

INSTRUCTION MANUAL FOR B2V5



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	Surjeet Singh Pathania
2	Designation	Principal
3	Department	Education.
4	Place of posting	HSS Tapper
5	Mobile No	94192 69506
6	Email ID	pathaniasurjeet97@gmail.com.
7	Home District	Kathua
8	Dates of visit	09-11-2023 to 10-11-2023.

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	Sandaroo
2	Local Government Directory(LGD) code of the Panchayat	001772
3	Name of CD Block	Bani
4	Name of Tehsil	Bani
5	Name of District	Kathua

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	07
3	No. of households in the Panchayat	306 as per 2011 census.
4	Population (approx) of the Panchayat	1833 as per 2011 census

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	Sh. Lekh Raj	JAEO	Present	8492889238
2	Education	Sh. Dhanraj Singh	Master	Present	9797341509
3	Food, Civil Supplies and Consumer Affairs	Sh. Vinod Kumar	Dealer	Present	7051112011
4	Forest	Sh. Sarfraz Ahmad	Forest Guard	Present	9107731070
5	Health and Medical Education	Smt. Kamla Devi	EMPHW	Present	9906184594
6	ICDS Department	Smt. Reena Devi	Anganwadi worker		8493868497
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Sh. Jyoti Parshad	CP Worker	Present	7051327572
9	Power Development Department	Sh. Kewal Krishan	Lineman JKPDCL	Present	7051775464
10	Public Works Department				
11	Revenue				
12	Rural Development and Panchayat Raj	Sh. Ramesh Kumar	GRS	Present	6005321062
13	Skill Development				
14	Social Welfare Department				
15	Youth Services and Sports Department	Sh. Masum Ram	REK	Present	9797511307
16	Others	Smt. Premika Devi	ASHA worker	Present	9797494106
17		Smt. Bharti Akhter	ASHA worker	Present	9018575552
18		Smt. Parveen Begum	ASHA worker	Present	7051066032
19		Sh. Mohan Singh	Livestock Exp.	Present	9797308539
20					

QUESTIONNAIRE FOR B2V5

Schedule-II

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

1	Infrastructure of Panchayat Ghar	Bandhaghat			
	a) Govtbuilding/private	Govt.			
	b) New/needingrepairs	New			
	II. Furniture(Y/N)	Yes			
	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)	Yes (Needs repair).			
	VII. Water (Y/N)	No			
	VIII. Electricity(Y/N)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	01	15	01	Govt.
	b) Primary	04	153	02	Govt.
	c) Middle	02	145	02	Govt.
	d) High	01	158	08	Govt.
	e) Higher Secondary	-			
	f) College	-			
3	AnganwadiCentre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		08	172	-	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	-	01	01
5	Bankbranch(Y/N)	No			
6	Availability of ATM (Y/N)	No			
7	Khidmatcenter/ CSC (Y/N)	No			
8	Patwarkhana(Y/N)	No			
9	Village haat (Y/N)	01			
10	Playground(Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
11	Ration shop (Y/N)	01	224	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		00		00	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		00	-	-	-
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Yes			
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		
		UPS Bandhaghat	2013-2014.		
17	List of Underutilized Buildings- names	Name	Year of construction		
		-	-		

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			
2	Widow pension	Social Department Welfare			
3	Disability pension	Social Department Welfare			
4	Status under Stunting Mukht	Social Department Welfare			
5	Status under wasting Mukht	Social Department Welfare			
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Department Welfare			
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department			
9	Kisan credit card	Agriculture Department	Bkdy 309	264	Negligence.
10	PM Kisan Sammannidhi	Agriculture Department	309	275	y
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation I. No of Household provided FHTC II. Har Ghar Jal village(s) certified (No.)	Jal Shakti Department	415	200	
14	No of Households electrified	PDO	415	415	
15	PMAY- Gramin	RDD& PR	65	65	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	306	100	
17	ODF Plus villages (No)	RDD& PR	30	10	
18	Targeted Sock pit completed	RDD& PR	30	10	
19	JKRLM: I. Number of Self Help Groups formed II. Number of Households involved	RDD& PR	02	01	
20	Land Passbook Saturation	Revenue Department	920	920	100%
21	Pending Mutations	Revenue Department	2850	2540	
22	Domicile Certificates	BDO/ Sarpanch	-	-	
23	Persons identified drug addicts	BDO/ Sarpanch	05	05	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	-	-	
25	Drugs Addicts rehabilitated	Health Department	2214	2100	Due to non availability of Adhes.
26	Golden Health Card under Ayushman Bharat	Health Department	42	36	
27	Janani suraksha yojana	Health Department	100%	100%	No patient
28	Status under Anaemia Mukht	Health Department	100%	100%	No patient
29	Status under Leprosy Mukht	Health Department	05	05	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	04	04	
31	Number of Ayushman Sebas held	School Department Education	17	17	
32	Out of School Children brought to Schools	School Department Education	12	-	
33	Number of students still out of Schools	School Department Education	NA	NA	
34	Persons educated through bridge courses	School Department Education	309	270	Negligence.
35	Household using clean cooking fuel (LPG)	FCS & CA			

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Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NPPHC Sandroon.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	2 posts vacant 1 Pharmacist 1 FPHW, 2 mo.
4	No of patients attended during the month	100
5	Status of medicine availability	Yes
6	Special medical camp held, if any	01
7	Status of Immunization	Yes 100%.
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	36.
10	Non- Institutional deliveries in Panchayat (Current Year)	05
11	Other	-
12	Remarks of the Visiting Officer	Medical facilities - Workers duties remained satisfactory Building is ok.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	HS Kotri Sandroon
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	No.
4	Enrolment of the School a) Boys b) Girls	78 80
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'	Yes
10	Other	-
11	Remarks of the Visiting Officer	Very well managed - Most of the activities are being held. May to School is v.v. poor - Needs to be conducted as early as possible

Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	All villages of Panchayat.
2	Number of children enrolled a) Boys b) Girls	172 95 77
3	Status of Building (Private/ Govt.)	Private
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	00
12	Number of children wasted	00
13	Any Other	-
14	Remarks of the Visiting Officer	They are doing good job. Strength of children is v-good. Diet is good. Working satisfactorily.

V. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Kotri
2	Government / Private	Private
3	Name of the dealer (In case of Private)	Vinod Kumar
4	No of registered beneficiaries	241
5	No of beneficiaries drawing Ration from the store	236
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	Exp - sarpanch the I/L of store behaved very well. His duty & record is satisfactory.

Bank/ Extension counter:		Status
S. No	Particulars	
1	Location of Bank/ Extension counter	Not available
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	NA. Need a Bank Branch.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Chander do tope
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	-
4	Utilization of Amrit Sarovar	Yes
5	Any Other	-
6	Remarks of the Visiting Officer	Satisfactory

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Thalofi
2	Condition of Playground	Good
3	Utilization of Playground	Yes
4	Any Other	-
5	Remarks of the Visiting Officer	Not sufficient. Need extension and maintenance

VIII. Partwarkhana:

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

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Kotri Sandroon
2	Name of the beneficiary	Roshan Lal
3	Status of the house (completed/ in-use/ under-construction)	Completed.
4	Any Other	-
5	Remarks of the Visiting Officer	In progress

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Kotri Sandroon
2	Name of the beneficiaries	Ajeet Singh
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed and in use
4	Any Other	-
5	Remarks of the Visiting Officer	In - progress - to have been completed.

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	NA

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	very poor and risky
2	Transport	very poor
3	Electricity	Good
4	Drinking water	Good
5	Cleanliness	Appropriate
6	Sports facility (Playground)	Sufficient
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	
	2. Skits, Songs, Dramas	Held at all occasions
	3. Local Folk programme / Show	- do -
	4. Discussions with PRI and Senior citizens	- do -
	5. Exhibitions	Occasionally.
B	Sports Activities	
	1. Sports Event	Yes.
	2. Distribution of sports kit	Some little.
C	Inaugurations (If any)	
	PMAY house	Yes (65) No.
	Segregation Sheds	-
	Amrit Sarovar	1
	JJM Assets	- No.
	Compost/ Soak Pits	10
	PMGSY / MGNREGA works	Yes
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	No.
	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	

Whenever asked by authorities

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

Particulars		Status
Demands/ Grievances addressed by the Administration		
1		Nil-
2		
3		
4		
5		
Impact of B2V1 to B2V4		
1		
2		
3		
4		
5		
Challenges in the Panchayat		
1		
2		
3		
4		
5		
Suggestions if any		
1		
2		
3		
4		
5		

~~Not and not~~ little impact of the programme but not satisfactory to any extent and expectations of the villagers.

School Building of MS Bandh Ghat W.M. 10%
Pakki Lane of W.M. 4 upto High School.
6 nos. of breast walls to the houses of locals and their land damaged due to road const.

All the villages have resentment in them regarding the level of implementation of various schemes. All developmental agencies are on target of the villagers. They requested to raise this issue with administration so as their involvement in the village may give more attraction to the demands of poor and needy.

(Senior Citizen Sh. Tej Ram Ji).

QUESTIONNAIRE FOR B2V5

Schedule-VIII

OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

I. BEST PERFORMING DEPARTMENTS

1. Education
2. CAPD
3. Health

II. LEAST RESPONSIVE DEPARTMENTS

1. PWD V.V. Poor Performance
- 2.
- 3.

III. FEEDBACK ON UT INITIATIVES

NA

IV. GENERAL ASSESSMENT OF THE VISITING OFFICER

S.No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	During Road Construction major damage to the fields and they need bread walls
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Completion of school Building of MS Band. Ghad (2. Lane to MS Kalki Sandison.
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)	Only visits are not important. There need to be completed the works/ constructions started. Actions are important. It has come to the notice that no progress has been done in solving major issues of Public for B2V-1 to B2V-4
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	6-
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name..... Subject Engr. Sathianis
Municipal works Tapper