

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

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 *l green Dyl*
2. STATUS OF WORKS UNDER THE FOLLOWING GOALS *Good*

1. Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste. *Construction of Soak pits & Compost pits*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas.
- 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.
- 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.
- 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 - *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 ✓
- 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 *Yes*
- 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 ✓
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify - *Soak pits*
- iii. Do all the IHHs in the Gram Panchayat have toilets? Yes/No ✓
- 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 ✓
- vi. Are all the toilets in the schools/Aaganwadifunctional 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. - *03*

- 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**

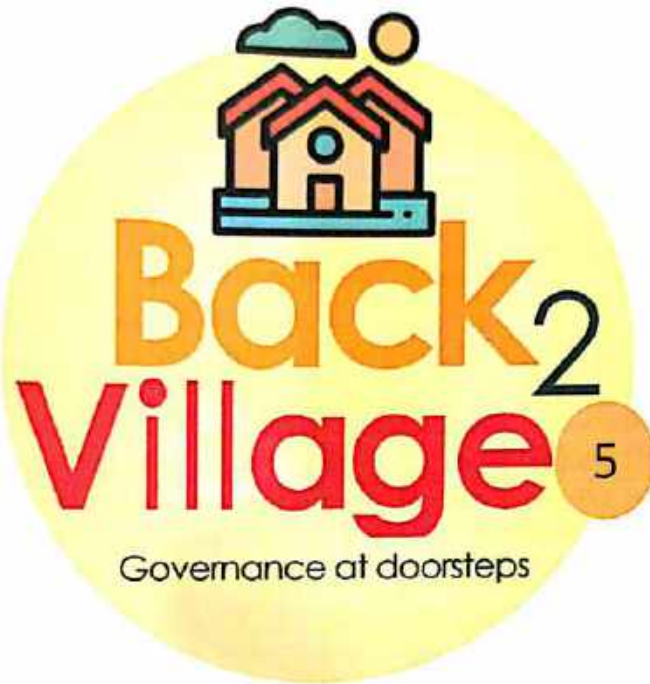
- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? Yes/No ✓
- ii. Is Gram Panchayat Office Disabled Friendly or not? Yes/No ✓
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? Yes/No ✓
- iv. Do all the Schools 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 ✓

8. **Engendered Development in Village**

- i. How many MahilaSabha's were organized in the Gram Panchayat 03
- 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. 40.
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana 60.

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)✓



1st 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	Kamaljeet Shasna
2	Designation	Deputy
3	Department	Education
4	Place of posting	HSS Hiranagar
5	Mobile No	700 6724983
6	Email ID	kamaljeet4000@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	KATHERA.
2	Local Government Directory(LGD) code of the Panchayat	260898.
3	Name of CD Block	KATHUA.
4	Name of Tehsil	
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	04.
3	No. of households in the Panchayat	370
4	Population (approx) of the Panchayat	2100.

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	Nek Ram		Present	
2	Education	Mohinder Singh	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs			Absent	
4	Forest			Absent	
5	Health and Medical Education	Dr Heena		Present	
6	ICDS Department	Sharda Rani	Worker	Present	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Rakesh Singh		Present	
9	Power Development Department	Rakesh Kumar	AWW	Present	
10	Public Works Department	→		Absent	
11	Revenue			Absent	
12	Rural Development and Panchayati Raj	Suhaib Ahmad	Secretary Panchayat	Present	
13	Skill Development				
14	Social Welfare Department	Surista Devi	Conductress	Present	
15	Youth Services and Sports Department	→		Absent	
16	Others				
17					
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	Govt Building			
	b) New/need repairs	Need Repairs			
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	Yes			
	IV. Internet (Y/N)	Yes			
	V. Telephone (Y/N)	NO			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes			
	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	0	NA		
	b) Primary	3	166	00	Govt
	c) Middle	2	150		Govt
	d) High	2	150		Govt
	e) Higher Secondary	01	350	Zero	Govt building
	f) College	Zero	NA	NA	NA
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		07	135	00	Rented
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		01	0		
		01	0	01	01
5	Bank branch (Y/N)	NO			
6	Availability of ATM (Y/N)	NO			
7	Khidmat center/ CSC (Y/N)	NO			
8	Patwar khana (Y/N)	Yes			
9	Village haat (Y/N)	Yes			
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	
		Yes			
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		03		Yes	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		NA			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Culture			
15	i. Whether Panchayat assets captured on e-Gram Sampda App (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		
		NA	NA		
17	List of Underutilized Buildings- names	Name	Year of construction		
		NA	NA		

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 PENDENCY
1	Old Age pension	Social Department Welfare	133	100	
2	Widow pension	Social Department Welfare	13	13	
3	Disability pension	Social Department Welfare	12	12	
4	Status under Stunting Mukht	Social Department Welfare	-	Nil	
5	Status under wasting Mukht	Social Department Welfare		Nil	
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare		02	
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department	50	03	
9	Kisan credit card	Agriculture Department	237	103	Small loan not held
10	PM Kisan Sammannidhi	Agriculture Department	237	237	Nil
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jal Shakti Department	370	250	
	i. No of Household provided FHTC		150		
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	370	350	
15	PMAY- Gramin	RDD& PR	50	50	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	80	70	
17	ODF Plus villages (No)	RDD& PR	6	6	
18	Targeted Sock pit completed	RDD& PR	60	60	
19	JKRLM:	RDD& PR	60	60	
	i. Number of Self Help Groups formed		06	07	
	ii. Number of Households involved		80	07	
20	Land Passbook Saturation	Revenue Department	370	100	
21	Pending Mutations	Revenue Department		80	
22	Domicile Certificates	Revenue Department	970	670	
23	Persons identified drug addicts	BDO/ Sarpanch	NO	NO	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes	Yes	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Partially	Partially	
26	Golden Health Card under Ayushman Bharat	Health Department	556	810	
27	Janani suraksha yojana	Health Department	11	11	
28	Status under Anaemia Mukht	Health Department	310	240	
29	Status under Leprosy Mukht	Health Department	NA	NA	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	98	98	
31	Number of Ayushman Sabas held	Health Department	8	8	
32	Out of School Children brought to Schools	School Department Education			
33	Number of students still out of Schools	School Department Education			
34	Persons educated through bridge courses	School Department Education			
35	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	Health and Wellness Centre Kanti
2	Type of building (Govt. / Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	Doctor (1), Paramedical (2)
4	No of patients attended during the month	010
5	Status of medicine availability	Yes
6	Special medical camp held, if any	Yes once in a month
7	Status of Immunization	Held regularly during a month
8	Participation of health worker in Village Health and Nutrition Day	Yes (Participate regularly)
9	Institutional deliveries in Panchayat (Current Year)	37 (Thirty Seven)
10	Non- Institutional deliveries in Panchayat (Current Year)	00 (Zero)
11	Other	
12	Remarks of the Visiting Officer	Low / Drinking water improvement

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt Primary School Kanti
2	Type of building (Govt. / Private)	Government
3	Availability of Staff as per sanctioned strength	Yes
4	Enrolment of the School a) Boys b) Girls	16 20
5	Availability of play ground	No
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'	03
10	Other	
11	Remarks of the Visiting Officer	Infrastructure need to be improved.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Kathera
2	Number of children enrolled a) Boys b) Girls	Ward No 2 12 10
3	Status of Building (Private/ Govt.)	Private (Barbed)
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	Zero
12	Number of children wasted	Zero
13	Any Other	
14	Remarks of the Visiting Officer	Need Infrastructure

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Kathera
2	Government / Private	
3	Name of the dealer (in case of Private)	Ashwani Kumar
4	No of registered beneficiaries	439
5	No of beneficiaries drawing Ration from the store	do - PHU = 304 - AAY = 46 - NPHU 59
6	Whether store is functioning through Aadhar biometric system	do
7	Whether record/register maintained in the store	Yes
8	Availability of ration	PHU, AAY, NPHU
9	Any Other	
10	Remarks of the Visiting Officer	

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	No Bank Branch nearby.
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	Bank Branch should be established.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Not located in Panchayat.
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	Near Panchayat Office.
2	Condition of Playground	Not Proper
3	Utilization of Playground	Utilized.
4	Any Other	
5	Remarks of the Visiting Officer	Playground need develop more like fencing etc.

VIII. Partwarkhana:

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

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Androote (Kathera)
2	Name of the beneficiary	Ashu Devi
3	Status of the house (completed/ in-use/ under-construction)	Completed.
4	Any Other	
5	Remarks of the Visiting Officer	

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	KATHERA
2	Name of the beneficiaries	
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	→ In use
4	Any Other	
5	Remarks of the Visiting Officer	

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Khidmat Center not located in Panchayat
2	No of online services provided by the CSC	CSC located @
3	No of persons approached for services	
4	Any Other	
5	Remarks of the Visiting Officer	

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good
2	Transport	Poor (Need improvement)
3	Electricity	Poor
4	Drinking water	Poor
5	Cleanliness	Average
6	Sports facility (Playground)	Poor
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	Yes
	4. Discussions with PRI and Senior citizens	held
	5. Exhibitions	No.
B	Sports Activities	Yes
	1. Sports Event	Yes
	2. Distribution of sports kit	No.
C	Inaugurations (If any)	
	PMAY house	Inaugrated.
	Segregation Sheds	→ do -
	Amrit Sarovar	Not located.
	JJM Assets	
	Compost/ Soak Pits	Constructed.
	PMGSY / MGNREGA works	Inaugrated.
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	No.
	Land Pass books	No.
	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)	Green Panchayat & Clean Panchayat - Cleanliness Drive, awareness among people, LEC messages displayed
3	Status of activities undertaken	Good
4	Visible impact of the Activities	Yes
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	10
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No
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	Area around the wellness Center to be made concrete.	
2	Wells (construction of wells to some extent) -	
3	Management of Grey water.	
4	Lanes and drains constructed	
5	PRA House constructed.	
B	Impact of B2V1 to B2V4	
1	Connectivity enhanced.	
2	People Awareness	
3	Gap b/w people and Administration reduced.	
4		
5		
C	Challenges in the Panchayat	
1	Working of Employees due to hilly terrain	
2	Connectivity (Road Connectivity)	
3	Saturation of Electricity connections.	
4	People still face drinking water facilities.	
5		
D	Suggestions if any	
1	Road Connectivity need to be improved.	
2	People face drinking water facilities.	
3	Lack of electricity due to transformer problem.	
4	Higher Secondary School needs protection wall.	
5	Playground must be developed.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD
2	Social Welfare
3	Education
2	LEAST RESPONSIVE DEPARTMENTS
1	Jal Shakti
2	Revenue
3	PWD

ii. FEEDBACK ON UT INITIATIVES

Government of UT have taken various measures like waste management, and door to door collection but still Panchayat needs improvement. The priority should be given to basic amenities like road connectivity, drinking water facilities & electricity supply.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Electricity problem and development of playground.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Construction of tube wells and development of Play ground.
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)	Panchayat need improvement. Especially in the basic amenities like Road connectivity, Drinking water supply and in health facilities.
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	I Certify that Mr Kamaljeet Sharma stayed here for 2 days

Signature of Sarpanch

Name.....
Minakshi Rajput
Sarpanch
Panchayat, Kuthi

Signature of the Visiting Officer

Name.....
Kamaljeet Sharma