

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

SDG Theme & Goals

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. *Segregated waste*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas.
- 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. *NA*
- 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 *NA*
- 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 *NA NA*

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. *2*

- 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 *A village committee identifies* ✓
- ii. Have all the eligible households registered in PDS or not? Yes/No
- iii. Has Gram Panchayat provided space for Self-help Groups in PanchyatGhar for holding meetings or not? Yes/No *NA*
- iv. Have all the eligible households been registered for Pension or not? Yes/No *NA*
- 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 *NA*

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 *NA*
- 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 *2*
- ii. Whether SHGs federations have been provided space for meetings in the Panchayat Bhawan (Yes/ No) *NA*
- 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. *NA*
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana *all eligible*

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) ✓

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Pawan Kumar Goswami
2	Designation	Sub-Registrar
3	Department	Registration (Revenue)
4	Place of posting	Vijaypur, Samba
5	Mobile No	9414125824
6	Email ID	pawang1961@gmail.com
7	Home District	Samba
8	Dates of visit	Nov 15 - Nov 16, 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	Tantraypora
2	Local Government Directory(LGD) code of the Panchayat	289215
3	Name of CD Block	Banihal
4	Name of Tehsil	Banihal
5	Name of District	Ramban

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	300
4	Population (approx) of the Panchayat	1800

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	Sh. Akhter Ahmed	JEO	Present	
2	Education	Sh. Shaukat Ahmed	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Sh. Shabbir Ahmed	Ration Dealer	Present	
4	Forest	Sh. Basim Ahmed	Helper	Present	
5	Health and Medical Education	Sh. Nazim Ahmed	Pharmacist	Present	
6	ICDS Department	Ms. Rafiq	AWM	present	
7	Irrigation and Flood Control Department			Absent	
8	Jal Shakti Department	Sh. Basim Ahmed	Helper	Present	
9	Power Development Department	Sh. Mudassar Ahmed	Helper reader	Present	
10	Public Works Department	Sh. Gh. Hameed	Helper	Present	
11	Revenue	Sh. Mohd Mirza	Girdawar	Present	
12	Rural Development and Panchayat Raj	Sh. Ajay Ahmed	A & P.	Present	
13	Skill Development			Absent	
14	Social Welfare Department			Absent	
15	Youth Services and Sports Department			Absent	
16	Others				
17	Sheep husbandry	Sh. B. A. Chopra	MEO	Present	
18	Social forestry	Sh. Shabbir	Helper	Present	
19	Handicrafts	Sh. Tanvir Ishtiaq	HT	Present	
20	Fisheries	Sh. Irshad Ali	Guard	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	Private (Rented)			
	b) New/need repairs	Needs new			
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	Yes			
	IV. Internet (Y/N)	Yes (Mobile Internet)			
	V. Telephone (Y/N)	No			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	No			
	VII. Water (Y/N)	No			
	VIII. Electricity (Y/N)	Yes (Rented)			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building / Private Building
	a) Kindergarten				
	b) Primary	1	413	1	Govt.
	c) Middle	1	145	1	Govt Building
	d) High				
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
		3	120	1	Private (Rented)
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		Nil			
5	Bank branch (Y/N)	Nil			
6	Availability of ATM (Y/N)	No			
7	Khidmat center/ CSC (Y/N)	No			
8	Patwarkhana (Y/N)	No			
9	Village haat (Y/N)	Yes			
10	Playground (Y/N)	Yes No			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1	394	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
		Nil			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Potential for trekking and adventure sports; Badwarhi nallah			
15	i. Whether Panchayat assets captured on e-Gram Sampda App (Y/N)	Nil			
	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 construction		
		Lonepora bridge	2018		
17	List of Underutilized Buildings- names	Name	Year of construction		
		old school building	(incomplete)		

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 PENDING
1	Old Age pension	Social Department Welfare	No participation for the Deptt		
2	Widow pension	Social Department Welfare			
3	Disability pension	Social Department Welfare			
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			
8	Daksh Kisan / Soil Health Card	Agriculture Department	-	150	-
9	Kisan credit card	Agriculture Department	-	280	-
10	PM Kisan Sammanidhi	Agriculture Department	300	292	person not available
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	No participation for Deptt		
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	No participation for Deptt		
13	JM Implementation	Jal Shakti Department	N/A		
	I. No of Household provided FHTC				
	II. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD		200 (100%)	
15	PNAY- Gramin	RDD& PR		129	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR		-	
17	ODF Plus villages (No)	RDD& PR		one	
18	Targeted Sock pit completed	RDD& PR		150	
19	JKRLM:	RDD& PR			
	I. Number of Self Help Groups formed			nil	
	II. Number of Households Involved			nil	
20	Land Passbook Saturation	Revenue Department		550	
21	Pending Mutations	Revenue Department		nil	
22	Domicile Certificates	Revenue Department		nil	
23	Persons identified drug addicts	BDO/ Sarpanch		very few	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch		25	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch		nil	
26	Golden Health Card under Ayushman Bharat	Health Department		1562	
27	Janani suraksha yojana	Health Department		30	
28	Status under Anaemia Mukht	Health Department		under progress	
29	Status under Leprosy Mukht	Health Department		No patient in pgt	
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department		3	
31	Number of Ayushman Sabas held	Health Department		10	
32	Out of School Children brought to Schools	School Department Education		4	
33	Number of students still out of Schools	School Department Education		nil	
34	Persons educated through bridge courses	School Department Education		nil	
35	Household using clean cooking fuel (LPG)	FCS & CA		240	

QUESTIONNAIRE FOR B2V5

Schedule-IV

(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	nil
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	

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	GUP School.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	6
4	Enrolment of the School a) Boys b) Girls	145 60 85
5	Availability of play ground	Yes
6	Availability of drinking water	No
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	The children take a strong part in extra co-curricular activities

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	W. No: 3
2	Number of children enrolled a) Boys b) Girls	26 20
3	Status of Building (Private/ Govt.)	Private
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	No
9	Availability of tap connection	No
10	Availability of electricity connection	Yes (Revised)
11	Number of children stunted	nil
12	Number of children wasted	nil
13	Any Other	
14	Remarks of the Visiting Officer	Needs accommodation on ground floor so that children can play in the open.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	W. No: 1
2	Government / Private	Private (FPS)
3	Name of the dealer (in case of Private)	Sl. Shabbir Ahmad
4	No of registered beneficiaries	324
5	No of beneficiaries drawing Ration from the store	224
6	Whether store is functioning through Aadhar biometric system	Yes.
7	Whether record/register maintained in the store	Yes.
8	Availability of ration	Satisfactory
9	Any Other	
10	Remarks of the Visiting Officer	- Proven for signature of ration card may be allowed - New entries in ration card may be permitted.

V. Bank/ Extension counter: *not available*

S. No	Particulars	Status
1	Location of Bank/ Extension counter	<i>nil.</i>
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	

VI. Amrit Sarovar: *not Available* *nil*

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	

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	<i>GUP School</i>
2	Condition of Playground	<i>plain</i>
3	Utilization of Playground	<i>Assembly, volleyball, Badminton</i>
4	Any Other	
5	Remarks of the Visiting Officer	<i>The ground is too small. The school shall require bigger ground for taking children.</i>

VIII. Partwarkhana: *not available*

S. No	Particulars	Status
1	Location of Partwarkhana	<i>nil.</i>
2	Government/ Private building	
3	Land passbook saturation	
4	Pending mutations	
5	Any Other	
6	Remarks of the Visiting Officer	

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	W.N : 2
2	Name of the beneficiary	Sh. Niran Alimud.
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	-
5	Remarks of the Visiting Officer	-

X. Soak pits/ Compost pits:

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

XI. Khidmatcenter / CSC: Mt available nro.

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	

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Satisfactory
2	Transport	Poor
3	Electricity	Below Average
4	Drinking water	Below Average
5	Cleanliness	Below Average
6	Sports facility (Playground)	Poor
7	Any Other	The Pt is sans any out dust bins.

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	Done
	3. Local Folk programme / Show	-
	4. Discussions with PRI and Senior citizens	Done
	5. Exhibitions	-
B	Sports Activities	
	1. Sports Event	-
	2. Distribution of sports kit	-
C	Inaugurations (If any)	
	PMAY house	-
	Segregation Sheds	Yes.
	Amrit Sarovar	-
	JJM Assets	-
	Compost/ Soak Pits	-
	PMGSY / MGNREGA works	-
	Any other	-
D	Distribution of certificates	nt
	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	Done

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)	Solid waste management shed.
3	Status of activities undertaken	completed
4	Visible impact of the Activities	shall be visible in coming days
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes prepared in Gram Sabha
6	How many activities of SDG have been covered under GDP	01
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Shortage of plan land.
8	Remarks of the Visiting Officer on the status SDG Theme	shall be achieved due within fixed timelines

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	JSM project has commenced construction of tank	
2	120 houses sanctioned under PMAY	
3	2 New DT's installed	
4	Road from Gund to Tantraypora blacktopped	
5		
B	Impact of B2V1 to B2V4	
1	The issues of Pgt have been prioritized	
2	The PRT's have become more responsive	
3	The field agencies have established regular contact with Pgt	
4	The inflow and utilization of funds to the Pgt has increased	
5		
C	Challenges in the Panchayat	
1	Lack of plain land for development	
2	Still to have own Pgt ghar building	
3	There is no CSC in the Pgt.	
4	Lack of bridge across nallah at Tantraypora	
5		
D	Suggestions if any	
1	Pgt need to be handed over land for Pgt ghar	
2	Banks need to connect more with the people	
3	Self employment schemes require to be utilized in the Pgt	
4	Line departments should attend monthly gram Sabha	
5	There should be one AWC in each ward of the PGT.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural Development department.
2	ICDS
3	Handloom & Handcrafts dept.
2	LEAST RESPONSIVE DEPARTMENTS
1	Tal Shakti Dept.
2	PDD
3	PWD

ii. FEEDBACK ON UT INITIATIVES

Public at large is satisfied with the initiative of the UT like promotion of ESS, water meter Bhari and Back to village programme.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	The road from Gund to Tatravara requires protection to embankment which was part of DRR and has not been completed. There were complaints of irregularities in works.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1. Panchayat Ghar building. 2. Health Centre. 3. Bridge at Lompore has been abandoned mid-way.
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 people of Panchayat have updated their awareness about ESS and raising issues relevant to the Pgt. There is considerable change for B2V1 to B2V5.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	9.
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	visiting officer has stayed in Pgt. for two days.

Payments towards.

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name.....

(As. Mayeed Khandey)