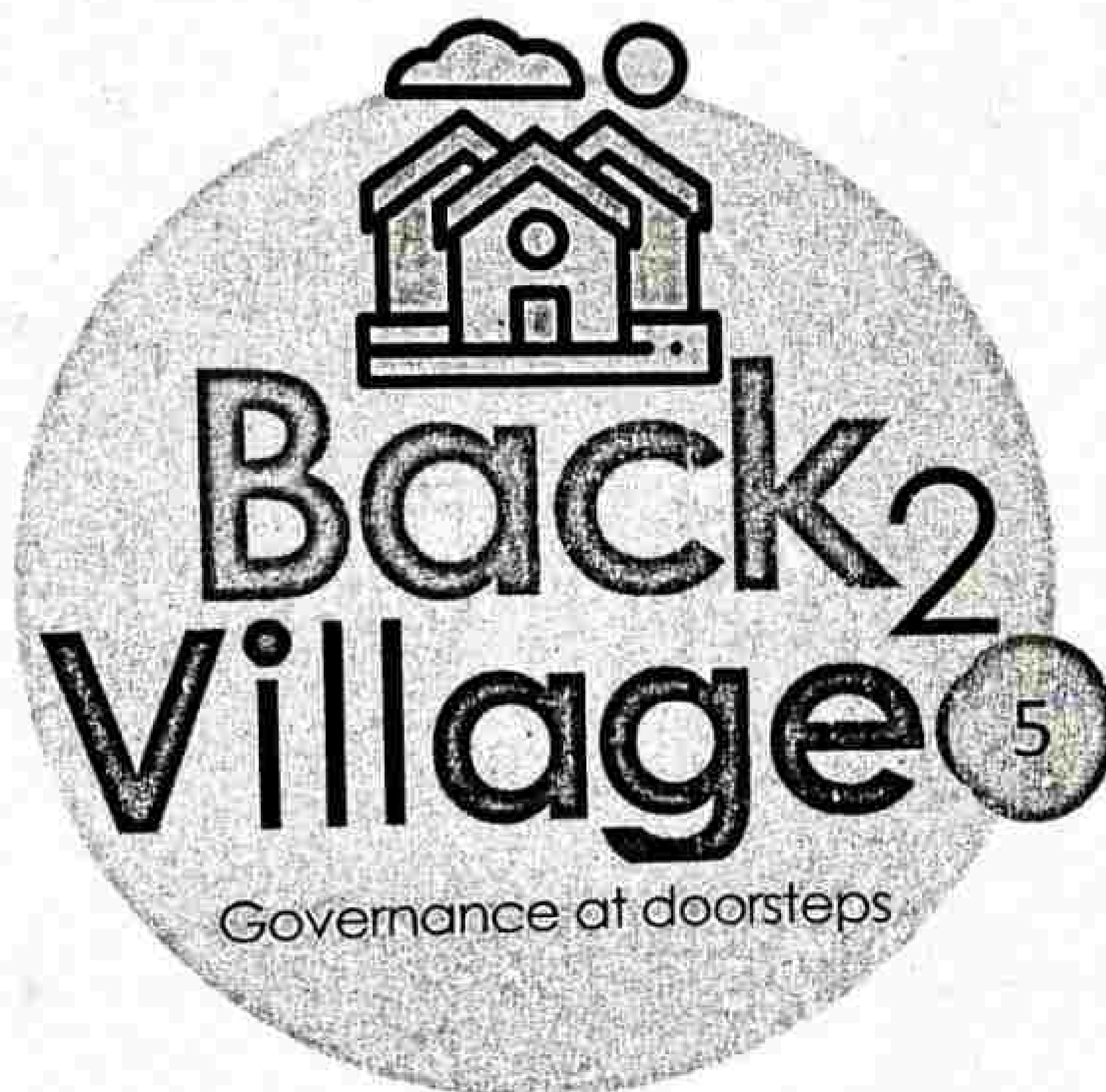




INSTRUCTION MANUAL FOR B2V5



7th to 16th 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. — *Distributed Dust bins.*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. *Used for agricultural purposes.*
- 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. *Awareness camps being at Panchayat for awareness of public.*
- 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. 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
- iii. Do all the IHHs in the Gram Panchayat have toilets? Yes/No
- iv. Are all the IHHs toilets functional or not? Yes/No
- 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. *02*

- 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 PanchayatGhar 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 MahilaSabha's were organized in the Gram Panchayat 02
- 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. 20
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana

9. Self-sufficient infrastructure in the village

- 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)



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	Parvinder Singh
2	Designation	Private Secretary
3	Department	P.D.D.
4	Place of posting	Civil Secretariat
5	Mobile No	7006625925
6	Email ID	Parvindersinghjimmy@gmail.com
7	Home District	Jammu
8	Dates of visit	14th & 15th November 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	Ranjitpur
2	Local Government Directory(LGD) code of the Panchayat	288917
3	Name of CD Block	Masw
4	Name of Tehsil	West
5	Name of District	Jammu

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	07
3	No. of households in the Panchayat	310
4	Population (approx) of the Panchayat	1495

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	Uttam Chandra	JAE O	Present	
2	Education	Reena Dogra	Edu	Present	
3	Food, Civil Supplies and Consumer Affairs				
4	Forest	Shiv Ram	Social Forestry		
5	Health and Medical Education	Toshi Devi	BHW	Present	
6	ICDS Department				
7	Irrigation and Flood Control Department	Anil Sharma		Present	
8	Jal Shakti Department				
9	Power Development Department	HARSHDEEP SINGH	Bill distribution	Present	
10	Public Works Department				
11	Revenue	Pallavi Gupta	Patwari	Present	
12	Rural Development and Panchayat Raj				
13	Skill Development				
14	Social Welfare Department	Sushma Bishno Devi	CT	Present	
15	Youth Services and Sports Department	Sabita Sharma	REK	Present	
16	Others				
17	Animal Husbandry	Rakesh Kumar	SVP	Present	
18					
19					
20					

QUESTIONNAIRE FOR B2V5

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

1	Infrastructure of Panchayat Ghar				
	a) Govtbuilding/private	No			
	b) New/need repairs				
	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	No			
	b) Primary	1	50	3	Govt Building
	c) Middle	No			
	d) High	No			
	e) Higher Secondary	No			
	f) College	No			
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		1	33	01	private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		No	No	No	No
5	Bankbranch(Y/N)	No			
6	Availability of ATM (Y/N)	No			
7	Khidmatcenter/ CSC (Y/N)	No			
8	Patwarkhana(Y/N)	No			
9	Village haat (Y/N)	Yes			
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	30	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices			Functional
		Nil			
13	Amrit Sarovars – details, location, condition	Details	Location	Condition	Utilization
		No			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	No			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes			
	ii. Number of Asset captured				
	iii. Please mention assets				
	1.	Community Hall			
	2.	Smart class			
	3.	Bathing Ghat			
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		No			
17	List of Underutilized Buildings- names	Name	Year of construction		
		No			

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 PENDENCY
1	Old Age pension	Social Department Welfare	58	58	Nil
2	Widow pension	Social Department Welfare	25	25	Nil
3	Disability pension	Social Department Welfare	4	4	Nil
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	Nil		
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department	272	42	Under process
9	Kisan credit card	Agriculture Department	300	272	Over aged
10	PM Kisan Sammanidhi	Agriculture Department	272	250	GST paying/land not less.
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation i. No of Household provided FHTC ii. Har Ghar Jal village(s) certified (No.)	Jal Shakti Department	All the house hold in Panchayat have water connection.		
14	No of Households electrified	PDD	310	310	
15	PMAY- Gramin	RDD& PR	08	01	Under process
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	40	40	0
17	ODF Plus villages (No)	RDD& PR	2	2	0
18	Targeted Sock pit completed	RDD& PR	18	8	Under process
19	JKRLM: i. Number of Self Help Groups formed ii. Number of Households involved	RDD& PR			
20	Land Passbook Saturation	Revenue Department	333	280	Receiver not came
21	Pending Mutations	Revenue Department	0		
22	Domicile Certificates	Revenue Department	1025	1025	0
23	Persons identified drug addicts	BDO/ Sarpanch	0	0	0
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	02		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	0	0	0
26	Golden Health Card under Ayushman Bharat	Health Department	1245	1205	40 (Another not linked)
27	Janani suraksha yojana	Health Department	25	18	7
28	Status under Anaemia Mukht	Health Department	0	0	0
29	Status under Leprosy Mukht	Health Department	0	0	0
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	12	8	4 (Not coming)
31	Number of Ayushman Sabas held	Health Department	5	-	-
32	Out of School Children brought to Schools	School Department Education	None	50	
33	Number of students still out of Schools	School Department Education	None	50	
34	Persons educated through bridge courses	School Department Education	None		
35	Household using clean cooking fuel (LPG)	FCS & CA	360	360	-

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	No
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	I urgently highlight the absence of health institution in Panchayat. A prompt establishment of such a facility is crucial for the well being of Panchayat residents.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Primary School
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	03
4	Enrolment of the School a) Boys b) Girls	27 23
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'	
10	Other	
11	Remarks of the Visiting Officer	School needs urgent repairs & upgradation to provide conducive learning environment

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	At W.No. 6 in the house of Subash Chander (lanch)
2	Number of children enrolled a) Boys b) Girls	15 11
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Earlier worker has retired, need to engage new 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 stunted	No
12	Number of children wasted	No
13	Any Other	
14	Remarks of the Visiting Officer	There is requirement of engaging new worker following the retirement of previous Anganwari worker to continue essential service and support for the community's well being.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Near Raj Dass Mandir Ranjitpur.
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Raj Kumar
4	No of registered beneficiaries	360
5	No of beneficiaries drawing Ration from the store	360
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	The CAPD store is thriving, effectively meeting the needs of the community and ensuring a smooth distribution of essential commodities.

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	

The absence of bank extension counter in the Panchayat creates a significant inconvenience for residents, highlighting the pressing need for financial accessibility in rural community.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	
4	Utilization of Amrit Sarovar	
5	Any Other	
6	Remarks of the Visiting Officer	

No

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	01
2	Condition of Playground	Not good
3	Utilization of Playground	Children play there
4	Any Other	
5	Remarks of the Visiting Officer	

There is urgent need of maintaining the ground for safety of children.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	No
2	Government/ Private building	Govt. Primary School building.
3	Land passbook saturation	
4	Pending mutations	Nothing pending.
5	Any Other	
6	Remarks of the Visiting Officer	

The absence of Patwarkhana in the Panchayat underscores the need of essential administrative infrastructure, urging immediate attention to facilitate efficient record-keeping and administrative functions.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Ward No. 6.
2	Name of the beneficiary	Madan Lal
3	Status of the house (completed/ in-use/ under-construction)	Under process
4	Any Other	
5	Remarks of the Visiting Officer	The construction of PMAY houses is progressing well providing much needed shelter to deserving beneficiaries.

X. Soak pits/ Compost pits:

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

XI. Khidmatcenter / CSC:

S. No	Particulars	No. 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	The establishment of a khidmat centre would greatly facilitate seamless access to government service, fostering community development and empowerment.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good connectivity
2	Transport	Available
3	Electricity	— do —
4	Drinking water	— do —
5	Cleanliness	— Yes —
6	Sports facility (Playground)	Ground available but need maintenance.
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	Yes
	2. Skits, Songs, Dramas	Yes
	3. Local Folk programme / Show	Yes
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	Yes
B	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	Yes
C	Inaugurations (If any)	
	PMAY house	No.
	Segregation Sheds	No.
	Amrit Sarovar	No
	JJM Assets	No.
	Compost/ Soak Pits	No.
	PMGSY / MGNREGA works	Work under MGNREGA is under process
	Any other	
D	Distribution of certificates	No.
	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	Interacted with sarpanch, initiated comprehensive awareness campaign on digital services, transparency and corruption free governance, extended promotion of Nasha Mukta Bharat and make people aware about the flagship schemes of the UT Govt.

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	B2 theme adopted
2	Activities undertaken under the Theme (as per instruction manual)	(i) Healthy village (ii) Self sufficient infrastructure in village. Yes.
3	Status of activities undertaken	
4	Visible impact of the Activities	Clean village door to door collection of garbage. & also offline water shifted to online.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes.
6	How many activities of SDG have been covered under GPDP	Yes N/A.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No.
8	Remarks of the Visiting Officer on the status SDG Theme	The SDG scheme is helping our community grow in a good and fair way for everyone.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
	1	Received funds under Capex
	2	Received funds under SRM
	3	Constructed house under PMAY
	4	
	5	
B	Impact of B2V1 to B2V4	
	1	Black topping of road done
	2	Development of Irrigation Canal
	3	Repairs of drain done
	4	Power supply in the Gram Panchayat
	5	
C	Challenges in the Panchayat	
	1	Challenges in the panchayat include limited access to healthcare,
	2	absence of banking facility, pressing need for infrastructure
	3	development including creation of playground and upgradation
	4	of the primary school and also development of Shamsan
	5	ghat.
D	Suggestions if any	
	1	I recommend prioritizing the establishment of health care facilities,
	2	introducing banking facilities. Additionally, focusing on
	3	the development of play grounds and upgrading of
	4	primary schools will significantly contribute to
	5	enhancing the overall quality of life in

the Panchayat.

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	
2	
3	
2	LEAST RESPONSIVE DEPARTMENTS
1	
2	
3	

ii. FEEDBACK ON UT INITIATIVES

The UT initiatives in Jammu & Kashmir exhibit commendable progress, particularly in the areas like healthcare, education and infrastructure

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Some demands from earlier B2V programmes remain unmet like upgradation of school, development of Shamschaughat & development of playground, requiring prompt attention.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1. Development of Shamschaughat. 2. Upgradation of school. 3. Development of ground playing purposes.
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 of the visit highlights both commendable achievements and areas requiring improvement. I recommend a strategic focus on unresolved demands. Overall govt has done good work in this Panchayat.
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

Avinash Singh
Name Sarpanch..... Singh

Pyt. Halqa Ranjit Pur
Block Marh

Signature of the Visiting Officer

Name..... Pan

AVINASH SINGH

SARPANCH

PANCHAYAT HALQA, RANJITPUR, BLOCK MARH, JAMMU

Mob. : 9419105437, 7780979784

Ref. No. ...57.....

Date ...15/11/23.....

It is certified that Mr. Parinder Singh
Prf. Secretary P.D.D. (Babbari Officer) visited the Panchayat
Ranjitpur during IZKS programme and remained
there in the Panchayat for two days.

Avinash Singh
Sarpanch
Pvt. Halqa Ranjit Pur
Block Marh