

Block- Bani  
Panchayat Sandhi

## INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> NOVEMBER 2023.



Assess the progress of different schemes relating to the localized SDGs prioritized for that village as per the resolution passed by that Gram Panchayat.

1. SDGs AGREED FOR THAT VILLAGE, TO BE IMPLEMENTED BY MARCH 2024
2. STATUS OF WORKS UNDER THE FOLLOWING GOALS

### 1. Clean and green village

- i. Initiatives taken by the Panchayat for managing Solid and Liquid Waste. *Yes Solid waste collection started.*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. *Yes Solar lights.*
- iii. Has mapping of land use, water bodies, forest, slopes, wetlands, degraded forest within the Gram Panchayat been done? Yes/No. If No, reason thereof.
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No *✓*
- v. Steps taken by the Gram Sabha about the climate change mitigation factors like reducing energy consumption, usage of fossil fuels, plastics, non-renewable building materials, and also to promote measures like planting of trees, conserving forests, usage of good agricultural practices like drip irrigation, water conservation measures, and conservation of wetlands.
- vi. Whether schools have started segregating waste. Yes/No *✓*
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No *✓*

### 2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? Yes/No *✓*
- ii. Do all the eligible individuals been provided the Golden Card? Yes/No *✓*
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? Yes/No *✓*
- iv. Are all the eligible individuals been vaccinated against COVID-19? Yes/No *✓*
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? Yes/No *✓*
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? Yes/No *(3 Home deliveries)*

### 3. Water-sufficient village

- i. Do all the IHHs in the Gram Panchayat have water pipeline connections? Yes/No *✓*
- ii. Whether Gram Panchayat has taken steps for grey water management. If Yes, please specify *Yes Construction of Soakage Pits.*
- iii. Do all the IHHs in the Gram Panchayat have toilets? Yes/No *✓*
- iv. Are all the IHHs toilets functional or not? Yes/No *(Few are not in use.)*
- v. Do all the Schools/Anganwadicenters have a toilet facility or not? Yes/No *✓*
- vi. Are all the toilets in the schools/Aanganwadifunctional or not? Yes/No *✓*
- vii. Whether Gram Panchayat Bhawan has separate toilets for women or not? Yes/No *✓*

### 4. Child-Friendly village

- i. Do all the children under the age of 0-6 years been enrolled in the Anganwadicenters for pre-schooling? Yes/NO *✓*
- ii. How many BalSabha's were organized in the Gram Panchayat *(3)*



- iii. Whether the issues raised by BalSabha are addressed during the Gram Sabha. ☒ Yes/NO
- iv. Whether Gram Panchayat is tracking the data related to dropout children and children with irregular attendance? ☒ Yes/NO
- v. Do all the schools under the Gram Panchayat have separate toilets for girls and boys? ☒ Yes/No

5. **Village with good governance**

- i. Is CSC located in the Gram Panchayat Bhawan or not? ☒ Yes/No
- ii. Is the list of beneficiaries related to the Schemes/Programs displayed on the Gram panchayat wall or not? ☒ Yes/No
- iii. Does the Gram Panchayat has its building or not? ☒ Yes/No
- iv. Is the Gram Panchayat office functional or not? ☒ Yes/No
- v. Are the activities approved under the Halqa Panchayat Development Plan displayed on the Gram Panchayat wall or not? ☒ Yes/No
- vi. Is Social Audit of earlier Schemes/Programs carried out or not? ☒ Yes/No

6. **Poverty-free and enhanced livelihood village**

- i. Has Gram Panchayat developed any criteria for the identification of the poor? ☒ Yes/No if yes specify
- ii. Have all the eligible households registered in PDS or not? ☒ Yes/No
- iii. Has Gram Panchayat provided space for Self-help Groups in Panchayat Ghar for holding meetings or not? ☒ Yes/No
- iv. Have all the eligible households been registered for Pension or not? ☒ Yes/No
- v. Has Gram Panchayat facilitated Youth for Skill Enhancement Courses and Placement? ☒ Yes/No
- vi. Has Job Cards been distributed to all the eligible individuals under MGNREGA? ☒ Yes/No
- vii. Has Gram Panchayat facilitated SHGs for Bank Account Linkages? ☒ Yes/No

7. **Socially secured village**

- i. Whether Gram Panchayat is maintaining data related to Differently Abled People? ☒ Yes/No
- ii. Is Gram Panchayat Office Disabled Friendly or not? ☒ Yes/No
- iii. Are provisions for a separate Budget under the Resource Envelope for Women and Children made or not? ☒ Yes/No
- iv. Do all the Schools in the Gram Panchayat have facilities for Differently Abled Children like toilets, barrier-free access, etc., or not? ☒ Yes/No
- v. Are all the eligible individuals are getting pensions, like old age pension, widow pension, etc? ☒ Yes/No
- vi. Are all the eligible households getting benefits from IAY or not? ☒ Yes/No

8. **Engendered Development in Village**

- i. How many Mahila Sabha's were organized in the Gram Panchayat (4)
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No)
- iii. Whether GPs have taken steps for increasing women's participation in Gram Sabha (Yes/No)
- iv. Number of women beneficiaries headed households covered under PDS system. *No Both.*
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana *No date*

9. **Self-sufficient infrastructure in the village**

*Few have left out  
Govt has not given sanction  
yet*



- i. Whether GP has a Community Hall with access to electricity, furniture, water supply, toilet. Yes/No
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No)
- iii. Whether child-friendly park with required facilities is available in GP (Yes/No)
- iv. Whether the GP has easy access to Godown for storage (Yes/No)
- v. Whether street lights are provided in public places for ensuring safety (Yes/No)

## QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

### A. Details of Reporting Officer:

S.No	Particulars	
1	Name	MAKHAN LAL
2	Designation	Lecturer
3	Department	Education
4	Place of posting	CHS. School Sanam Ghat
5	Mobile No	9149781837
6	Email ID	makhankatal321@gmail.com
7	Home District	Kathua
8	Dates of visit	09-11-2023 & 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	Sandhi
2	Local Government Directory(LGD) code of the Panchayat	240847
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	approx 270 above.
4	Population (approx) of the Panchayat	approx (2160) above



# 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	Kenaf Singh Kohindia	AGA	Present	9697570619
2	Education	Milki Ram	Teacher	Present	99062279461
3	Food, Civil Supplies and Consumer Affairs	Prasad Kumar	Store Keeper	Present	7051134220
4	Forest				
5	Health and Medical Education	1. Atee Khan Koushal 2. Sumita Devi	A.N.M. A.W.	Present Present	9541863009
6	ICDS Department	Neelam Kumari	A.W.W.	Present	9797501973
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Jagdish Raj	Daily Worker	Present	9622096573
9	Power Development Department	Darshan Kumar	Lineaman	Present	
10	Public Works Department				
11	Revenue	Bodh Raj	Patwari	Present	9697646727
12	Rural Development and Panchayati Raj	Mohd Shafiq	AA(P)	Present	9051102009
13	Skill Development				
14	Social Welfare Department				
15	Youth Services and Sports Department	Swami Singh	P.E-T	Present	9906278326
16	Others Sheep Husbandry	Ajay	ASM	Present	9797608693
17	Animal Husbandry	Rajesh Kumar	MTS	Present	9906174568
18					
19					
20					



# QUESTIONNAIRE FOR B2V5

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

1	Infrastructure of Panchayat Ghar	Panchayat ghar at Bhardwa			
	a) Govt building/private	Govt.			
	b) New/need repairs	-			
	II. Furniture(Y/N)	Yes			
	III. Computer/printer(Y/N)	Yes 1 additional need.			
	IV. Internet (Y/N)	No			
	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 No			
2	Educational Institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	6	60	5	5 Govt. one Damaged
	b) Primary	4	29	5	5 "
	c) Middle	2	167	4	"
	d) High	-	-	-	-
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		3	88	2	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		1	-	1	NIL
5	Bank branch(Y/N)				
6	Availability of ATM (Y/N)				
7	Khidmat center/ CSC (Y/N)				
8	Patwarkhana(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	
		NIL	293	213 Pvt.	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc				
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	
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 / BENEFICIARIES / PERSONS IN THE VILLAGE	TOTAL / TARGET / BENEFICIARIES / PERSONS IN THE VILLAGE	REMARKS
1	Old Age pension	Social Department Welfare	45	45	
2	Widow pension	Social Department Welfare	6	6	
3	Disability pension	Social Department Welfare	13	13	
4	Status under Stunting Mukht	Social Department Welfare	Nil		
5	Status under wasting Mukht	Social Department Welfare	Nil		
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	1		
9	Kisan credit card	Agriculture Department	137	102	Not interested
10	PM Kisan Sammanidhi	Agriculture Department	127	127	
11	Employment Saturation (PNEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jal Shakti Department	No Data	Under construction	
	i. No of Household provided FHTC				
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD		No Data	
15	PMAY- Gramin	RDD& PR	189	104	Sanction pending from Govt.
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR			
17	ODF Plus villages (No)	RDD& PR	only ODF 80	(Not ODF+) 80	
18	Targeted Sock pit completed	RDD& PR			
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		20	8	incomplete Documentation.
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	435	435	
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department	1500	1500	
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	852	852	
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	1	1	
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	Health & Wellness Centre, Seru, Sandhi
2	Type of building (Govt./ Private)	Private
3	Availability of Staff a) Doctor b) Paramedical	- 1
4	No of patients attended during the month	
5	Status of medicine availability	Yes
6	Special medical camp held, if any	8
7	Status of Immunization	Yes
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	10
10	Non- Institutional deliveries in Panchayat (Current Year)	12
11	Other	
12	Remarks of the Visiting Officer	Good

## II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	PS Kakoti, NPS Lower Hamel, UPS Seru NPS Palagan, UPS Sandhi NPS Guram
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	21
4	Enrolment of the School a) Boys b) Girls	142 133
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	
11	Remarks of the Visiting Officer	Good



### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	B. Sar W. no 5
2	Number of children enrolled	15
	a) Boys	16
	b) Girls	
3	Status of Building (Private/ Govt.)	Pvt.
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	No
12	Number of children wasted	No
13	Any Other	
14	Remarks of the Visiting Officer	Satisfactory

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Private
2	Government / Private	
3	Name of the dealer (in case of Private)	Prasad Kumar
4	No of registered beneficiaries	213
5	No of beneficiaries drawing Ration from the store	213
6	Whether store is functioning through Aadhar biometric system	Yes No Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Yes
9	Any Other	
10	Remarks of the Visiting Officer	Satisfactory



# V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	NO
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	Dharwad Panchayat Samithi
2	Condition of Amrit Sarovar	new construction
3	Details of repair undertaken, if any	None
4	Utilization of Amrit Sarovar	not functional
5	Any Other	Yes
6	Remarks of the Visiting Officer	

# VII. Playground:

S. No	Particulars	Status
1	Location of Playground	MS SORU
2	Condition of Playground	Need construction.
3	Utilization of Playground	
4	Any Other	
5	Remarks of the Visiting Officer	

# VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	NO Talphar / Fatchpur
2	Government/ Private building	Govt. / Panchayat owned
3	Land passbook saturation	completed.
4	Pending mutations	NIL.
5	Any Other	
6	Remarks of the Visiting Officer	Satisfactory



## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Shiv Shankar Homneshu Rana W- no 3
2	Name of the beneficiary	Shiv Shankar Homneshu Rana
3	Status of the house (completed/ in-use/ under-construction)	Under construction.
4	Any Other	
5	Remarks of the Visiting Officer	Project Scheme of Govt. has provided people with affordable housing for poor people.

## X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Shushil Singh r wno 5
2	Name of the beneficiaries	Shushil Singh r/o Bharat Singh
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed.
4	Any Other	
5	Remarks of the Visiting Officer	

## XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	No CSC center in Bhankhant Singh
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	partially
2	Transport	min buses
3	Electricity	yes
4	Drinking water	yes
5	Cleanliness	yes
6	Sports facility (Playground)	yes
7	Any Other	Need improvement

# QUESTIONNAIRE FOR B2V5

Schedule-V

(AWARENESS/ EVENTS / INAGURATION)

EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
A	<b>Cultural Events/ Programmes</b>	
	1. Debates and Seminars	Yes
	2. Skits, Songs, Dramas	Yes
	3. Local Folk programme / Show	No
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	No
B	<b>Sports Activities</b>	
	1. Sports Event	Yes
	2. Distribution of sports kit	Yes
C	<b>Inaugurations (If any)</b>	
	PMAY house	Yes
	Segregation Sheds	No Sheds
	Amrit Sarovar	Yes under construction
	JJM Assets	Yes under construction
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	
D	<b>Distribution of certificates</b>	
	Self Employment Schemes	
	Land Pass books	
	Any other	
E	<b>Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual</b>	Yes



# QUESTIONNAIRE FOR B2V5

Schedule-VI

(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No.	Particulars	Status
1	SDG Theme adopted by the Panchayat	Self sufficient infrastructure in the village.
2	Activities undertaken under the Theme (as per instruction manual)	Yes GP has installed Solar street lights in the Panchayat.
3	Status of activities undertaken	
4	Visible impact of the Activities	Solar Street lights in Panchayat.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	02
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No availability of land.
8	Remarks of the Visiting Officer on the status SDG Theme	

# QUESTIONNAIRE FOR B2V5

Schedule-VII

(IMPACT OF B2V1 TO B2V4 PHASES)

S. No.	Particulars	Status
Grievances addressed by the Administration		
1	Upgradation of MS Sore	
2	PHE Sub Center at Pate Sore	
3	Need Bank Branch Sore	
4	Road from Pharoga to Tangi via Sore Panchayat	
5		
Impact of B2V1 to B2V4		
1	Back to Village Programme are more and it is less	
2		
3		
4		
5		
Challenges in the Panchayat		
1	Road Connectivity	
2	Connectivity & Problems of W-3, 1, 2	
3		
4		
5		
Suggestions if any		
1	Shortage of staff in RPD people should	
2	GRS need to be regularized	
3		
4		
5		



# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1. BEST PERFORMING DEPARTMENTS	
1	RDD
2	Agri Culture
3	Social welfare, Education
2. LEAST RESPONSIVE DEPARTMENTS	
1	Flood Control, Horticulture
2	PDD
3	PHE

## II. FEEDBACK ON UT INITIATIVES

With the launch of various digital service like Apki zamen Apki Nigam. it has become easy for the people to know about status of this land. Other digital service like DBT has bridged the gap b/w Govt & people.

## III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Electric bills are not as per the consumption of electricity.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Non availability of Bank Branch in Panchayat, PHE & Health Dept. in the Panchayat.
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)	The Panchayat Sandhu is furthest project of dist. Panchayat (200 km approx) from Dist HQ. This Panchayat has infrastructure like Bank, Panchayat Health etc.
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	Yes (attached)

Signature of Sarpanch  
Name: Harpal Singh Sandhu

Signature of the Visiting Officer  
Name: Mahesh Dal