4. Discussions with PRI and Senior citizens	yes
	5. Exhibitions	No
B	Sports Activities	
	1. Sports Event	
	2. Distribution of sports kit	volleyball match organised,
C	Inaugurations (If any)	No
	PMAY house	No
	Segregation Sheds	No
	Amrit Sarovar	No
	JJM Assets	yes No
	Compost/ Soak Pits	yes
	PMGSY / MGNREGA works	yes
	Any other	-
D	Distribution of certificates	No
	Self Employment Schemes	yes by JK Bank Hgr.
	Land Pass books	yes
	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	Yes
2	Activities undertaken under the Theme (as per instruction manual)	Yes
3	Status of activities undertaken	Saturated
4	Visible impact of the Activities	Yes
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	3
7	Bottlenecks, if any, faced in the achievement of SDG Theme	- Nil -
8	Remarks of the Visiting Officer on the status SDG Theme	Good

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Black topping of road in Preni	
2	Construction of Tubewell (02) in Gurha Mundian Panchayat	
3	Drainage System need to be improve.	
4	Health facility to be upgraded in Gurha Mundian	
5	Renovation of pond in Gurha Mundian etc.	
B	Impact of B2V1 to B2V4	
1	Black topping of road in Preni under RDP completed	
2	Tubewell - of OHT under construction	
3	Drainage System improved.	
4	Health & Wellness Centre need to upgrade.	
5	Renovation of pond in Gurha Mundian completed under RDP	
C	Challenges in the Panchayat	
1	Need of upgradation of transformer from 100Kv to 250Kv	
2	Major demand of panchayat one tubewell	
3	Poor electricity supply.	
4	Lack irrigation facility in Khani area.	
5	Major Demand highlight by the panchayat upgradation of 4HS to 4HSS Gurha Mundian	
D	Suggestions if any	
1	B2Vs programme are smoothly	
2	Conducted	
3	and some of Govt dept are found	
4	absent like Forest Dept, Employment,	
5	Youth & Sports Dept.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Education
2	Revenue
3	Medical
2	LEAST RESPONSIVE DEPARTMENTS
1	PWD
2	Forest
3	Employment department

ii. FEEDBACK ON UT INITIATIVES

The overall functioning of all the Govt dept. after UT-formation improved, the work culture is developed.

iii. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Trishla Devi & Kamla Devi are physical present in gramshaba and complaint against Ration Dealer about ration distribution
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	upgrading of Govt High School Gurha Mund to h.t.s to gurha Mund
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)	B2V5 program in the panchayat is smoothly conducted
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	08
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	yes

Signature of Sarpanch

Name: Sheetal Sharma

Sheetal Sharma
Sarpanch Panchayat
Gurha Mundian

Signature of the Visiting Officer

Name: NEK Ram