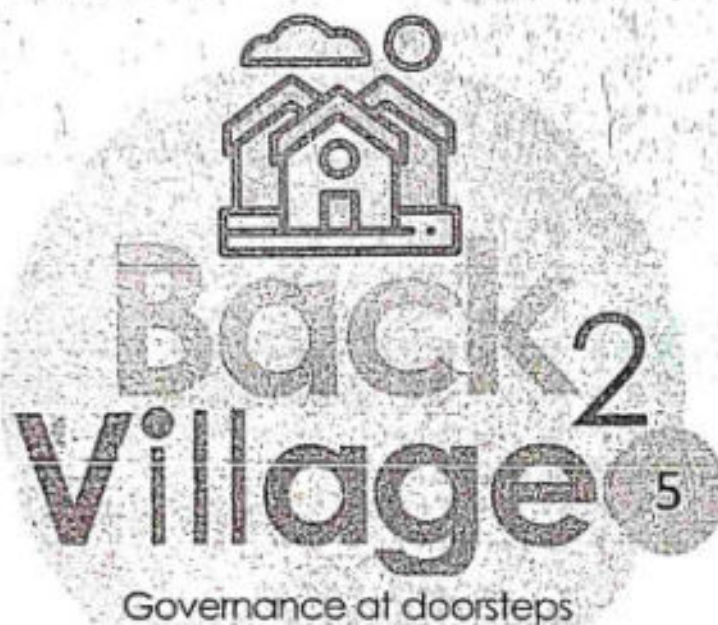


pyT - Chandak - B
Block: N-S-S-B

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	Laiyat Khan
2	Designation	Chief Accounts officer
3	Department	Finance
4	Place of posting	District Treasury Reasi
5	Mobile No	9596958259
6	Email ID	laiyatkhans67@gmail.com
7	Home District	Poonch
8	Dates of visit	

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	Chandak B
2	Local Government Directory (LGD) code of the Panchayat	185101
3	Name of CD Block	NSSB
4	Name of Tehsil	Haveli
5	Name of District	Poonch

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	04
3	No. of households in the Panchayat	546
4	Population (approx) of the Panchayat	2355

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	Sukhwinder Singh	AEO	Present	—
2	Education	Zuhair Hussain	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Mohd Sakhi	Private Dealer	Present	
4	Forest	Mohd Farooq	Forest guard	Present	
5	Health and Medical Education	Satya Raj	H.E	Present	
6	ICDS Department	Sharda Parveen	A.W.W	- do -	
7	Irrigation and Flood Control Department	Mohd Aslam	Helper	- do -	
8	Jal Shakti Department	Mushtaq Ahmed	Plumber	- do -	
9	Power Development Department	Shokeet Hussain	Lineman	- do -	
10	Public Works Department	Tajid Iqbal	M.T.S	- do -	
11	Revenue	Murtaza Kazim	Patwari	- do -	
12	Rural Development and Panchayat Raj	Mohd Jameel	V.L.W	- do -	
13	Skill Development	—	—	—	
14	Social Welfare Department	Tajinder Singh	P.T. Instructor	- do -	
15	Youth Services and Sports Department	Aurangzeb	P.E.T	- do -	
16	Others	—	—	—	
17	Sericulture	Rajinder Kumar	Supervisor	- do -	
18	Unmanned (NRLM)	Shalita Parmeen	C.O	- do -	
19	Horticulture	Ravinder Kumar	Technician	- do -	
20	Animal Husbandry	Dr. Sumant Kaur	V.A.S	- do -	

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/needing repairs	Need repair			
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	No			
	IV. Internet (Y/N)	No			
	V. Telephone (Y/N)	No			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	No			
	VII. Water (Y/N)	No			
	VIII. Electricity (Y/N)	No			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary	02	67	06	Govt building
	c) Middle	01	44	04	- Do -
	d) High	01	281	35	- Do -
	e) Higher Secondary	01	390	45	- Do -
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		03	113	-	01 Govt 2 Rented
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		02	01	01	01
5	Bank branch (Y/N)	Yes			
6	Availability of ATM (Y/N)	No			
7	Khidmat center/ CSC (Y/N)	No			
8	Patwar khana (Y/N)	Yes			
9	Village haat (Y/N)	Yes			
10	Playground (Y/N)	No			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	-	Private	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		08	Yes		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		01	W.No 06	Good	Yes
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc				
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes			
	ii. Number of Asset captured	02			
	iii. Please mention assets				
	1.	Amrit Sarovar at W.No 6			
	2.	Segregation Shed at W.No 4			
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Patwar Khana	- 2010		
17	List of Underutilized Buildings- names	Name	Year of construction		
		-	-		

QUESTIONNAIRE FOR B2V5

(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	105	105	-
2	Widow pension	Social Department Welfare	16	16	-
3	Disability pension	Social Department Welfare	49	49	-
4	Status under Stunting Mukh	Social Department Welfare	-	-	-
5	Status under wasting Mukh	Social Department Welfare	-	-	-
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Department Welfare	10	10	-
7	Digital Services provided	IT/ BDO/ CSC	07	07	-
8	Daksh Kisan	Agriculture Department	-	-	-
9	Kisan credit card	Agriculture Department	90	90	-
10	PM Kisan Sammanidhi	Agriculture Department	135	135	-
11	Employment Saturation (PHEGP, Tejaswani, Mukin, Mission Youth, Himayat, etc)	Employment Department	NIL	NIL	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	NIL	NIL	-
13	JAM Implementation I. No of Household provided FHTC II. Har Ghar Jal village(s) certified (No.)	Jal Shakti Department	NIL	NIL	-
14	No of Households electrified	FDD	624	564	60
15	PMAY- Gramin	RDD& PR	115	115	-
16	SEM Gramin- IHHL functional (Household toilets)	RDD& PR	115	115	-
17	ODF Plus villages (No)	RDD& PR	401	401	-
18	Targeted Sock pit completed	RDD& PR	275	275	-
19	JKRLM I. Number of Self Help Groups formed II. Number of Households involved	RDD& PR	200	24	-
20	Land Passbook Saturation	Revenue Department	672	495	177
21	Pending Mutations	Revenue Department	07	07	-
22	Domicile Certificates	Revenue Department	1603	1571	32
23	Persons identified drug addicts	BDO/ Sarpanch	NIL	-	-
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes	Yes	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	-
26	Golden Health Card under Ayushman Bharat	Health Department	1851	1603	248
27	Janani suraksha yojana	Health Department	42	37	05
28	Status under Anaemia Mukh	Health Department	2280	2115	-
29	Status under Leprosy Mukh	Health Department	-	-	-
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	25	22	03
31	Number of Ayushman Sabas held	Health Department	16	11	05
32	Out of School Children brought to Schools	School Department Education	2280	2115	-
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	520	435	85

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	PHC Chandak
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	01 09
4	No of patients attended during the month	230
5	Status of medicine availability	Yes
6	Special medical camp held, if any	Yes
7	Status of Immunization	every Wednesday
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	Yes
10	Non- Institutional deliveries in Panchayat (Current Year)	- NIL -
11	Other	ABHA Cards
12	Remarks of the Visiting Officer	PHC is running well and having sufficient No of staff

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	05 (Hr. Sc. school) Chandak
2	Type of building (Govt./ Private)	Govt building
3	Availability of Staff as per sanctioned strength	45 Sanctioned 30 Posted 15 vacant
4	Enrolment of the School a) Boys b) Girls	390 69 56
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'	Tug of War (Sports Activity)
10	Other	Cultural programme organized and awareness abt Jan b
11	Remarks of the Visiting Officer	The school Infrastructure is not good

III. Anganwari Center:

S.No	Particulars	Status
1	Location of Anganwari center	Kashmir Mohalla Chaudhary
2	Number of children enrolled a) Boys b) Girls	113 41 72
3	Status of Building (Private/ Govt.)	Govt
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	No
9	Availability of tap connection	No
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	The Centre is Running well.

IV. CAPD Store:

S.No	Particulars	Status
1	Location of CAPD Store	Main bazar Chaudhary
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Mohd Sakhi
4	No of registered beneficiaries	706
5	No of beneficiaries drawing Ration from the store	2872
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	-

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	At Near Grid Station Chandak
2	No of Accounts In the branch	15000
3	No of persons applied under various self-employment schemes	08
4	No of cases sanctioned under various self-employment schemes	08
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	03
6	Availability of ATM	No
7	Any Other	
8	Remarks of the Visiting Officer	

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	At Winoob Naryad
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	NIL
4	Utilization of Amrit Sarovar	Yes
5	Any Other	
6	Remarks of the Visiting Officer	The Amrit Sarovar is well maintained

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	At Hr. Sec, School Chandak.
2	Condition of Playground	Good
3	Utilization of Playground	Yes
4	Any Other	
5	Remarks of the Visiting Officer	The school Need one more ground.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Near Patwar Khana
2	Government/ Private building	Govt
3	Land passbook saturation	177
4	Pending mutations	NIL
5	Any Other	
6	Remarks of the Visiting Officer	The Revenue Deptt is doing well as remarked by Sarpanch

S. No	Particulars	Status
1	Location of PMAY house constructed	Mohd Yaqoob
2	Name of the beneficiary ✓	Mohd Yaqoob
3	Status of the house (completed/ In-use/ under-construction)	Completed and in use
4	Any Other	
5	Remarks of the Visiting Officer	PMAY house constructed well.

X. Soak pits/ Compost pits:

S. No	Particulars ✓	Status
1	Location of Soakpits/ compost pits	Near Mushaq Ahmed House at W. No 04
2	Name of the beneficiaries	Mushaq Ahmed
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed and in use
4	Any Other	
5	Remarks of the Visiting Officer	

XI. Khidmatcenter/ CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	NIL
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	- NIL The panchayat is in need of Khidmat center

III. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes
2	Transport	Need govt transport from Chandak to Na
3	Electricity	Yes
4	Drinking water	Lack of Drinking Water
5	Cleanliness	Yes Good
6	Sports facility (Playground)	Need a play ground in panchayat
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	—
	2. Skits, Songs, Dramas	Song, Drama
	3. Local Folk programme / Show	Yes
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	—
B	Sports Activities	
	1. Sports Event	Tug of War at HSS Chand
	2. Distribution of sports kit	—
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	Yes
	IJM Assets	- No -
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Drain - Nagar
	Any other	—
D	Distribution of certificates	
	Self Employment Schemes	- NIL -
	Land Pass books	- NIL - already Dist
	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	Awareness camp organized at H.S. Sec school Chandan

Rashid House

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean and Green Village
2	Activities undertaken under the Theme (as per instruction manual)	Cleanliness drive Sports activity Plantation drive
3	Status of activities undertaken	Sports activity at Hr. Sec. School Chandan
4	Visible impact of the Activities	All the staff & students participated
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Already uploaded
6	How many activities of SDG have been covered under GPDP	Nashamukt, cleanliness drive and plantation drive
7	Bottlenecks, if any, faced in the achievement of SDG Theme	—
8	Remarks of the Visiting Officer on the status SDG Theme	All activities under SDG theme has undertaken

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Road from Chandak to Narhad	Completed
2	Hand pump at W. No 04	
3	Water connection pipes distributed in	
4		
5		
B	Impact of B2V1 to B2V4	
1	Three No of works has completed	
2	enlisted at S. No 1 to 03 above	
3		
4		
5		
C	Challenges in the Panchayat	
1	① Major problem faced by Panchayat	
2	is availability of drinking water	
3	② Irrigation facility is poor in Panchayat	
4	Balance payment of Panchayat	
5	Shortage of Anganwari centre in 4 wards	
D	Suggestions if any	
1	Need focus on drinking water	
2	Irrigation facility is poor needs construction of Canal	
3	Pending payment of Panchayat	
4	Anganwari centre in 4 wards	
5	Tourism Huts at Narhad Near Dharat and at Tangla and at W. No 04.	

MANUAL FOR B2V5 Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD
2	Revenue
3	PDD
2	LEAST RESPONSIVE DEPARTMENTS
1	PHE
2	Horticulture
3	Forest

ii. FEEDBACK ON UT INITIATIVES

The UT Administration is doing well and almost all the line depts are doing well but PHE dept has to focus on drinking water as the panchayat is in scarcity of drinking water.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Drinking water shortage. Pending payment of Panchayat Ghar & MGNREGS Repair of street lights.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1. Hand pumps at W.No 02, 03, 04, 05, 06. 2. Patwar Khana / Niabat. 3. Upgradation of Road from Chandan to Narkha. 4. Nallah Winding at Mohalla Kot W.No 02
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 overall assessment regarding panchayat is drinking water, pending payment of Panchayat Ghar and MGNREGS and Niabat required.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	09
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	It is certified that the Visiting Officer has stayed in panchayat for 2 days.

MOHD YOUSSEF
SARPANCH
Signature of Sarpanch
Name: Mohd Youssaf

L Khan
Signature of the Visiting Officer
Name: Laikat Khan
District Treasury Officer
Reasi

Major Demand of Public

Payments of Pachayat Chow Building
Hand Pump at 2, 3, 4, 5, 6.

Permitting of Road at Moh. Gardaran. WMO 3
4th A.W.C. Centre at Kumbhat Chadar

5 Hr. Sec School Play ground & Light
6 Railway khandi Nallat

7 G.H.S. School Building Repair

8 A.W.C. Centre repair WMO 5

9 Tractor Mr. Qabrestan to Mohokashmiria Mr. Shabir

10 Protection work at Slide area Moh. Raji

11 Protection work Mr. Qabrestan Moh. Qureshi
water tank Mr. Kabin Qureshi Khatone

12
Laikeet Khan
Visiting officer
B2V5


MOHD YOUSSEF
SARPANCH
PYT CHANDAK (B)