

Samai Upas

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

The Visiting Officer should create awareness about the following schemes:-

FLAG SHIP SCHEMES

1. Ayushman Bharat- PMJAY
2. Deen Dayal Antyodaya Yojana- National Rural Livelihood Mission *Job cards*
3. PM Awas Yojana (Rural) *100%*
4. PM Ujjawala Yojana *80%*
5. PM Vishwakarma *Active*
6. PM Kissan Samman Nidhi *Pension (BPL)*
7. Kissan Credit Card (KCC) *-*
8. PM Poshan Abhiyan *Anganwadi/School MCH*
9. Har Ghar Jal- Jal Jeevan Mission *- water connections - 100%*
10. Survey of Villages and Mapping with improved technology in Village areas (SVANMITVA) *(GIS) Revenue department*
11. Jan Dhan Yojana *100% of AICs passed*
12. Jeevan Jyoti Bima Yojana *17 eastern 2 lakh Bank department (100%)*
13. PM KUSUM Yojana *Agri Water pump through solar panel*
14. Suraksha Bima Yojana *Accidental insurance (Rs 2 lakh)*
15. Atal Pension Yojana *18-40 yrs unorganised 50% but slow*

ADDITIONAL FOCUS SCHEMES FOR TRIBAL DISTRICTS

1. Enrolment in Eklavya Model residential school
2. Scholarship schemes *S.W.D.*
3. Forest Rights Title: Individual and Community Land
4. Van Dhan Vikas Kendra: Self Help Groups

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. *Yes*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas *Yes*
- 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. *Yes*
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No *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. *Yes*
- vi. Whether schools have started segregating waste. Yes/No *Yes*
- 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 Panchayat Ghar 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 Mahila Sabha'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. 12
- 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) ✓

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Abdul Hafiz
2	Designation	Sr. Lecturer
3	Department	10+2 Edu.
4	Place of posting	Govt. HSS Jhulass
5	Mobile No	6005786974
6	Email ID	hafiz.abdulah123@gmail.com
7	Home District	Poonch
8	Dates of visit	15-16 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	Sarai Upper
2	Local Government Directory(LGD) code of the Panchayat	239332
3	Name of CD Block	SuranKote
4	Name of Tehsil	SuranKote
5	Name of District	Poonch (J&K UT)

Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	34
3	No. of households in the Panchayat	436
4	Population (approx) of the Panchayat	3120

QUESTIONNAIRE FOR B2V5
Schedule-T (B)

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	Ghulam Singh	J.A.E.O	Present	
2	Education	Zahid H Shah	Teachers	Present	
3	Food, Civil Supplies and Consumer Affairs				
4	Forest	Mohd Jabal	Watcher	Present	
5	Health and Medical Education	Shabir H Shah	Pharmacist	Present	
6	ICDS Department	Khurshid Begum	Supervisor	Present	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Mohd Javed	Works up	Present	
9	Power Development Department	Mohd Liaqat	Lineman	Present	
10	Public Works Department	Wazir Mohd	Helper-C	Present	
11	Revenue	Basharat H Shah	Patwari	Present	
12	Rural Development and Panchayati Raj	Karam Singh	Accounts Asst/ Jn. Sec Ryt	Present	
13	Skill Development				
14	Social Welfare Department	Shafiqul Jabeen	Craft teacher	Present	
15	Youth Services and Sports Department				
16	Others				
17					
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) Govt building/private	using School building M/s Lower Panchayat			
	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)	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	Nil	-	-	-
	b) Primary	07	198	Nil	Govt
	c) Middle	02	221	Nil	Govt
	d) High	Nil	-	-	-
	e) Higher Secondary	Nil	-	-	-
	f) College	Nil	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		08	230	01	01 - Govt 07 - Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		00	01	00	01
5	Bank branch (Y/N)	No			
6	Availability of ATM (Y/N)	No			
7	Khidmat center/ CSC (Y/N)	No			
8	Patwarkhana (Y/N)	No			
9	Village haat (Y/N)	No			
10	Playground (Y/N)	No			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		02	415	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
		01	W No. 1	Not Good	No
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Dara Shahjahan, Pahar Masjid, Tourist place			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	No			
	ii. Number of Asset captured	No			
	iii. Please mention assets	No			
	1.	-			
	2.	-			
	3.	-			
	4.	-			
	5.	-			
16	List of Incomplete Buildings- names, year of construction	Name		Year of construction	
		M/s Bisson Bandon School		2011-12	
17	List of Underutilized Buildings- names	Name		Year of construction	
		-		-	

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	-	69	
2	Widow pension	Social Department Welfare	-	12	
3	Disability pension	Social Department Welfare	-	86	
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	-	-	
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department	05	05	
9	Kisan credit card	Agriculture Department	354	212	
10	PM Kisan Sammanidhi	Agriculture Department	218	218	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	Nil	Nil	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	Nil	Nil	
13	JJM Implementation	Jal Shakti Department			
	I. No of Household provided FHTC		415		
	ii. Har Ghar Jal village(s) certified (No.)		Nil	Nil	
14	No of Households electrified	PDD			
15	PMAY- Gramin	RDD& PR	189	105	U/P
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	300	250	U/P
17	ODF Plus villages (No)	RDD& PR	-	-	-
18	Targeted Sock pit completed	RDD& PR	308	234	U/P
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		-	-	
	ii. Number of Households involved		-	-	
20	Land Passbook Saturation	Revenue Department	1406	1406	Nil
21	Pending Mutations	Revenue Department	Nil	Nil	Nil
22	Domicile Certificates	Revenue Department	Nil	Nil	Nil
23	Persons identified drug addicts	BDO/ Sarpanch	Nil	Nil	Nil
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	02	02	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch			
26	Golden Health Card under Ayushman Bharat	Health Department	3120	2205	
27	Janani suraksha yojana	Health Department	60	48	
28	Status under Anaemia Mukht	Health Department	Nil	Nil	
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	04	04	
31	Number of Ayushman Sabas held	Health Department	02	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	415	345	

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NTPHC Samai Panyali
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	Nil 4 a) Pharmacist b) MPW c) NRHM MPW d) S/W
4	No of patients attended during the month	115
5	Status of medicine availability	Yes
6	Special medical camp held, if any	2 Yes
7	Status of Immunization	Good
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	48
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	M/S Bissan Bardon
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	Yes
4	Enrolment of the School a) Boys b) Girls	32 20
5	Availability of play ground	Yes
6	Availability of drinking water	Yes
7	Availability of electricity	No
8	Availability of functional toilets	01
9	Activities undertaken under 'My School My Pride'	Yes
10	Other	Nil
11	Remarks of the Visiting Officer	The School building needs major repair & renovation

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Dandaliwala
2	Number of children enrolled a) Boys b) Girls	08 07
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	Nil
14	Remarks of the Visiting Officer	Satisfactory

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Bardian W No. 5
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Mohd Riaz
4	No of registered beneficiaries	415 Household
5	No of beneficiaries drawing Ration from the store	1660
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	Nil
10	Remarks of the Visiting Officer	Satisfactory

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Nil
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:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Ward No-4 Upper Samai
2	Condition of Amrit Sarovar	Not Good
3	Details of repair undertaken, if any	No
4	Utilization of Amrit Sarovar	No
5	Any Other	
6	Remarks of the Visiting Officer	Need repair

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Ward No-7 Samai Upper
2	Condition of Playground	Good
3	Utilization of Playground	Yes
4	Any Other	No
5	Remarks of the Visiting Officer	Satisfactory

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Nil
2	Government/ Private building	-
3	Land passbook saturation	-
4	Pending mutations	-
5	Any Other	-
6	Remarks of the Visiting Officer	Demand raised by Gen. Public

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Ward No. 3 Chita munda
2	Name of the beneficiary	Shafiqat Hussain Khan
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	No
5	Remarks of the Visiting Officer	Satisfactory

X. Soak pits/ Compost pits:

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

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Nil
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	Demand arises to establish at Dandaliwala

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good
2	Transport	Good
3	Electricity	Good
4	Drinking water	Good
5	Cleanliness	V. Good
6	Sports facility (Playground)	Average
7	Any Other	Need of Doctor

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	Songs
	4. Discussions with PRI and Senior citizens	Yes
B	5. Exhibitions	Yes
	Sports Activities	Yes
	1. Sports Event	
	2. Distribution of sports kit	Yes
	Inaugurations (If any)	Yes
C	PMAY house	
	Segregation Sheds	Yes
	Amrit Sarovar	Yes, inspection
	JJM Assets	Yes
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other / Graveyard, Bowli	Yes
	Distribution of certificates	
D	Self Employment Schemes	No
	Land Pass books	No
	Any other	No
	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Yes

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)	Clean & Green Village Plantation drive
3	Status of activities undertaken	Good
4	Visible impact of the Activities	Good
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	04
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Nil
8	Remarks of the Visiting Officer on the status SDG Theme	The SDG Themes are helpful and beneficial for public

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

No	Particulars	Status
Demands/ Grievances addressed by the Administration		
1	Drinking water Problem resolved at large	
2	Electricity provided to almost every house	
3	Road Connectivity improved	
4	Tourism	
5	PMAY	
Impact of B2V1 to B2V4		
1	Drinking water issues resolved	
2	Electricity issues resolved	
3	Road Connectivity improved	
4	Tourism, no initiative taken	
5	PMAY houses constructed	
Challenges in the Panchayat		
1	Non availability of Panchayat Ghar	
2	No High School available	
3	No Khidmat centre in Panchayat	
4	No CSC in Panchayat	
5		
Suggestions if any		
1	A Panchayat Ghar should be constructed	
2	Demand of High School is genuine	
3	If Khidmat centre established public will facilitated at large	
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 BEST PERFORMING DEPARTMENTS	
1	RDD
2	Education
3	RDD
2 LEAST RESPONSIVE DEPARTMENTS	
1	-
2	-
3	-

ii. FEEDBACK ON UT INITIATIVES

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	A major repair of M/S Bissan Bandian School Building
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Need of Doctor at NTPHC Pongali
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)	
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	OK

Signature of Sarpanch

Name RIAZ AHMED

RIAZ AHMED QADRI
SARPANCH
Halqa Panchayat Upper Sanai
Surankote

Signature of the Visiting Officer

Name ABDUL HAFIZ