

B2V5 BOOKLET

(Instruction Manual, Deliverables and Questionnaire for B2V5)



7th to 16th NOVEMBER, 2023.

Block Marh Panchayat Sarora
Name of Visiting Officer Raman Kumar Designation Director Finance
Forest Department

DISTRICT ADMINISTRATION
JAMMU



QUESTIONNAIRE FOR B2V5

Schedule-I (A)
(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Raman Kumar
2	Designation	Director Finance (Forest Department)
3	Department	Forest Department
4	Place of posting	Civil Secretariat
5	Mobile No	9419187703
6	Email ID	directorfinancefee23@gmail.com
7	Home District	Jammu
8	Dates of visit	14 th and 15 th of Nov, 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	Sawra
2	Local Government Directory (LGD) code of the Panchayat	288918
3	Name of CD Block	March
4	Name of Tehsil	March
5	Name of District	Jammu

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	09
3	No. of households in the Panchayat	297
4	Population (approx) of the Panchayat	1415

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	Suman Koul	JAE	Present	
2	Education	Kuldeep Singh	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	—	—	Absent	Absent
4	Forest	Rameesh Sharma	Range Officer	Present	
5	Health and Medical Education	Santosh Kumar Meenakshi Devi	FMPHW	Present	
6	ICDS Department	Seema Rani & Kanchari	Ang C Worker	Present	
7	Irrigation and Flood Control Department	Anil K. Anand	J.E	Present	
8	Jal Shakti Department	Rashpal & Ram Lal	Mechanic	Present	
9	Power Development Department	Rajinder Kumar	Switch Board Attendant	Present	
10	Public Works Department	—	—	—	Absent
11	Revenue	Mohd. Shahid Mohd.	Patwari	Present	
12	Rural Development and Panchayat Raj	Hareesh & Rupali BDO Kapil Deol	TA, PAA BDO Maerh	Present	
13	Skill Development	—	—	—	Absent
14	Social Welfare Department	Sonia Sharma	Craft Teacher	Present	
15	Youth Services and Sports Department	Karanjeet Singh	P.T Teacher	Present	
16	Others — Banking	Mrs. Neeraj Gupta	Branch Head	Present	
17		Shalpy	BA J&K Dheywala		
18		Smt. Gudeet Kour	Jr. Craft	Present	
19		Subash Chander	Veterinary	Present	
20			pharmacist	—	

QUESTIONNAIRE FOR B2V5

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

1	Infrastructure of Panchayat Ghar				
	a) Govtbuilding/private ✓	Private			
	b) New/need repairs	-			
	II. Furniture(Y/N)	Yes			
	III. Computer/printer(Y/N)	Yes			
	IV. Internet (Y/N)	NO			
	V. Telephone (Y/N)	NO			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	CSC			
	VII. Water (Y/N)	-			
	VIII. Electricity(Y/N)	-			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary ✓	01	22	2	Govt Building
	c) Middle				
	d) High				
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		03	63	3	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		NA	NA		
		NA	PHC MARH	NA	NA
5	Bankbranch(Y/N)	NO	NO	NO	NO
6	Availability of ATM (Y/N)	NO			
7	Khidmatcenter/ CSC (Y/N)	NA	NA	NA	NA
8	Patwarkhana(Y/N)	Operating at Patwarkhana Sangampur			
9	Village haat (Y/N)	-			
10	Playground(Y/N) ✓	Yes at GPS Sakora			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1	421	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		1 Panchayat Secretariat		Yes	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		NA	NA	NA	NA
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	1) Bua Datti Devsthan 2) Peer Baba Sthan			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	e-Gram SampdaApp not applicable			
	ii. Number of Asset captured				
	iii. Please mention assets	NA			
	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 Welfare Department	65	65	-
2	Widow pension	Social Welfare Department	11	11	-
3	Disability pension	Social Welfare Department	11	11	-
4	Status under Stunting Mukht	Social Welfare Department	-	-	-
5	Status under wasting Mukht	Social Welfare Department	-	-	-
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Welfare Department	-	-	-
7	Digital Services provided	IT/ BDO/ CSC	nearest CSC centre at Daichack	near Akalpur	-
8	Daksh Kisan	Agriculture Department	7	7	-
9	Kisan credit card	Agriculture Department	179	166	Lack of land ownership & death cards
10	PM Kisan Sammanidhi	Agriculture Department	104	79	do
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmat, etc)	Employment Department	-	-	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	JM Implementation	Jal Shakti Department	-	-	-
	I. No of Household provided FHTC		175	85	Work in progress
	II. Har Ghar Jal village(s) certified (No.)		-	-	-
14	No of Households electrified	PDD	250	125	-
15	PMAY- Gramin	RDD& PR	26	08	Completed 16 in progress
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	169	169	-
17	ODF Plus villages (No)	RDD& PR	01 Village	01 Village	-
18	Targeted Sock pit completed (Community)	RDD& PR	02	In progress (Tendered)	-
19	JKRLM:	RDD& PR	-	-	-
	I. Number of Self Help Groups formed		290	290	-
	II. Number of Households Involved		290	290	-
20	Land Passbook Saturation	Revenue Department	549	270	Details Incorrect
21	Pending Mutations	Revenue Department	-	-	100%
22	Domicile Certificates	Revenue Department	-	-	-
23	Persons identified drug addicts	BDO/ Sarpanch	NA	NA	NA
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	02 Awareness camps	02	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	-
26	Golden Health Card under Ayushman Bharat	Health Department	2015	1973	Documents not prepared.
27	Janani suraksha yojana	Health Department	22	22	-
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	Conduct every Saturday	-	-
31	Number of Ayushman Sabas held	Health Department	do	-	-
32	Out of School Children brought to Schools	School Education Department	-	-	-
33	Number of students still out of Schools	School Education Department	-	-	-
34	Persons educated through bridge courses	School Education Department	Data not provided by School Education Department	-	-
35	Household using clean cooking fuel (LPG)	FCS & CA	421	421	-

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Not Available at
2	Type of building (Govt./ Private)	
3	Availability of Staff a) Doctor b) Paramedical	01 Doctor 02 Paramedical Panchayat Saveria but available at Akalpur (nearby pvt)
4	No of patients attended during the month	115 Nos
5	Status of medicine availability	All medicines available
6	Special medical camp held, if any	Yes (01) Every Saturday
7	Status of Immunization	100% Regular Checkups & Immunization done
8	Participation of health worker in Village Health and Nutrition Day	Yes, They are regularly visiting Panchayat
9	Institutional deliveries in Panchayat (Current Year)	30 Deliveries
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	Atleast one Dispensary should be opened in the Panchayat.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Govt. Primary School Saveria.
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	a) 11 b) 11
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'	Painting Competition organized
10	Other	
11	Remarks of the Visiting Officer	a) School should be upgraded to the level of Middle Standard. b) School Building should be upgraded

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center (s)	Near Maladoor Stand
2	Number of children enrolled a) Boys b) Girls	a) 31 b) 24
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	3 workers
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	No
14	Remarks of the Visiting Officer	More helpers & workers are required to be posted in the Panchayat.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Near Bua Datti Road
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Sodagar Singh
4	No of registered beneficiaries	421
5	No of beneficiaries drawing Ration from the store	421
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	BPL is to be converted into PHH as per demand of people.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	No Branch is available
2	No of Accounts in the branch	In Panchayat Saraha.
3	No of persons applied under various self-employment schemes	NA
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	At least an ATM should be opened in Panchayat.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	NA
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 Govt. land is available for Amrit Sarovar.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Playground at G.P.S. Saraha.
2	Condition of Playground	Good
3	Utilization of Playground	Yes, Young Children & School Children play regularly.
4	Any Other	
5	Remarks of the Visiting Officer	one Play ground with lights required for Young Children out of School.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	at Sangrampur.
2	Government/ Private building	Available in nearby Panchayat at Sangrampur Govt Building.
3	Land passbook saturation	
4	Pending mutations	
5	Any Other	
6	Remarks of the Visiting Officer	

Land Passbook

Total - 549
Provided - 270

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	W.NO 4, W.NO 5, W.NO 6.
2	Name of the beneficiary	Putta Ram / Gauri Devi / Toshhi Devi / Darshan
3	Status of the house (completed/ in-use/ under-construction)	In progress / Completed / In progress / Completed
4	Any Other	Rakesh, Mukesh, Bawa Ram.
5	Remarks of the Visiting Officer	Still more PMAY House required

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	W.NO 5 & W.NO 6 for soak pit.
2	Name of the beneficiaries	Community Soak pit
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	(Tendered)
4	Any Other	0.1 Community Compost
5	Remarks of the Visiting Officer	Soak & Compost need to be completed on urgent basis.

XI. Khidmat center / CSC:

S. No	Particulars	Status
1	Location of Khidmat center/ CSC counter	Available in NA (near by Panchayat)
2	No of online services provided by the CSC	Vishwa Karm Registration, Aadhar updation
3	No of persons approached for services	100 approx.
4	Any Other	
5	Remarks of the Visiting Officer	—

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good - needs repairing at main road.
2	Transport	Govt. Transport is required but Battered Riksha was available.
3	Electricity	Good but more poles, transformer required.
4	Drinking water	Under Progress
5	Cleanliness	Door to Door Collection Service required
6	Sports facility (Playground)	Play ground at GPS Saroha - 1 more required
7	Any Other	Panchayat Ghar Building, Dispensary urgently required.

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	by Omeeed groups.
B	Sports Activities	
	1. Sports Event	Volley Ball & Carrom board Match
	2. Distribution of sports kit	—
C	Inaugurations (If any)	
	PMAY house	/
	Segregation Sheds	
	Amrit Sarovar	
	IJM Assets	
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	
	Any other	Culvert & lane drain under apex.
D	Distribution of certificates	
	Self Employment Schemes	
	Land Pass books	
	Any other	Keys of Combine (under HADP)
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Handled over to beneficiaries i.e. → Sham Sunder, Sahil Saini (Yes)

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

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	1) Water Sufficient village 2) Clean & Green village
2	Activities undertaken under the Theme (as per instruction manual)	a) Plantation in School under (MMMD) b) Distribution Dustbin. c) Providing Handpump facility (d) Desilting of Irrigation Kibbles
3	Status of activities undertaken	All activities are performed on regular basis
4	Visible impact of the Activities	The Crops are getting sufficient water for better growth. The green area of Panchayat is increasing day by day.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	9-15 activities
7	Bottlenecks, if any, faced in the achievement of SDG Theme	—
8	Remarks of the Visiting Officer on the status SDG Theme	More trees along with tree guards should be provided by the Forest department along the main irrigation Canal for beautification of Panchayat & adding to the green area in the Panchayat.

QUESTIONNAIRE FOR B2V5
Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Main/Link Roads are being Constructed	
2		
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	Impact of Govt. functionaries became visible on ground. People became more aware about Schemes. People participate in implementation of Schemes as People came in direct contact with administration	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	1. NO Govt. land is available for construction of any govt. assets like Panchayat Ghar, Angit Sarovar. 2. More PMAY houses should be sanctioned for needy people.	
2		
3		
4		
5		
D	Suggestions if any	
1	1. PDD should take review of the wiring system in the Panchayat which is not in a good condition. 2. More electric poles are required for which requisition has been sent to PDD department also	
2		
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD
2	Agriculture
3	Health J&K Bank
2	LEAST RESPONSIVE DEPARTMENTS
1	PDD
2	PIE
3	PWD

II. FEEDBACK ON UT INITIATIVES

1. Continuation of Back to Village Programmes
2. Good Governance has improved work culture in departments.
3. Frequent cleanliness drives started.
4. Online services are being provided.

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer.	Electric poles are required. Road from Tugare College to Chouhan Chalk Road
2	Major/urgent public demands that was/were reflected earlier but have not been addressed so far.	Electric lines required. Road from Ball stand to Agriculture farm school from Anand to Panchayat.
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)	1. Good Quality lanes were found 2. Playground is required for young children 3. To engage them in construction activities 4. For creation of Govt. ash to govt. land should be made available.
4	Overall Rating of Govt. functioning as given by the Panchayat (Scale of 0 to 10)	07
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Ashok Saini
Signature of Sarpanch
Name... Ashok Saini..

Signature of the Visiting Officer
Name.....