

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	Jyoti Parkash Sharma.
2	Designation	Subject matter specialist.
3	Department	Agriculture & farmers welfare.
4	Place of posting	Ramnagar.
5	Mobile No	9419146224.
6	Email ID	bjyotiparkash@gmail.com.
7	Home District	Jamun.
8	Dates of visit	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	KANAH.
2	Local Government Directory(LGD) code of the Panchayat	005082.
3	Name of CD Block	GHORDI
4	Name of Tehsil	RAM NAGAR.
5	Name of District	UDHAMPUR.

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	1. Kanah.
2	No. of hamlets in the Panchayat	wards = 9.
3	No. of households in the Panchayat	450.
4	Population (approx) of the Panchayat	2600.

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	Ashok Kumar	AER	Present	
2	Education	Raj Singh	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	-	-	-	
4	Forest	Dr. Hams Raj	Junior M.L.I.	Present	
5	Health and Medical Education	7889677002 Nisha Devi	FM PHW	Present	
6	ICDS Department	Chhali Devi	A.W.W	Present	
7	Irrigation and Flood Control Department	-	-	-	
8	Jai Shakti Department	Gopal Singh.	Asstt. Lineman	-	
9	Power Development Department	Suram Chandel	Line man.	Present	
10	Public Works Department	Rakesh Chander	1st class	Present	
11	Revenue	Zahid Imran	Patwari	Present	
12	Rural Development and Panchayat Raj	Madan Gopal	GRS	Present	
13	Skill Development	-	-	-	
14	Social Welfare Department	Bmt. Darsanai Devi	Supervisor	Present	
15	Youth Services and Sports Department	-	-	-	
16	Others	-	-	-	
17	Horticulture.	Dargal Chandel	Hort Tech	Present	
18	Pashuaries	Abudal Rashid	Dt Insp Pash.	Present	
19	ICDS	Kajmi Bhandari	A.W.W	Present	
20	ICDS	Relika Devi	A.W.W	Present	

- ICDS Bmt. Darsanai Devi Supervisor Present.
21. Animal Husbandry. Sh. Chandel Present.
22. Sheep Husbandry. Sh. Chandel Present.
- Sh. Chandel Flock Supervisor. Present.

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 repairs	Govt.			
	II. Furniture (Y/N)	New.			
	III. Computer/printer (Y/N)	Y.			
	IV. Internet (Y/N)	Y.			
	V. Telephone (Y/N)	N.			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	N.			
	VII. Water (Y/N)	Y.			
	VIII. Electricity (Y/N)	Y.			
2	Educational institutes	Y.			
	a) Kindergarten	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	b) Primary				
	c) Middle	04.	70.	-	Govt.
	d) High	2.	63+69	02.	Govt.
	e) Higher Secondary	-			
	f) College	-			
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		07	995	-	Private.
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	-	-	-
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	
		-	450.	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		-		-	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		1	Ward: 1	Good.	Irrigation/Drainage
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc				
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	No.			
	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		
		-	-		
		Name	Year of construction		
17	List of Underutilized Buildings- names				

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	REASON FOR PENDING
1	Old Age pension	Social Department Welfare	200	147.	
2	Widowpension	Social Department Welfare	33.	29.	
3	Disabilitypension	Social Department Welfare	40.	38.	
4	Status under Stunting Mukht	Social Department Welfare	-	-	
5	Status under wasting Mukht	Social Department Welfare	-	-	
6	Equipment's provided to Specially abled persons(implants, tricycles etc)	Social Department Welfare	-	-	
7	Digital Services provided	IT/ BDO/ CSC	-	05	
8	Daksh Kisan	Agriculture Department	150	80.	
9	Kisan credit card	Agriculture Department	290	270	
10	PM KisanSammannidhi	Agriculture Department	362	351	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	-	47 H.m. ggs.	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	
13	IJM Implementation I. No of Household provided FHTC ii. Har Ghar Jal village(s) certified (No.)	Jal Shakti Department	400	-	
14	No of Households electrified	PDD	-	-	
15	PMAY- Gramin	RDD& PR	450.	450.	
16	SBMGrain- IHHL functional (Household toilets)	RDD& PR	150.	129.	
17	ODF Plus villages (No)	RDD& PR	620.	360.	
18	Targeted Sock pit completed	RDD& PR	-	-	
19	JKRLM: i. Number of Self Help Groups formed ii. Number of Households involved	RDD& PR	170 - -	14. - 47.	
20	Land Passbook Saturation	Revenue Department	1175	970	
21	Pending Mutations	Revenue Department	-	-	
22	Domicile Certificates	Revenue Department	3453	2380	
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	2600	2400	
27	Janani suraksha yojana	Health Department	50	24	
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	2.	2.	
31	Number of AyushmanSabas held	Health Department	2.	2.	
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	
2	Type of building (Govt./ Private)	Nil.
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	Since there is no building all the activities are being performed from Dalsan pvt.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	02.
4	Enrolment of the School a) Boys b) Girls	
5	Availability of play ground	Nil.
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	School buildings need more rooms for accommodation of students.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Ward no: 1, 2, 4, 5, 6, 7, 8.
2	Number of children enrolled a) Boys b) Girls	121. 104.
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	-
12	Number of children wasted	-
13	Any Other	-
14	Remarks of the Visiting Officer	Anganwari centers needed at pgt. ward no: 3 and 9.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	-
2	Government / Private	-
3	Name of the dealer (in case of Private)	-
4	No of registered beneficiaries	450.
5	No of beneficiaries drawing Ration from the store	430.
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	Yes.
10	Remarks of the Visiting Officer	Local ration dealer and CAPD store needed at pgt.

V. 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	Bank extn. counter needed at pvti.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	1, ward no. 4.
2	Condition of Amrit Sarovar	-
3	Details of repair undertaken, if any	-
4	Utilization of Amrit Sarovar	Drinking and irrigation
5	Any Other	-
6	Remarks of the Visiting Officer	Need for Amrit sarovar in every ward.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	-
2	Condition of Playground	-
3	Utilization of Playground	-
4	Any Other	-
5	Remarks of the Visiting Officer	Play ground is must for sports.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	-
2	Government/ Private building	-
3	Land passbook saturation	-
4	Pending mutations	-
5	Any Other	-
6	Remarks of the Visiting Officer	Patwarkhana should be there for easy disbursement of problems.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	160+26 = 186 in all wards of pgt.
2	Name of the beneficiary	
3	Status of the house (completed/ In-use/ under-construction)	160 Completed.
4	Any Other	26 under construction.
5	Remarks of the Visiting Officer	Work needed to speed up.

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Target 100
2	Name of the beneficiaries	Achieved :- 18
3	Status of the Soakpits/ compost pits (completed/ In-use/ under-construction)	18.
4	Any Other	
5	Remarks of the Visiting Officer	Farmer's needed to be made more aware of the benefits of soakage/ compost pit.

XI. Khidmatcenter / CSC:

S. No	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	Urgent need of CSC.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Very poor.
2	Transport	No transport.
3	Electricity	Average.
4	Drinking water	Low.
5	Cleanliness	Normal.
6	Sports facility (Playground)	No.
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	
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens	
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	
	2. Distribution of sports kit	
C	Inaugurations (If any)	
	PMAY house	
	Segregation Sheds	
	Amrit Sarovar	
	JJM Assets	
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	
	Any other	
	Distribution of certificates	
	Self Employment Schemes	
D	Land Pass books	
	Any other	
	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	

QUESTIONNAIRE FOR B2V5
Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	
2	Activities undertaken under the Theme (as per instruction manual)	
3	Status of activities undertaken	
4	Visible impact of the Activities	
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	
6	How many activities of SDG have been covered under GPDP	
7	Bottlenecks, if any, faced in the achievement of SDG Theme	
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
A	Demands/ Grievances addressed by the Administration	
1	Water conservation/ Water filtration.	
2	Road connectivity.	
3	Lack of functional offices of different Dept's.	
4	Dispensary.	
5	Play ground.	
B	Impact of B2V1 to B2V4	
1	Awareness among people.	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Water scarcity.	
2	Road.	
3	Buildings for offices.	
4	Monkey menace.	
5		
D	Suggestions if any	
1	Dept. Need to attend the problems for	
2	wards basic amenities.	
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Aanganwadi / Health deptt.
2	Agriculture / Social forestry.
3	Rural Dev. revenue.
2	LEAST RESPONSIVE DEPARTMENTS
1	Irrigation flood control.
2	PWD. Sanitation.
3	CAPD.

ii. FEEDBACK ON UT INITIATIVES

Kanah pvt. is just 6 kms away from Teh. HQ Rannagar and native pvt. of Dalsar. and all the departmental offices are in operation at Dalsar. Water scarcity and road connectivity are the major issues of the pvt.

iii. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Water and water filters to the govt. buildings i.e. Schools.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Road connectivity and transport service.
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)	Overall assessment of the pvt is; the pvt is deprived off the attention of depts. to basic amenities.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	4.5.
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that the visiting officer has stayed in the pvt. for two days.

Signature of Sarpanch
Name. Dr. Bikram Singh
Pvt. KEA PANCH
Panchayat Halqa Kanah
Bln. k Ghordi

Signature of the Visiting Officer
Name. Dr. Lankesh Sharma
Subject matter specialist.