

BLOCK MANDLI

INSTRUCTION MANUAL FOR B2V5



पंचायत गुरुह कल्याण -B

**Panchayat
Gurah kalyal -B**

QUESTIONNAIRE FOR B2V5

Schedule I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer

S.No.	Particulars	
1	Name	
2	Designation	Mr. P. S. Reddy
3	Department	Revenue Dept.
4	Place of posting	Chittoor
5	Mobile No.	9849491155
6	Email ID	prof.p.s.reddy@gmail.com
7	Name District	Chittoor
8	Date of visit	28-11-2018

B. Locational details of Panchayat: (to be pre-filled, information to be taken from the previous phases booklets/summarized excel sheet uploaded on apanchayat.k.gov.in (to be validated by the visiting officer and missing details to be filled))

S.No.	Particulars	
1	Name of the Panchayat	Chittoor - A
2	Local Government Directory (LGD) code of the Panchayat	240770
3	Name of CD Block	Mangal
4	Name of Taluk	Chittoor
5	Name of District	Chittoor

C. Panchayat Profile

S.No.	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	05
3	No. of households in the Panchayat	505
4	Population (approx) of the Panchayat	2475 as per Census 2011 Latest 2011

QUESTIONNAIRE FOR B2VS

100

(Details of Officers/ Officials present in the Panchayat)

S. No.	Department	Name	Designation	Present/Absent	Remarks
1	Agriculture	Asst. Dir. Singh	Asst.	Present	
2	Education	Asst. Dir. Singh	Asst.	Present	
3	Food, Civil Supplies and Consumer Affairs	Asst. Dir. Singh	Asst.	Present	
4	Forest	Asst. Dir. Singh	Asst.	Present	
5	Health and Medical Education	Asst. Dir. Singh	Asst.	Present	
6	ICDS Department	Asst. Dir. Singh	Asst.	Present	
7	Irrigation and Flood Control Department	Asst. Dir. Singh	Asst.	Present	
8	Jal Shakti Department	Asst. Dir. Singh	Asst.	Present	
9	Power Development Department	Asst. Dir. Singh	Asst.	Present	
10	Public Works Department	Asst. Dir. Singh	Asst.	Present	
11	Revenue	Asst. Dir. Singh	Asst.	Present	
12	Rural Development and Panchayat Raj	Asst. Dir. Singh	Asst.	Present	
13	Skill Development	Asst. Dir. Singh	Asst.	Present	
14	Social Welfare Department	Asst. Dir. Singh	Asst.	Present	
15	Youth Services and Sports Department	Asst. Dir. Singh	Asst.	Present	
16	Others	Asst. Dir. Singh	Asst.	Present	
17	Spinal Cord	Asst. Dir. Singh	Asst.	Present	
18	Social Welfare	Asst. Dir. Singh	Asst.	Present	
19	Animal Husbandry	Asst. Dir. Singh	Asst.	Present	
20	Education	Asst. Dir. Singh	Asst.	Present	

QUESTIONNAIRE FOR B2V3

Schedule-1
FIRST HAND INFORMATION ON INFRASTRUCTURE -
PANCHAYAT ASSET REGISTER AND ITS UTILIZATION

1. Infrastructure of Panchayat Area				
a. Sanitation (Y/N)				
b. Sewerage system				
c. Purification (Y/N)				
d. Computer / printer (Y/N)				
e. Internet (Y/N)				
f. Telephone (Y/N)				
g. Total (S/N) of household				
h. Water (Y/N)				
i. Electricity (Y/N)				
2. Educational Institutions				
a. Kindergarten	No. of schools	Boys	Girls	Total
b. Primary	1	100	100	200
c. Middle	1	100	100	200
d. High	1	100	100	200
e. Higher Secondary	1	100	100	200
f. College	1	100	100	200
3. Improved Roads	No. of improved roads	Total length (km)	Boys	Girls
4. Healthcare facility	No. of health centres	No. of beds	No. of health workers	No. of health workers
5. Sanitation (Y/N)				
6. Availability of electricity (Y/N)				
7. Telecommunication (Y/N)				
8. Recreation (Y/N)				
9. Village level (Y/N)				
10. Shopping (Y/N)				
11. Retail shop (Y/N)	No. of retail shops	No. of improved roads	Infrastructure and services available in the	
12. Government office details, whether functional or not	No. of Govt. offices	No. of improved roads	Infrastructure and services available in the	
13. Govt. Services - health, education, etc.	No. of Govt. offices	No. of improved roads	Infrastructure and services available in the	
14. Importance of Panchayat in terms of tourism, culture, heritage, potential			Infrastructure and services available in the	
15. a. Whether Panchayat assets captured on a map			Infrastructure and services available in the	
b. Number of assets captured			Infrastructure and services available in the	
c. Place names			Infrastructure and services available in the	
16. List of Government Buildings - name, year of construction			Infrastructure and services available in the	
17. List of non-Government Buildings - name			Infrastructure and services available in the	

QUESTIONNAIRE FOR STVS

Schedule III
STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT

Sl. No.	NAME OF THE SCHEME	REMARKS	TYPE OF SCHEME BUDGETARY CHARGES IN THE SCHEME	TOTAL BUDGETARY CHARGES IN THE SCHEME	STATUS OF SCHEME
1	Self help groups				
2	Self help groups				
3	Self help groups				
4	Self help groups				
5	Self help groups				
6	Self help groups				
7	Self help groups				
8	Self help groups				
9	Self help groups				
10	Self help groups				
11	Self help groups				
12	Self help groups				
13	Self help groups				
14	Self help groups				
15	Self help groups				
16	Self help groups				
17	Self help groups				
18	Self help groups				
19	Self help groups				
20	Self help groups				
21	Self help groups				
22	Self help groups				
23	Self help groups				
24	Self help groups				
25	Self help groups				
26	Self help groups				
27	Self help groups				
28	Self help groups				
29	Self help groups				
30	Self help groups				
31	Self help groups				
32	Self help groups				
33	Self help groups				
34	Self help groups				
35	Self help groups				
36	Self help groups				
37	Self help groups				
38	Self help groups				
39	Self help groups				
40	Self help groups				
41	Self help groups				
42	Self help groups				
43	Self help groups				
44	Self help groups				
45	Self help groups				
46	Self help groups				
47	Self help groups				
48	Self help groups				
49	Self help groups				
50	Self help groups				
51	Self help groups				
52	Self help groups				
53	Self help groups				
54	Self help groups				
55	Self help groups				
56	Self help groups				
57	Self help groups				
58	Self help groups				
59	Self help groups				
60	Self help groups				
61	Self help groups				
62	Self help groups				
63	Self help groups				
64	Self help groups				
65	Self help groups				
66	Self help groups				
67	Self help groups				
68	Self help groups				
69	Self help groups				
70	Self help groups				
71	Self help groups				
72	Self help groups				
73	Self help groups				
74	Self help groups				
75	Self help groups				
76	Self help groups				
77	Self help groups				
78	Self help groups				
79	Self help groups				
80	Self help groups				
81	Self help groups				
82	Self help groups				
83	Self help groups				
84	Self help groups				
85	Self help groups				
86	Self help groups				
87	Self help groups				
88	Self help groups				
89	Self help groups				
90	Self help groups				
91	Self help groups				
92	Self help groups				
93	Self help groups				
94	Self help groups				
95	Self help groups				
96	Self help groups				
97	Self help groups				
98	Self help groups				
99	Self help groups				
100	Self help groups				

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

Health Institutions:

S. No.	Particulars	Status
1	Name of Health Institutions	
2	Type of building (Govt./ Private)	Govt. Center
3	Availability of Staff	
	a) Doctor	21
	b) Paramedical	22
4	No. of patients attended during the month	23
5	Status of medicine availability	24
6	Special medical camp held, if any	25
7	Status of Immunization	
8	Participation of health worker in Village Health and Nutrition Day	
9	Institutional deliveries in Panchayat (Current Year)	Nil
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No.	Particulars	Status
1	Name of Education Institutions	Govt. / Unaided
2	Type of building (Govt./ Private)	
3	Availability of Staff as per sanctioned strength	16
4	Sanitation of the School	16.3 17.6
	a) Boys	18.1
	b) Girls	18.2
5	Availability of play ground	18.3
6	Availability of drinking water	18.4
7	Availability of electricity	18.5
8	Availability of functional toilet	18.6
9	Activities undertaken under 'My School My Pride'	18.7
10	Other	
11	Remarks of the Visiting Officer	Shortage of staff

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	
2	Number of children enrolled a) Boys b) Girls	76
3	Status of Building (Private/ Govt.)	11
4	Availability of water / water	
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 started	-
12	Number of children wasted	
13	Any Other	
14	Remarks of the Visiting Officer	

IV. CAPD Stores:

S. No	Particulars	Status
1	Location of CAPD Store	Govt. / Private
2	Government / Private	
3	Name of the dealer (in case of Private)	Jagdish Chander
4	No of registered beneficiaries	125
5	No of beneficiaries drawing Ration from the store	713
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	

Bank/ Extension Officer

S. No.	Particulars	Status
1	Location of Bank/ Extension Officer	At
2	No. of accounts in the branch	
3	No. of persons applied under various self-employment schemes	
4	No. of loans sanctioned under various self-employment schemes	
5	No. of loans in which farmer loans has been disbursed under various self-employment schemes	
6	Availability of APM	
7	Any Other	
8	Remarks of the visiting Officer	

VI. APMC Market

S. No.	Particulars	Status
1	Location of APMC Market	At
2	Condition of APMC Market	Good
3	Details of major commodities, if any	Yes
4	Operation of APMC Market	Yes
5	Any Other	
6	Remarks of the visiting Officer	on 1st family

VII. Panchayat

S. No.	Particulars	Status
1	Location of Panchayat	At
2	Condition of Panchayat	Good
3	Initiation of Panchayat	Yes
4	Any Other	
5	Remarks of the visiting Officer	improvement Panchayat

VIII. Panchayat Office

S. No.	Particulars	Status
1	Location of Panchayat Office	At
2	Government/ Private Building	
3	Local panchayat information	
4	Pending matters	
5	Any Other	
6	Remarks of the visiting Officer	

II. PMBT House:

S. No.	Particulars	Remarks
1	Location of PMBT House (coordinates)	Co-ordinates as per map
2	State of the boundary	marked and
3	State of the house (completed or not) under construction	Completed
4	Any other	
5	Remarks of the visiting officer	very good.

III. Social jobs/Community jobs

S. No.	Particulars	Remarks
1	Location of community/social jobs	Co-ordinates
2	State of the boundary	marked and
3	State of the community/social jobs (completed or not) under construction	as per map 1, 2, 3, 4, 5
4	Any other	
5	Remarks of the visiting officer	PMBT found a person who should be made as village for last 10 years ago

IV. Shikshakendra / CSC

S. No.	Particulars	Remarks
1	Location of Shikshakendra/CSC	as per map
2	State of the boundary	
3	No. of centers provided by the CSC	
4	No. of persons approached for service	
5	Any other	
6	Remarks of the visiting officer	

XII. Description of land status in each village

S. No.	Particulars	Yes/No
1	Community land	Yes
2	Forest	Yes
3	Barren	Yes
4	Grassland	Yes
5	Cultivable	Yes
6	Open land (playground)	Yes
7	Any other	

QUESTIONNAIRE FOR B2V5

Schedule-V
(AWARENESS/ EVENTS / INAUGURATION)

EVENTS / AWARENESS / INAUGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No.	Particulars	Status
A	Cultural Events/ Programmes	By city hall
	1. Dances and Gymnastics	Yes
	2. Songs, Skits, Drama	Yes
	3. Local folk programmes / Shows	Yes
	4. Discussions with NGOs and social clubs	Yes
	5. Exhibitions	Yes
B	Sports Activities	By city hall
	1. Sports event	Yes
	2. Distribution of sports kit	Yes
C	Inaugurations (If any)	By
	NGOs/ Clubs	Yes
	Corporate Bodies	Yes
	Local Bodies	Yes
	Other	Yes
	Community / Resident welfare	Yes
	Any other	
D	Distribution of certificates	By
	Self Employment schemes	Yes
	Local Plan Schemes	Yes
	Any other	
E	Assessment given on digital services, transparency, Corruption free, Sustainable Growth, Smart Growth/ Public trust and Flagship schemes given in the instruction manual	By

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Land from the Govt. P.T. area	
2	Liberalisation	
3	Intention to make more original choice.	
4		
5		
B	Impact of B2V1 to B2V4	
1	Gravely with a part of school	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Timely release of funds under	
2	measures	
3		
4		
5		
D	Suggestions if any	
1	At getting separate ration card	
2	if the families and the benefits of extension	
3		
4	is so benefited by it should be	
5	under priority.	

QUESTIONNAIRE FOR B2V5

Schedule VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1. BEST PERFORMING DEPARTMENTS

1. DD
2. DD
3. DD

2. LEAST RESPONSIVE DEPARTMENTS

1. DD
2. DD
3. DD

II. FEEDBACK ON UT INITIATIVES

Education (a tier system) is benefiting the people as PPT is addressing the problem at grass root level.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No.	Particulars	Rating
1	Any major complaint brought to the notice of the Visiting Officer	no. particularly left no question behind
2	Major / urgent public demands that were / were not reflected earlier but have not been addressed so far	most of them from customers to be met. PPT and from other PPT to PPT. etc.
3	Overall assessment of the work and suggestions (The visiting officer to ensure that the overall assessment is recorded in details along with concrete suggestions)	well development taken should be given to the Panchayat to create employment and also for the youth.
4	Overall rating of how functioning as given by the Panchayat (Scale of 0 to 10)	7.5/10
5	Certificate from Panchayat that the visiting officer has stayed in the panchayat for 2 days	It is also found that the visiting officer has stayed for two days in PPT. on 27th & 28th Nov. 2013

Signature

Name

Suraj P. N. Naga
Suraj P. N. Naga

Signature

Name

Mr. N. N. Naga
Mr. N. N. Naga