

Org.

Panchayat - Mari A
Block - Reasi

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	Manik Singh Rathore
2	Designation	Under Secretary to the Govt.
3	Department	Transport Department
4	Place of posting	Civil Secretariat
5	Mobile No	9419119033
6	Email ID	manik.singh.rathore@gmail.com
7	Home District	Udhampur
8	Dates of visit	15 & 16 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	Mari A
2	Local Government Directory(LGD) code of the Panchayat	239956
3	Name of CD Block	Reasi
4	Name of Tehsil	Reasi
5	Name of District	Reasi

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	1
2	No. of hamlets in the Panchayat	7
3	No. of households in the Panchayat	370 (approx)
4	Population (approx) of the Panchayat	2960 (approx)

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	Shilpi Anra	JEFO -	Present	
2	Education	Jugal Kishore	I/c Principal	Present	
3	Food, Civil Supplies and Consumer Affairs	Veel Parakash	CAPD - Store Keeper	Present	
4	Forest	Sunny	Forest Guard	Present	
5	Health and Medical Education	Tripita Sander Sharma Devi	Ansha. Angamwadi worker	Present	03 - Employees
6	ICDS Department				
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Walcilo	Line Man	Present	
9	Power Development Department	Tarun Sharma Kantarr	JE Line Man	Present	02 employees
10	Public Works Department	Mohd. Ashraf Malik	AEE	Present	02 - Employees
11	Revenue	Chander Dev. Singh	Pathanari	Present	
12	Rural Development and Panchayati Raj	Mohammad Tahir Maqsood	Panchayat Accounts Asst.	Present	
13	Skill Development				
14	Social Welfare Department	Sander Sharma Devi	Angamwadi worker	Present	02 - employees
15	Youth Services and Sports Department				
16	Others				
17	Animal Husbandry	Vivek Sharma	Vet. Pharmist	Present	02 - employees
18	Cooperative Deptt.	Bodh. Raj		Present	
19	T & E Deptt.	Kuldeep Raj	Sr. Manager	Present	02 - employees.
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/needing repairs	New			
	II. Furniture(Y/N)	Y			
	III. Computer/printer(Y/N)	Y			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	N			
	VII. Water (Y/N)	N			
	VIII. Electricity(Y/N)	Y			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building / Private Building
	a) Kindergarten	0			
	b) Primary	02			
	c) Middle	0			
	d) High	1	200	X	Govt
	e) Higher Secondary	0			
	f) College	2		X	Govt
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
		08	175		01 - Govt 07 - Pvt.
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		0	0	0	0
5	Bank branch(Y/N)	Y			
6	Availability of ATM (Y/N)	Y			
7	Khidmat center/ CSC (Y/N)	N			
8	Patwarkhana(Y/N)	N			
9	Village haat (Y/N)	N			
10	Playground(Y/N)	Y			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	615	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		02	Yes		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
			N/A 6 & 2	Good	Foremost
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	NA			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Nil			
	ii. Number of Asset captured	Nil			
	iii. Please mention assets	/			
	1.				
	2.				
	3.				
	4.				
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Nil	Nil		
17	List of Underutilized Buildings- names	Name	Year of construction		
		Nil	Nil		

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	66	66	
2	Widow pension	Social Department Welfare	26	26	
3	Disability pension	Social Department Welfare	21	21	
4	Status under Stunting Mukht	Social Department Welfare	Nil	Nil	
5	Status under wasting Mukht	Social Department Welfare	Nil	Nil	
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Department Welfare	01	01	
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department	Nil	Nil	
9	Kisan credit card	Agriculture Department	135/143	NA/135	Over age (10 pending)
10	PM Kisan Sammanidhi	Agriculture Department	143	120	Remaining 23 Tax pay
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	NA	Nil	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	NA	Nil	
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		716	716	
	ii. Har Ghar Jal village(s) certified (No.)		Nil	Nil	on progress
14	No of Households electrified	PDD			
15	PMAY- Gramin	RDD& PR	08	06	02 (Forest Guard)
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	294	100%	
17	ODF Plus villages (No)	RDD& PR	100%	100%	
18	Targeted Sock pit completed	RDD& PR	20	100% Completed	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		NA		
	ii. Number of Households involved		NA		
20	Land Passbook Saturation	Revenue Department	Nil	Nil	
21	Pending Mutations	Revenue Department	Nil	Nil	
22	Domicile Certificates	Revenue Department		70% of the population	
23	Persons identified drug addicts	BDO/ Sarpanch	NA		
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	NA		
26	Golden Health Card under Ayushman Bharat	Health Department	2091	2091	
27	Janani suraksha yojana	Health Department	41	41	
28	Status under Anaemia Mukht	Health Department	Done		
29	Status under Leprosy Mukht	Health Department	Nil	Nil	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	07		
31	Number of Ayushman Sabas held	Health Department	02		
32	Out of School Children brought to Schools	School Department Education	Nil	Nil	
33	Number of students still out of Schools	School Department Education	Nil	Nil	
34	Persons educated through bridge courses	School Department Education	Nil	Nil	
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 and wellness Centre Gram A
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	Yes
4	No of patients attended during the month	
5	Status of medicine availability	Good
6	Special medical camp held, if any	Yes
7	Status of Immunization	Proportionate
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	Nil - Because dist. Hospital is nearby.
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil.
11	Other	
12	Remarks of the Visiting Officer	Satisfactory

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. High School Kambeddanga.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Yes [Headmaster = 1, PM = 1, UG Asst = 1, Master = 4, DET = 1, NTS = 3, Teachers = 7, J. Asst = 1]
4	Enrolment of the School a) Boys b) Girls	136 64 Total = 200
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'	Activities like Garbage bin segregation, Drug Free Country, Plastic Waste management.
10	Other	
11	Remarks of the Visiting Officer	Satisfactory

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Lohar Mohalla, W No 3
2	Number of children enrolled a) Boys b) Girls	9 Total 18
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	Nil
12	Number of children wasted	Nil
13	Any Other	
14	Remarks of the Visiting Officer	In a poor and dilapidated condition. Needs immediate repairment otherwise the life of enrolled students is in danger. (Roof, walls etc in very poor condition)

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	W. No 3-D3
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Ved. Parkash
4	No of registered beneficiaries	615
5	No of beneficiaries drawing Ration from the store	615 (Combined for 2 Panchayat M/s A + M/s B)
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	Satisfactory.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	JK Bank Branch Jyoti Puram W NO 2
2	No of Accounts in the branch	900/2
3	No of persons applied under various self-employment schemes	NA
4	No of cases sanctioned under various self-employment schemes	NA
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	NA
6	Availability of ATM	Yes
7	Any Other	-
8	Remarks of the Visiting Officer	Satisfactory

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	W. NO 6 & W. NO 3
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	Desilting in 2022-23
4	Utilization of Amrit Sarovar	For Animals & Farmers
5	Any Other	
6	Remarks of the Visiting Officer	Satisfactory

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Gitis Kambalunga & Jyoti Puram
2	Condition of Playground	Good
3	Utilization of Playground	Playing (Volleyball, Cricket)
4	Any Other	NA
5	Remarks of the Visiting Officer	Satisfactory

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	NAT Bada Reast NA
2	Government/ Private building	Govt Building NA
3	Land passbook saturation	N NA
4	Pending mutations	Nil
5	Any Other	Nil
6	Remarks of the Visiting Officer	Partwarkhana is in Municipality area.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	W.NO 6, W.NO 2, W.NO 4
2	Name of the beneficiary	Gulzar Bibi, Zehra Bibi, Ram Ditta, Purnam Chand,
3	Status of the house (completed/ in-use/ under-construction)	Bakht Kurrar, Dhanu Ram →, under construction
4	Any Other	
5	Remarks of the Visiting Officer	Satisfactory

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	W.NO 6, W.NO 2
2	Name of the beneficiaries	Mohd Mushar, Gh. Rasool, M. Manzoor, Balwan Singh
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	Nil
5	Remarks of the Visiting Officer	Satisfactory

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	NA
2	No of online services provided by the CSC	NA
3	No of persons approached for services	NA
4	Any Other	
5	Remarks of the Visiting Officer	There is a great need of CSC in the Panchayat.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Overall Good
2	Transport	Satisfactory
3	Electricity	Satisfactory
4	Drinking water	Satisfactory after 10-2V3
5	Cleanliness	Good
6	Sports facility (Playground)	Overall Good
7	Any Other	Satisfactory

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	Done
	2. Skits, Songs, Dramas	Done
	3. Local Folk programme / Show	Done
	4. Discussions with PRI and Senior citizens	Done
	5. Exhibitions	Nil
B	Sports Activities	
	1. Sports Event	Organised (volleyball, badminton)
	2. Distribution of sports kit	Already distributed
C	Inaugurations (If any)	
	PMAY house	Done
	Segregation Sheds	NA
	Amrit Sarovar	Already inaugurated
	IJM Assets	NA
	Compost/ Soak Pits	NA
	PMGSY / MGNREGA works	Inaugrated on 14.06.18
	Any other	Inaugrated Road of PWD 32 km
D	Distribution of certificates	
	Self Employment Schemes	Nil
	Land Pass books	Nil
	Any other	Nil
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Pledge against drug addiction, Corruption free Nation etc.

Handwritten notes to Chief Minister.

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Poverty free and Enhanced Livelihood
2	Activities undertaken under the Theme (as per Instruction manual)	<ul style="list-style-type: none"> → Public Awareness Camps → Role of e-governance → Employment generation Schemes
3	Status of activities undertaken	Satisfactory
4	Visible impact of the Activities	Satisfactory
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	All
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Nil
8	Remarks of the Visiting Officer on the status SDG Theme	Overall evolving & Satisfactory results are achieved.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	on-spot redressal of various petty issues was done.	
2	PRTs were assured with full cooperation from the Administration.	
3	visits to various visits to various Anganwadi centres.	
4		
5		
B	Impact of B2V1 to B2V4	
1	Governance at the doorsteps.	
2	Officers are acquainted with ground reality.	
3	Prioritization of works for the general public.	
4	Awareness about general schemes of G.I.	
5	Inter-coordination of the department.	
C	Challenges in the Panchayat	
1	Requirement of drinking water.	
2	Road connectivity.	
3	Encroachment issues (Bus-stand - Dist. Hospital)	
4	Shortage of Medical staff.	
5	Khidmat centres.	
D	Suggestions if any	
1	For more days, the programme should	
2	be organized, so that the front line	
3	workers are available in every panchayat,	
4	and the visiting officer is able to	
5	visit every ward and take stock of the	
	developmental works.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 BEST PERFORMING DEPARTMENTS	
1	RDD & PR.
2	Revenue.
3	Education.
2 LEAST RESPONSIVE DEPARTMENTS	
1	Agriculture.
2	Animal & Sheep Husbandry.
3	

ii. FEEDBACK ON UT INITIATIVES

iii. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Major complaint of road from Sanjay Kumar, Supt. to Main road, near Jyoti Pura. BLC Road near Mangarh stop.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	—
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)	Visit was very helpful, as one is acquainted with the ground reality. Visit should be of 3-4 days, so that all the areas of Panchayat are covered in more fruitful manner.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	9/10 (By Sarpanch, Sh. Rajiv Singh)
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes.

Signature of Sarpanch
 Name: Rajiv Singh
 16/11/2023

Signature of the Visiting Officer
 Name: Manik Singh Rathore
 16/11/2023