

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	Gourav Kumar
2	Designation	Assistant Professor
3	Department	Higher Education
4	Place of posting	GDPC
5	Mobile No	7006472844
6	Email ID	Kgaurav866@gmail.com
7	Home District	Jammu
8	Dates of visit	9-10-2023 to 10-11-23

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	Gagian
2	Local Government Directory(LGD) code of the Panchayat	240688
3	Name of CD Block	R.S.PURA
4	Name of Tehsil	R.S.Pura
5	Name of District	Jammu

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	Two
2	No. of hamlets in the Panchayat	Two
3	No. of households in the Panchayat	$374 + 85 = 459$
4	Population (approx) of the Panchayat	2270

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	Sangeet Kumar	A.E.A	Present	
2	Education	Vidya Sharma	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs				
4	Forest				
5	Health and Medical Education	Dr. Isha Bhagat	MLHP	Present	
6	ICDS Department	Mrs. Ritu Devi	FM PW	Present	
7	Irrigation and Flood Control Department	Usha Rani	A. E. A	Present	
8	Jal Shakti Department	Sukhdev Singh	Helper	Present	
9	Power Development Department	Phinder Singh	Line man	Present	
10	Public Works Department	Vikas Bhagat	A. E.	Present	
11	Revenue				
12	Rural Development and Panchayat Raj	Pooja Devi	NYC	Present	
13	Skill Development	Rajni bala	NYC	Present	
14	Social Welfare Department	Prem Singh	S.W	Present	
15	Youth Services and Sports Department	Pooja gamwal	(R.EK)	Present	
16	Others Animal Husbandry	Ram Rattan	SVP		
17	JKPDD	Satish Sharma	J.E	Present	
18	Floriculture	Jaspre Singh	C.S.S.	Present	
19	Fisheries	Dev Raj	By. member	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	Govt Building			
	b) New/need repairs	No Need of Repair			
	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	—	—	—	—
	b) Primary	—	—	—	—
	c) Middle	1 (one)	—	—	Govt Building
	d) High	—	—	—	—
	e) Higher Secondary	—	—	—	—
	f) College	—	—	—	—
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		4	89	—	Private building
4	Healthcare facility	No. of sub centers	No. of PHCs	No. of health & wellness centers	No. of Institute having Govt. building
		—	—	—	—
5	Bank branch (Y/N)	—	—	—	—
6	Availability of ATM (Y/N)	—	—	—	—
7	Khidmat center/ CSC (Y/N)	Yes	—	—	—
8	Patwar khana (Y/N)	—	—	—	—
9	Village haat (Y/N)	—	—	—	—
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	
		1	—	—	
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	Gagan Naurath	Well	Nil
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Nil			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (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	—		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Middle School gagan	—		

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	146	146	Nil
2	Widow pension	Social Department Welfare	30	30	Nil
3	Disability pension	Social Department Welfare	14	14	Nil
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	4	4	Nil
7	Digital Services provided	IT/ BDO/ CSC			
8	Deeksh Kisan	Agriculture Department		107	-
9	Kisan credit card	Agriculture Department	3075	185	-
10	PM Kisan Samman Nidhi	Agriculture Department	405	405	-
11	Employment Saturation (PMEP, Tejaswani, Mukin, Mission Youth, Kimmavat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	TJM Implementation	Jal Shakti Department			
	I. No of Household provided FHTC				
	II. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	459		
15	PMAY - Gramin	RDD& PR	21		
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	142	142	-
17	ODF Plus villages (No)	RDD& PR	45		
18	Targeted Sock pit completed	RDD& PR	21	21	
19	IKGAL:	RDD& PR			
	I. Number of Self Help Groups formed				
	II. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	22		
21	Pending Mutations	Revenue Department			
22	Drainage Certificates	Revenue Department			
23	Persons identified drug addicts	BDO/ Sarpanch	-		
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	-		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-		
26	Golden Health Card under Ayushman Bharat	Health Department	2200-		
27	Janani Suraksha yojana	Health Department	-		
28	Status under Anaemia Mukht	Health Department	-		
29	Status under Leprosy Mukht	Health Department	-		
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	-		
31	Number of Ayushman Sabas held	Health Department	-		
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	—
2	Type of building (Govt./ Private)	—
3	Availability of Staff a) Doctor b) Paramedical	—
4	No of patients attended during the month	—
5	Status of medicine availability	—
6	Special medical camp held, if any	—
7	Status of Immunization	—
8	Participation of health worker in Village Health and Nutrition Day	—
9	Institutional deliveries in Panchayat (Current Year)	—
10	Non- Institutional deliveries in Panchayat (Current Year)	—
11	Other	
12	Remarks of the Visiting Officer	no health Institutions

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	1 (one)
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	8
4	Enrolment of the School a) Boys b) Girls	52
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'	Yes
10	Other	Yes
11	Remarks of the Visiting Officer	ground etc

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Grayan S. Drapley both
2	Number of children enrolled a) Boys b) Girls	
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	-
12	Number of children wasted	-
13	Any Other	-
14	Remarks of the Visiting Officer	OK

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	1 (one)
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Sh. Ajit Raj
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	

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	—
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	No ATM Available.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Amrit Sarovar Near Handix
2	Condition of Amrit Sarovar	very bad.
3	Details of repair undertaken, if any	NIL
4	Utilization of Amrit Sarovar	NIL
5	Any Other	
6	Remarks of the Visiting Officer	Will be debilitating.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	near Peer Baba
2	Condition of Playground	good
3	Utilization of Playground	yes
4	Any Other	
5	Remarks of the Visiting Officer	needs development

VIII. Partwarkhana:

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

Pvt.

Received Booklet
B2 VS

1 Basdm ✓

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	W NO T Gegin
2	Name of the beneficiary	Kambesh Kumari
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	Crangan / Deapthy
2	Name of the beneficiaries	Yimpor pits
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	h me Completed
4	Any Other	
5	Remarks of the Visiting Officer	

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	

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	
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	Debate Yes
	2. Skits, Songs, Dramas	Dance
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	No
B	Sports Activities	
	1. Sports Event	No
	2. Distribution of sports kit	No
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	No
	Amrit Sarovar	Yes
	JJM Assets	-
	Compost/ Soak Pits	OK
	PMGSY / MGNREGA works	-
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	-
	Land Pass books	-
	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	Village with good governance
2	Activities undertaken under the Theme (as per instruction manual)	06 no activities undertaken
3	Status of activities undertaken	Satisfactory
4	Visible impact of the Activities	Satisfactory
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	nil
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Need Co-operation of line departments
8	Remarks of the Visiting Officer on the status SDG Theme	

QUESTIONNAIRE FOR 82V5

Schedule VI
(IMPACT OF 82V1 TO 82V4 PARAGRAPHS)

No.	Particulars	Remarks
1	Demands:	Grants/allowances offered to the Education Officer Grant of 1000/- per month for transport of 2 H.T. teachers Grant of 1000/- per month for 1 H.T. teacher Grant of 1000/- per month for 1 H.T. teacher
2	Impact of 82V1 to 82V4	Increase of 1000/- per month Increase in transport allowance Increase in transport allowance
3	Challenges to the Parliament	
4	Recommendations	The provision is located with municipality level for the municipality level but the provision should not be included in revenue body level

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Agriculture
2	RBD
3	Education
2	LEAST RESPONSIVE DEPARTMENTS
1	Revenue
2	Public Welfare
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. But per the public demands the area surrounding Anant Sarovar should be developed as a community park.
2	Major / urgent public demands that was / were reflected earlier but have not been addressed so far:	Addressed.
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)	
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	

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name..... Dr. Gaurav Kumar