

# INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> 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	Yash Paul Gupta
2	Designation	Principal
3	Department	Edu.
4	Place of posting	HSS Durgam
5	Mobile No	9419291049
6	Email ID	yashpaul1049@gmail.com
7	Home District	Kathua
8	Dates of visit	09-11-23 & 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	Manapati
2	Local Government Directory(LGD) code of the Panchayat	240812
3	Name of CD Block	Mahampur
4	Name of Tehsil	Mahampur
5	Name of District	Kathua

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01 (one)
2	No. of hamlets in the Panchayat	10
3	No. of households in the Panchayat	411
4	Population (approx) of the Panchayat	1949 as per 2011 Census

9th Nov 2023

9/11/23

## 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	Kamal Kumar	JAEO	Present	Kamal Kumar.
2	Education				
3	Food, Civil Supplies and Consumer Affairs	Sushil Kumar	Deputy	Present	
4	Forest	Mohinder Singh	D.R.H.	Present	
5	Health and Medical Education	Ravi Kumar Shaw	Sub Pharmacist	Present	
6	ICDS Department	Rashmi Devi, Kanhaiya	Deepan	Present	
7	Irrigation and Flood Control Department	Sunita			
8	Jal Shakti Department	Surinder Sharma	C. Blocker	Present	
9	Power Development Department	Suresh Singh	P.D.L	Present	
10	Public Works Department	Ram Lal	P.W.D	Present	
11	Revenue	Vishnu Dutt	Girdawar	Present	
12	Rural Development and Panchayat Raj	Mohan Singh	AA(P)	Present	
13	Skill Development		Absent		
14	Social Welfare Department		Absent		
15	Youth Services and Sports Department		Absent		
16	Others				
17	Animal Husbandry	Bhubesh Thakur	Veterinarian	Present	
18	Health	Ganesh Kumar	PHN	Present	
19		Pashpa Devi	ASHA	Present	
20		Nirmal devi	ASHA	Present	
21	Sheep Husbandry	Biclea Bakshi	Flock supervisor	Present	
22	Fisheries	Ram Lal	Granchage	Present	
23	Education	Sanjeiv Kumar	H.O.C	Present	
24	Education	Anil Sharma	Swankh	Present	
25			Leet.	Absent	
26					
27					
28					
29					
30					



10 Nov 2023  
10/11/23

## 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	-	-	-	-
2	Education	-	-	-	-
3	Food, Civil Supplies and Consumer Affairs	Anil Sharma	Lecturer	Present	At
4	Forest	-	-	-	-
5	Health and Medical Education	-	-	-	-
6	ICDS Department	Rohini Devi, Deepanshu	A.W.W	Present	-
7	Irrigation and Flood Control Department	-	-	-	-
8	Jal Shakti Department	-	-	-	-
9	Power Development Department	Suresh Singh	P.O.L	Present	PHE Suresh S.
10	Public Works Department	Ram Lal	PWD	Present	21 HMW
11	Revenue	Vishnu Dutt	Graduate	Present	At hand
12	Rural Development and Panchayat Raj	Mohan Singh	AA(P)	Present	B2V5
13	Skill Development	-	-	-	-
14	Social Welfare Department	-	-	-	-
15	Youth Services and Sports Department	-	-	Absent	-
16	Others	-	-	-	-
17	Animal Husbandry	Rishabh Kumar	Paravet	Present	Kumar
18	Education	Sandeep Kumar	H.O	Present	Sandeep
19			Swarna		
20					

21

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23

Visiting Officer  
10/11/23  
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# QUESTIONNAIRE FOR B2V5

## Schedule-II

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

1	Infrastructure of Panchayat Ghar				
	a) Govtbuilding/private	Govt.			
	b) New/need repairs	-			
	II. Furniture(Y/N)	Y			
	III. Computer/printer(Y/N)	N			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Y			
	VII. Water (Y/N)	Y			
	VIII. Electricity(Y/N)	Y			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	Nil.	-	-	-
	b) Primary	05			
	c) Middle	01			
	d) High	-	-	-	-
	e) Higher Secondary	01			
	f) College	-	-	-	-
3	AnganwadiCentre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		05	83	01 Nil	Govt.
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		Nil	Nil	01	Govt
5	Bankbranch(Y/N)	N			
6	Availability of ATM (Y/N)	N			
7	Khidmatcenter/ CSC (Y/N)	N			
8	Patwarkhana(Y/N)	N			
9	Village haat (Y/N)	N			
10	Playground(Y/N)	Y			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		Y	1100	1090	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		Nil		-	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
			Mesa		
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Nothing Special.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	N			
	ii. Number of Asset captured	Nil			
	iii. Please mention assets				
	1. Pst Ghar				
	2. Toilet Complex	03			
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		N/A	-		
17	List of Underutilized Buildings- names	Name	Year of construction		
		N/A	-		



# 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 PENDING
1	Old Age pension	Social Department Welfare	97	97	
2	Widowpension	Social Department Welfare	16	16	
3	Disabilitypension	Social Department Welfare	09	09	
4	Status under Stunting Mukht	Social Department Welfare	Nd	Nd	
5	Status under wasting Mukht	Social Department Welfare	Nd	Nd	
6	Equipment's provided to Specially abled persons( implants, tricycles etc)	Social Department Welfare	Nd	Nd	
7	Digital Services provided	IT/ BDO/ CSC	Nd	Nd	
8	Daksh Kisan	Agriculture Department	01	01	
9	Kisan credit card	Agriculture Department	262	94	
10	PM KisanSammannidhi	Agriculture Department	224	224	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	Nd	Nd	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	Nd	Nd	
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		411	Nd	Work in progress
	ii. Har Ghar Jal village(s) certified (No.)		01	Nd	
14	No of Households electrified	PDD	411	411	
15	PMAY- Gramin	RDD& PR	43	09	
16	SBMGramin- IHHL functional (Household toilets)	RDD& PR	291	291	
17	ODF Plus villages (No)	RDD& PR	10	10	
18	Targeted Sock pit completed	RDD& PR	67	67	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		Nd	Nd	
	ii. Number of Households Involved		Nd	Nd	
20	Land Passbook Saturation	Revenue Department	1675	1658	Extracted
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department	1949	1900	Referrals
23	Persons identified drug addicts	BDO/ Sarpanch	10		
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Nd	Nd	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Nd	Nd	
26	Golden Health Card under Ayushman Bharat	Health Department	1870	06	
27	Janani suraksha yojana	Health Department	26	26	
28	Status under Anaemia Mukht	Health Department	Nd	Nd	
29	Status under Leprosy Mukht	Health Department	Nd	Nd	
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	06	03(395)	
31	Number of AyushmanSabas held	Health Department	06	03	
32	Out of School Children brought to Schools	School Department Education	Nd	Nd	
33	Number of students still out of Schools	School Department Education	Nd	Nd	
34	Persons educated through bridge courses	School Department Education	Nd	Nd	
35	Household using clean cooking fuel (LPG)	FCS & CA	411	411	

# QUESTIONNAIRE FOR B2V5

## Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Ayush Has the well mark Centre.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	01 02
4	No of patients attended during the month	754
5	Status of medicine availability	Available
6	Special medical camp held, if any	08
7	Status of Immunization	Done regularly.
8	Participation of health worker in Village Health and Nutrition Day	Active Participation
9	Institutional deliveries in Panchayat (Current Year)	26
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	Performance above mark all times.

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	HSS Mana, PS → Peta, Mana, Kotla, Kangal Swankh.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Sanctioned = 69 In position = 31.
4	Enrolment of the School a) Boys b) Girls	275 148 127
5	Availability of play ground	Available in PS Swankh only.
6	Availability of drinking water	Yes (Available)
7	Availability of electricity	Available in all except PS Kotla.
8	Availability of functional toilets	Available.
9	Activities undertaken under 'My School My Pride'	No activity undertaken under my school my pride.
10	Other	
11	Remarks of the Visiting Officer	Principal HSS Manapati declined to attend Visiting officer during visit to the school. No sports activity / other activity performed. Youth & Sports Deptt. contributed nothing during B2V5. The performance of Edu. Deptt. is not upto mark.



### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Patli Ward No.: 07
2	Number of children enrolled	15
	a) Boys	10
	b) Girls	05
3	Status of Building (Private/ Govt.)	Pvt
4	Availability of Helper/ worker	Yes. Both Present
5	Maintenance of record of children	Partially maintained
6	Availability of sufficient ration	No
7	Availability of timely Ration	No
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	Anganwari Centres in Ward No:-07, Ward No:-5 needs to be clubbed with nearby PS Schools.

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Maza Ward No:-05
2	Government / Private	Pvt.
3	Name of the dealer (in case of Private)	Sh. Jagan Nath
4	No of registered beneficiaries	1100
5	No of beneficiaries drawing Ration from the store	1020
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	Working/performann is up to mark



V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	N/A
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	-

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Mara Head No:- 05
2	Condition of Amrit Sarovar	Tender floated
3	Details of repair undertaken, if any	Nd
4	Utilization of Amrit Sarovar	Nd
5	Any Other	-
6	Remarks of the Visiting Officer	Allocation of work is pending.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Mara
2	Condition of Playground	Not so good
3	Utilization of Playground	Partial
4	Any Other	-
5	Remarks of the Visiting Officer	Basket ball court exists but Volley ball court urgently required.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	N/A
2	Government/ Private building	-
3	Land passbook saturation	45%
4	Pending mutations	Nd
5	Any Other	-
6	Remarks of the Visiting Officer	Urgent need of Partwarkhana in Pgt. Mara Pat. Being Centre place it will benefit at least three ppts.

## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Mara Ward No: 04
2	Name of the beneficiary	Sh. Hardev Singh
3	Status of the house (completed/ in-use/ under-construction)	Under Construction
4	Any Other	
5	Remarks of the Visiting Officer	Two installments credited and only final installment is pending.

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Mara pati Ward NO: 4.
2	Name of the beneficiaries	Sh. Yash Paul & Sh. Raghu Nath
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Complete and in use.
4	Any Other	-
5	Remarks of the Visiting Officer	More over 67 other Soak pits completed. No Compost pit in position.

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Not available:
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	At least Special Camp Counter needs to make functional.

## XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	All wards have Road Connectivity
2	Transport	Public Transport in position.
3	Electricity	All Households Covered.
4	Drinking water	Old WSS in position & new JJM unles progress
5	Cleanliness	Dustbin installed at various locations.
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	Nil
	2. Skits, Songs, Dramas	Nil
	3. Local Folk programme / Show	Nil
	4. Discussions with PRI and Senior citizens	
	5. Exhibitions	Nil
B	Sports Activities	
	1. Sports Event	Nil
	2. Distribution of sports kit	Nil
C	Inaugurations (If any)	
	PMAY house	Work in progress checked
	Segregation Sheds	Nil
	Amrit Sarovar	Tender floated
	JJM Assets	Work on OHT in progress
	Compost/ Soak Pits	Nil / 67 Completi.
	PMGSY / MGNREGA works	Nil / 03.
	Any other	-
D	Distribution of certificates	Nil
	Self Employment Schemes	Nil
	Land Pass books	Nil
	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	Nil

# 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)	Clean & green Pgt.
3	Status of activities undertaken	Dustbins installed at prime locations Solar lights will be installed shortly.
4	Visible impact of the Activities	Dustbins are used by the public.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes.
6	How many activities of SDG have been covered under GPDP	01.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No
8	Remarks of the Visiting Officer on the status SDG Theme	Performance is above mark.



# QUESTIONNAIRE FOR B2V5

## Schedule-VII (IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Demand of Animal Clinic	fulfilled as mobile van has been provided.
2	To overcome Shortage of water work under JIM	in progress.
3		
4	Road Connectivity	has improved.
5		
B	Impact of B2V1 to B2V4	
1	Some demands have been fulfilled and rest	
2	are in pipe line will be fulfilled in near	
3	future	
4		
5		
C	Challenges in the Panchayat	
1	Staff Shortage in PHE, PDD.	
2	Non availability of Bank.	
3	Financial Institution into Extension Bank.	
4	Quarter	
5		
D	Suggestions if any	
1	Jrk Bank should open a extension Counter.	
2		
3		
4		
5		

# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Health Dept.
2	RDD
3	Revenue
2	LEAST RESPONSIVE DEPARTMENTS
1	Education
2	Youth & Sports
3	

## ii. FEEDBACK ON UT INITIATIVES

## iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	No Complaint
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Two to Three demands of B2V1 to B2V4 has been fulfilled.
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)	All line dep'ts remain present but Sarpanch along with all ward members boycotted the proceeding of B2V5.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	5.0
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.....