

# INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> 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	
2	Designation	Raj Kumar
3	Department	Lecture
4	Place of posting	Education
5	Mobile No	HSS Jhullas
6	Email ID	9596224324
7	Home District	Raj Kumar Sharma 122@mas.
8	Dates of visit	Poonch
		13/1/23 and 14/1/23

## 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	Upper Kunyion
2	Local Government Directory(LGD) code of the Panchayat	
3	Name of CD Block	Kunyion
4	Name of Tehsil	Havali
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	07
3	No. of households in the Panchayat	430
4	Population (approx) of the Panchayat	5000 approx.

# QUESTIONNAIRE FOR B2V5

Schedule-1 (B)

(Details of Officers/ Officials present in the Panchayat)  
 (To be filled up by the existing Officer/In-charge/Person in the Panchayat. All fields have to be filled by the existing Officer/In-charge/Person in the Panchayat. All fields have to be filled by the existing Officer/In-charge/Person in the Panchayat.)

S. No.	Department	Name	Designation	Present/ Absent	Signature
1	Agriculture	Qasim Ali	AS	Present	[Signature]
2	Education	Guljari, Malavi	AS	Present	[Signature]
3	Food, Civil Supplies and Consumer Affairs				
4	Forest	Danish Kumar	ICFO	Present	[Signature]
5	Health and Medical Education	R. Manpreet Kaur	CHO	Present	[Signature]
6	ICDS Department	Zatoh Devi	Worker	Present	[Signature]
7	Irrigation and Flood Control Department	—	—	—	—
8	Jai Shakti Department				
9	Power Development Department	Baldev Singh	JE	Present	[Signature]
10	Public Works Department	Anwarul Karim	Assistant Engineer	Present	[Signature]
11	Revenue				
12	Rural Development and Panchayat Raj	—	—	—	—
13	Skill Development				
14	Social Welfare Department	Mohd Shahar	CC, Panchayat H.P.	Present	[Signature]
15	Youth Services and Sports Department	Amir Khan	Rel. PET	Present	[Signature]
16	Others				
17	Horticultural Dept	Khalid Chohan	HT-4	Present	[Signature]
18	Animal Husbandry	Omkar Singh	Attendant	Present	[Signature]
19	Sheep Animal Husbandry	Kuldeep Kumar	ACM	Present	[Signature]
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/needing repair	Nil			
	II. Furniture (Y/N)				
	III. Computer/printer (Y/N)				
	IV. Internet (Y/N)				
	V. Telephone (Y/N)				
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)				
	VII. Water (Y/N)				
	VIII. Electricity (Y/N)				
2	Educational Institutes	No. of Schools	Enrollment	Teacher Enrollment	Govt Building Assets Number
	a) Kindergarten	-	-	-	-
	b) Primary	-	-	-	-
	c) Middle	04	150	07	Govt -
	d) High	02	158	11	-
	e) Higher Secondary	Nil	Nil	Nil	Nil
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker employed	Govt Building Assets Number
		03	67	05	Govt -
4	Healthcare facility	No. of sub-centres	No. of PHCs	No. of health & wellness centres	No. of medical testing lab. building
		-	01	-	-
5	Bank branch (Y/N)	No			
6	Availability of ATM (Y/N)				
7	Substation/ CSC (Y/N)				
8	Post office (Y/N)				
9	Village haat (Y/N)				
10	Playground (Y/N)	40			
11	Ration shop (Y/N)				
		No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	305	305	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		01		01	
13	Ami Saranars - details, location, condition	Details	Location	Condition	Maintenance
		01	Dargan	good	Yes
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc				
15	I. Whether Panchayat assets captured on e-Gram SampadaApp (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 completion		
		M/S Datta Upper Karpur	2012-13		
17	List of Underutilized Buildings- names	Name	Year of construction		

# QUESTIONNAIRE FOR B2V5

## Schedule-III (STATUS OF IMPLEMENTATION OF SCHEMES IN THE PARTICIPATING)

Sl. No.	NAME OF THE SCHEME	DEPARTMENT	NO. OF HOUSEHOLDS / INDIVIDUALS / PERSONS / ANIMALS / CATTLE		REMARKS
			2014-15	2015-16	
1	Self Help Groups	Social Department	01	101	
2	Micro-enterprises	Social Department	24	24	
3	Medium under Drinking Water	Social Department	59	59	
4	Medium under drinking Water	Social Department			
5	Services provided to specially abled persons (Impairment, 100 years etc)	Social Department			
6	Other services provided	IT/ RMC/ CSC			
7	Block Office	Agriculture Department	NIL		
8	Water supply card	Agriculture Department	200	152	of 1000, card provided 1500
9	Self Help Governmental	Agriculture Department	152	61	
10	Employment Generation (MGNREGS, Topical, MGNREGS, Mission Youth, MGNREGS, etc)	Employment Department			
11	Primary Agriculture Credit Society (PACS) members	Cooperative Department			
12	SAI Implementation	S&I/ S&I Department			
	L. No. of household provided MGNREGS				
	M. No. of other Jaj villages(x) certified (No.)				
13	No. of households electrified	PDD	430	430	NIL
14	WASH Areas	RDDG PR	210	177	
15	Waterless - TWT functional (Household level)	RDDG PR	430	84	
16	Oil Free village (No)	RDDG PR	-	-	
17	Impaired Aash pit completed	RDDG PR	-	-	
18	SHSL	RDDG PR	-	-	
	L. Number of Self Help Groups formed				
	M. Number of Households involved				
19	Land Feedback Subvention	Revenue Department	520	480	40
20	Feeding Stations	Revenue Department	15	12	03
21	Service Certificates	Revenue Department	1220	1180	100
22	Persons identified drug addicts	SDG/ Serpach	-	-	-
23	Awareness camps for de-addiction conducted	SDG/ Serpach	-	-	-
24	Drug addicts rehabilitated	SDG/ Serpach	-	-	-
25	Golden Health Card under Ayushman Bharat	Health Department	2275	2167	108
26	Janak suksha yojana	Health Department	21	-	-
27	Water under Aashda Mukt	Health Department	2275	-	-
28	Water under Leprosy Mukt	Health Department	2275	-	-
29	Number of Ayushman Health organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	2275	10	-
30	Number of Ayushman Health field	Health Department	2275	03	-
31	No. of School Children brought to schools	School Department	01	01	01
32	Number of students still out of schools	School Department	NIL	NIL	NIL
33	Persons educated through bridge courses	School Department	NIL	NIL	NIL
34	Household using clean cooking fuel (LPG)	FCI & CA	430	350	80

# 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	H.W.C. Upper Kumbhari
	a) Doctor	01
	b) Paramedical	02
4	No of patients attended during the month	326
5	Status of medicine availability	available
6	Special medical camp held, if any	yes / NCD / ortho / Palliative Care
7	Status of Immunization	yes
8	Participation of health worker in Village Health and Nutrition Day	yes / 104
9	Institutional deliveries in Panchayat (Current Year)	no
10	Non- Institutional deliveries in Panchayat (Current Year)	no
11	Other	no
12	Remarks of the Visiting Officer	NO work was quite satisfactory. during visiting in the field.

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	
2	Type of building (Govt./ Private)	M/S Danna Kumbhari
3	Availability of Staff as per sanctioned strength	Govt 05
4	Enrolment of the School	
	a) Boys	37
	b) Girls	45
5	Availability of play ground	NO
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	no
11	Remarks of the Visiting Officer	Generally public are satisfied about the tr. performance.

Anganwadi Center

Sl. No.	Particulars	Remarks
1	Location of Anganwadi Center	
2	Number of children enrolled a) Boys b) Girls	Mohalla Kachhni Upper Kangan - 1 25 32
3	Status of Building (Private/ Govt.)	Govt.
4	Availability of Helper/ worker	Worker
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	25
12	Number of children wasted	00
13	Any Other	
14	Remarks of the Visiting Officer	During my visit I observed that the property record to the list of receipt were properly maintain.

CAPD Store:

Sl. No.	Particulars	Remarks
1	Location of CAPD Store	
2	Government / Private	New house upper Kangan - 1
3	Name of the dealer (In case of Private)	Private Mehal Agrawal
4	No of registered beneficiaries	305
5	No of beneficiaries drawing Ration from the store	305
6	Whether store is functioning through Aadar biometric system	305
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Yes
9	Any Other	Not
10	Remarks of the Visiting Officer	Ratio card given to the card holder in the proper manner.

**VI 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	

**VII Amrit Sarovar:**

S. No	Particulars	Status
1	Location of Amrit Sarovar	
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	Done in upper Krunglam - 70000/-
4	Utilization of Amrit Sarovar	yes.
5	Any Other	
6	Remarks of the Visiting Officer	yes. Satisfactory.

**VIII Playground:**

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

**IX Patwarkhana:**

S. No	Particulars	Status
1	Location of Patwarkhana	Nil
2	Government/ Private building	Nil
3	Land passbook saturation	Total = 5200
4	Pending mutations	40
5	Any Other	Nil
6	Remarks of the Visiting Officer	on urgent demand by Public Patwarkhana should be constructed in upper Krunglam Pvt

on urgent demand by Public Patwarkhana should be constructed in upper Krunglam Pvt



PMAY house:		Particulars	Status
1	Location of PMAY house constructed		
2	Name of the beneficiary		127 house under PMAY scheme complete
3	Status of the house (completed/ in-use/ under-construction)		Copy enclosed.
4	Any Other		Copy enclosed.
5	Remarks of the Visiting Officer		125 house of PMAY scheme. Not to be complete stay. More to under process.

Soak pits/Compost pits:		Particulars	Status
1	Location of Soakpits/ compost pits		18 Soak pits/ Compost pits.
2	Name of the beneficiaries		List enclosed.
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)		List enclosed.
4	Any Other		nil
5	Remarks of the Visiting Officer		The New layout of Soak pits & Compost pit being & purchased. Not to start any work.

Khidmatcenter / CSC:		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		

(ii) Observation of field officer on basic amenities:		Observations
1	Connectivity Road	1300 office to HWC Kurjiam.
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	Not to be constructed.
7	Any Other	Nil

# 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	
	2. Skits, Songs, Dramas	
	3. Local Folk programmes / Show	
	4. Discussions with PRT and Senior citizens	Students of different school perform songs, dramas. if it should hold on block level.
B	<b>Sports Activities</b>	
	1. Sports Event	-
C	2. Distribution of sports kit	-
	<b>Inaugurations (If any)</b>	-
	PMAY house	-
	Segregation Sheds	212
	Amrit Sarovar	No
	DM Assets	01
	Compost/ Soak Pits	02 Water Tank
	PMGSY / MGNREGA works	06/1800 Soak pits
	Any other	29 works 2022-24
	1000/1000	16 this current year.
D	<b>Distribution of certificate</b>	
	Self Employment Schemes	
	Land Pass books	-
E	Any other	480
	<b>Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Visit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual</b>	02
		- N -

# 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)	<ul style="list-style-type: none"> <li>1) Plantation drive and tree-Adopt drive.</li> <li>2) Construction of soak pits.</li> <li>3) Construction of Composting shed.</li> </ul>
3	Status of activities undertaken	<ul style="list-style-type: none"> <li>1) Awareness and anti-drug drive.</li> <li>2) Should be done in all schools in the Panchayat.</li> </ul>
4	Visible impact of the Activities	<ul style="list-style-type: none"> <li>- Public of the village understand the concept of cleanliness &amp; green village.</li> </ul>
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	<ul style="list-style-type: none"> <li>- Plan should be prepared &amp; same is uploaded.</li> </ul>
6	How many activities of SDG have been covered under GDP	04
7	Bottlenecks, if any, faced in the achievement of SDG Theme	<ul style="list-style-type: none"> <li>- Some hurdles comes in the way of development as the panchayat is small.</li> </ul>
8	Remarks of the Visiting Officer on the status SDG Theme	<ul style="list-style-type: none"> <li>- The steps taken by RDO dept are commendable and people are appreciating officers and officials of the departments.</li> </ul>

# QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

Submittal No. \_\_\_\_\_

S. No	Particulars	Status
<b>A. Details/ Grievances addressed by the Administration</b>		
1	Construction of road and black tapping in panchayat road.	
2	Providing bore well.	
3	Construction of Panchayatghar	
4	Construction of Palash bhavan.	
5	One small unit of Animal husbandry is opened	Veterinary unit
<b>B. Impact of B2V1 to B2V4</b>		
1	People become aware of govt Policy.	
2	They have been benefited from these policies in little manner.	
3	Govt Schemes become more responsible. People for the govt Schemes.	
4	People are satisfied for different govt Schemes.	
5		
<b>C. Challenges in the Panchayat</b>		
1	The work has not been done to the expectation of people.	
2	Most of the work got delay due to non-availability of funds.	
3	The Schemes were implemented in full manner.	
4	There are many challenges in face of Panchayat, related to govt. schemes.	
5		
<b>D. Suggestions if any</b>		
1	Panchayat bhava should be constructed in this Panchayat. It is the basic need of general public and other relative activity.	
2	It is not possible without the Panchayat and also in small unit of Veterinary is established in this govt.	
3		
4		
5		



# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1. BEST PERFORMING DEPARTMENTS	
1	Medical Dept.
2	PHE (Civil Work Dept.)
3	Panchayat (Rural & Govt. Dept.)
2. LEAST RESPONSIVE DEPARTMENTS	
1	Shop - Aushadhi
2	Social Welfare
3	Animal Husbandry

## II. FEEDBACK ON UT INITIATIVES

The SIK CUTS making every effort to reach out to the people at grass root level. However, in some work need to be properly basis. People have grievances regarding the construction of road, setting up of Panchayat ghar, Railway Khana, laying out of pipe for water supply to every house, and also fertilizer depot in village.

## III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1.	Any major complaint brought to the notice of the Visiting Officer	Enough water, electricity supply availability
2.	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far.	Setting up one animal centre in upper Kanayian - Laying out of water supply pipes, Greater frequency of vehicles. Setting up of 25 kv. transformer in a very short repair of
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)	In all, the people are satisfied with the service. Serving few demands people demand that basic amenities required to their day to day life need to be fulfilled promptly. The grievances of people should be addressed in a time bound manner.
4.	Overall Rating of Govt functioning as given by the Panchayat (Scale of 1 to 10)	2/5
5.	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Ms. Raj Kumar visiting officer Kanayian - visited in the Panchayat and she had stay in the Panchayat for 2 days.

Signature of Sarpanch  
 Name: Anura Begum

ANURA BEGUM  
 Sarpanch  
 Upper Kanayian

Signature of the Visiting Officer  
 Name: Raj Kumar visiting officer  
 Upper Kanayian