

Latyar. B2V5.

INSTRUCTION MANUAL FOR B2V5



7th to 10th 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	Sh. Ashok Kumar (Gupta)
2	Designation	Asst. Executive Engineer
3	Department	PDD SPDCB
4	Place of posting	STD Udhampur, S/Dir. Udhampur
5	Mobile No	9419159184
6	Email ID	ashokguptaadh@gmail.com
7	Home District	Udhampur
8	Dates of visit	10 th Nov. 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	Lathar
2	Local Government Directory(LGD) code of the Panchayat	240357
3	Name of CD Block	PANCHARI
4	Name of Tehsil	Panchari
5	Name of District	Udhampur

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	03
2	No. of hamlets in the Panchayat	420
3	No. of households in the Panchayat	420
4	Population (approx) of the Panchayat	2045

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	Pankaj Khajuria	A.E.A	Present	
2	Education	Ashish Sharma	In-charge H-Block	Present	
3	Food, Civil Supplies and Consumer Affairs				
4	Forest	Sh. Bhim Singh	Forest Guard	Present	
5	Health and Medical Education	Smt. Lovely Sharma	F.M.P.H.W	Present	
6	ICDS Department	Bala Devi	A.W.W	Present	
7	Irrigation and Flood Control Department	Angur Singh	Civil Helper	Present	
8	Jal Shakti Department	Mohan Lal	Daily Wager	Present	
9	Power Development Department	Sh. Yog Raj	Daily Wager	Present	
10	Public Works Department				
11	Revenue	Sh. Munir Ahmad	Patwari	Present	
12	Rural Development and Panchayat Raj	Dhiraj Khajuria	P.A.A/ Pst Secy	Present	
13	Skill Development				
14	Social Welfare Department				
15	Youth Services and Sports Department				
16	Others	Smt. Sarna Devi	Tech. Core	Present	
17		Sh. Vicky Kumar	B/ Manager	Present	
18		Sh. Rajesh Kumar	MTS (AMD)	Present	
19		Sh. Sanjeev Singh	HTG. IV	Present	
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				
	II. Furniture (Y/N)				
	III. Computer/printer (Y/N)				
	IV. Internet (Y/N)				
	V. Telephone (Y/N)				
	VI. Toilet (ESC/part of panchayat ghar) (Y/N)				
	VII. Water (Y/N)				
	VIII. Electricity (Y/N)				
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building / Private Building
	a) Kindergarten	0			
	b) Primary	05			
	c) Middle	02			
	d) High	0			
	e) Higher Secondary	0			
	f) College	0			
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
		8	218	Nil	Pvt.
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		1	0	1	1
5	Bank branch (Y/N)				
6	Availability of ATM (Y/N)				
7	Khidmat center/ CSC (Y/N)				
8	Patwar khana (Y/N)				
9	Village haat (Y/N)				
10	Playground (Y/N)				
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		0			
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		1	Yes		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		1	W.No. 9	Under Const.	
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Tourism, Culture.			
15	i. Whether Panchayat assets captured on e-Gram Sampda App (Y/N)	N/A			
	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		
		P.S. Adhwa, Ganda, Suba, M. S. Nagar	2018/2019/2018/2018		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Nil			

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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	104	104	
2	Widow pension	Social Department Welfare	30	30	
3	Disability pension	Social Department Welfare	14	14	
4	Status under Stunting Mukht	Social Department Welfare	0	0	
5	Status under wasting Mukht	Social Department Welfare	0	0	
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare	0	0	
7	Digital Services provided	IT/ BDO/ CSC	None		
8	Daksh Kisan	Agriculture Department	85	10	
9	Kisan credit card	Agriculture Department	342	201	overage, Not Interest
10	PM Kisan Sammanidhi	Agriculture Department	282	282	
11	Employment Saturation (PMEGP, Tejasvani, Munkin, Mission Youth, Himmat, etc)	Employment Department	N.A		
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	N.A		
13	JSM Implementation	Jal Shakti Department	Nil		
	I. No of Household provided FHTC		Nil		
	II. Har Ghar Jal village(s) certified (No.)		Nil		
14	No of Households electrified	PDD	420	419	New Gmt.
15	PMAY- Gramin	RDD& PR	306	125	U/Cont.
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	305	305	
17	ODF Plus villages (No)	RDD& PR	3	3	
18	Targeted Sock pit completed	RDD& PR	10	8	Not Started
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		22	22	
	ii. Number of Households involved		199	199	
20	Land Passbook Saturation	Revenue Department	892	892	
21	Pending Mutations	Revenue Department	84	84	
22	Domicile Certificates	Revenue Department	2150	1200	Poor Interest
23	Persons identified drug addicts	BDO/ Sarpanch	0	0	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	2	2	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	0	0	
26	Golden Health Card under Ayushman Bharat	Health Department	2250	1850	Non fulfillment of formalities
27	Janani suraksha yojana	Health Department	25	22	Documents not received
28	Status under Anaemia Mukht	Health Department	380	380	
29	Status under Leprosy Mukht	Health Department	0	0	
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	0	0	
31	Number of Ayushman Sebas held	Health Department	0	0	
32	Out of School Children brought to Schools	School Department Education	16	12	Never Enrolled
33	Number of students still out of Schools	School Department Education	4	0	Not Enrolled.
34	Persons educated through bridge courses	School Department Education	N.A	0	
35	Household using clean cooking fuel (LPG)	FCS & CA	Not Attended		

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Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NTPHC Katti (functional Govt. Institute)
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	0 2
4	No of patients attended during the month	110
5	Status of medicine availability	Good (Needed more)
6	Special medical camp held, if any	Nil
7	Status of Immunization	Ongoing
8	Participation of health worker in Village Health and Nutrition Day	Yes (Healthy Participation)
9	Institutional deliveries in Panchayat (Current Year)	18
10	Non- Institutional deliveries in Panchayat (Current Year)	06
11	Other	
12	Remarks of the Visiting Officer	only one no. of paramedical staff is looking after the patients & additional staff/doctor is must required

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	P.S. Ugh Suba, Tigade, Kamusat, Chunda, Addeain, MS. Letya, Kalsam
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	9
4	Enrolment of the School a) Boys b) Girls	217 (Total 441) 224
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'	Cultural Program related to School & Nation
10	Other	
11	Remarks of the Visiting Officer	With the least staff Education Institutions are performing their duties and upgradation of 1 middle School is required

III. Anganwari Center: 8 No.

S. No	Particulars	Status
1	Location of Anganwaricenter	All 8 Wards.
2	Number of children enrolled	
	a) Boys	116
	b) Girls	102
3	Status of Building (Private/ Govt.)	Prvt.
4	Availability of Helper/ worker	Y
5	Maintenance of record of children	Y
6	Availability of sufficient ration	Y
7	Availability of timely Ration	Y
8	Availability of Functional toilet	Y
9	Availability of tap connection	Y
10	Availability of electricity connection	Y
11	Number of children stunted	0
12	Number of children wasted	0
13	Any Other	- Nil -
14	Remarks of the Visiting Officer	Anganwadis centres are checked & are running satisfactorily.

IV. CAPD Store: N.A.

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

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Not available at Latjar Activating from Pjt La-da
2	No of Accounts in the branch	1398
3	No of persons applied under various self-employment schemes	117
4	No of cases sanctioned under various self-employment schemes	117
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	117
6	Availability of ATM	N.A
7	Any Other	
8	Remarks of the Visiting Officer	The data updated is as per the bank branch located at Lander.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Chogad Sui, W.No. 9
2	Condition of Amrit Sarovar	good
3	Details of repair undertaken, if any	Now
4	Utilization of Amrit Sarovar	Yes
5	Any Other	
6	Remarks of the Visiting Officer	Only 1 No. of Amrit Sarovar was sanctioned & completed successfully benefiting the public of Pjt.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	in W.No. 9
2	Condition of Playground	good
3	Utilization of Playground	No.
4	Any Other	
5	Remarks of the Visiting Officer	

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	N.A
2	Government/ Private building	N.A
3	Land passbook saturation	44
4	Pending mutations	Nil
5	Any Other	
6	Remarks of the Visiting Officer	Required at Pjt Latjar

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	In Pgt. Latgar / W.No. 2
2	Name of the beneficiary	Sh. Mangh Ram
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	95% Population of the Pgt have got benefit under PMAY(G)

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Vsh- Seba
2	Name of the beneficiaries	Sh. Bittu Ram
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Complete/ in running condition.
4	Any Other	
5	Remarks of the Visiting Officer	Due to fairly hilly terrain it's not essential

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	N. A
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	Required at Pgt Latgar.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Bad
2	Transport	Good
3	Electricity	Good
4	Drinking water	Good
5	Cleanliness	Satisfactory
6	Sports facility (Playground)	1. No. only.
7	Any Other	

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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	
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens	Yes.
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	
	2. Distribution of sports kit	Yes.
C	Inaugurations (If any)	
	PMAY house ✓	Yes.
	Segregation Sheds ✓	Yes.
	Amrit Sarovar	
	JJM Assets	
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	
	Land Pass books	online made
	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	Clean & Green Village
2	Activities undertaken under the Theme (as per instruction manual)	Plants Sampling distributed in Lateng, Ush Sube, Ush Nalle to local Public (1300 No. of Plants)
3	Status of activities undertaken	1300 No. of Plants.
4	Visible impact of the Activities	Yes (Visible on the lands)
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	4
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No obstacle faced
8	Remarks of the Visiting Officer on the status SDG Theme	It's not sufficient and required more.

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Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Requirement of doctor at PHC Katti	
2	" " Veterinary Assistant	
3	" " Touring specially for Trekking from Latyar to Nachhatop	
4	" " Canal from Suppesi Nalha to Trigada	
5	Req. of Khidmat Centre / Bank ATM	
B	Impact of B2V1 to B2V4	
1	Nil	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Upgradation of MIS Kalbra to High School	
2	Requirement of MBBS Doctor at New type PHC Katti	
3	Shortage of Staff in Education deptt. in Pgt Latyar	
4	Requirement of Ration Depot in Pgt. Latyar	
5	Requirement of Kindergarten in Latyar	
D	Suggestions if any	
1		
2		
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Health
2	P.D.D
3	R.D.D
2	LEAST RESPONSIVE DEPARTMENTS
1	Agriculture
2	Horticulture
3	Social Welfare

ii. FEEDBACK ON UT INITIATIVES

After demolition of Article 370/35A in J&K state, the UT initiatives have loaded with huge development in the UT under various C.S.S / UT Sponsored Schemes. And overall development in all the fields is in progress.
The office culture has got totally changed resulting in efficient outcomes.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Shortage of Staff in Education Dept. of Already suggested in the demands previously has not been considered, not even a single demand.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Requirement of a doctor in PHC New type Katti. 1) Requirement of staff against vacant posts in Edu Dept. 3) Requirement of Kiosk Centre/ATM Centre.
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)	It's assessed that the public have got approx. 95% benefit of the C.S.S & PMAY, in the pvt & it's suggested that the basic demands mentioned on S.No.2 may kindly be considered Under JSM Scheme no works have been started still date.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	8/10
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes.

Signature of Sarpanch

Name... Kuldeep Raj

Sarpanch
Kuldeep Raj
Panchayat Halqa Latyar
Block Panchari

Signature of the Visiting Officer

Name... Ashok Kumar Gupta