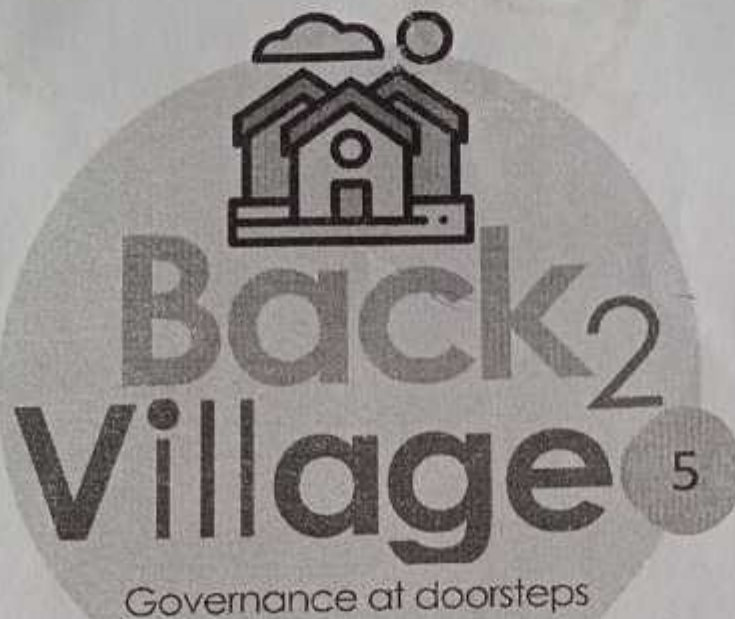


INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023.

Panchayat - KEYA
Block - KULWANTA
Dist. - UDHAMPUR

QUESTIONNAIRE FOR B2V5

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

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	
2	Designation	Dr. Balkari Lal Choudhary
3	Department	Med. Superintendent (Med. Supdt.)
4	Place of posting	Health
5	Mobile No	AH GMC Udhampur
6	Email ID	9419183313
7	Home District	drbalkarich@gmail.com
8	Dates of visit	Jammu
		15 th of November to 16 th of 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	KEYA
2	Local Government Directory(LGD) code of the Panchayat	240384
3	Name of CD Block	KULWANTA
4	Name of Tehsil	RAMNAGAR
5	Name of District	UDHAMPUR

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	ONE, KEYA
2	No. of hamlets in the Panchayat	07
3	No. of households in the Panchayat	400 (approx.)
4	Population (approx) of the Panchayat	2200 (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	Sukhwinder Singh	J.A.E.O	P	
2	Education	Suraj Singh	Teacher	P	
3	Food, Civil Supplies and Consumer Affairs	Sudesh Kumar	Ration dealer	P	
4	Forest	Puran chand	Block officer	P	
5	Health and Medical Education	Shweta	F.M.P.W	P	
6	ICDS Department	Satya Devi	ICDS Supervisor	P	
7	Irrigation and Flood Control Department	Mohan Lal	Supervisor	P	
8	Jal Shakti Department				
9	Power Development Department	Krishan Chand	J-E	P	
10	Public Works Department	Vijay Kumar	Work Supervisor	P	
11	Revenue	Karnail Singh	Patwari	P	
12	Rural Development and Panchayati Raj	1) Sunil Choudhary 2) Radha Rani 3) Ravi Baidyal	Pgt. Secretary P.N.C P.A.A	P	
13	Skill Development				
14	Social Welfare Department	Raghupati Dhiman	C.A (Welfare Assistant)	P	
15	Youth Services and Sports Department	Deep Kumar	(R.K. teacher)	P	
16	Others				
17	Om Parkash Social forestry	Om Parkash	Guard	P	
18	Sheep Husbandry	Roshan	ASM	P	
19	Horticulture	Sandokh Singh	H.T.Gr. 3rd	P	
20	Fisheries	Abdul Rashid	Deputy Inspector	P	
21.	Animal Husbandry	Mohit Verma	Attendant	P	

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/need repairs	-			
	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)	Y			
	VII. Water (Y/N)	Y			
	VIII. Electricity (Y/N)	Y			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	- Nil -	- Nil -	-	-
	b) Primary	5	93	9	-
	c) Middle	3	110	10	-
	d) High	- Nil -	- Nil -	-	-
	e) Higher Secondary	1	231	16	-
	f) College	- Nil -	- Nil -	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		6	208	- Nil -	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	-	1	-
5	Bank branch (Y/N)	Y			
6	Availability of ATM (Y/N)	N			
7	Khidmat center/ CSC (Y/N)	Y			
8	Patwarkhana (Y/N)	N			
9	Village haat (Y/N)	Y			
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	
		1	299	Yes, Connected	
12	Government offices- details, whether functional or not	No. of Govt Offices			
		2 EO of Dist, BPO, Panchayat, Shop, Handloom, 11+3 school, Middle/Primary School			
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Improvement of Pond at Lower Baramba Ww. 2, Good.			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Gardolu Mata Temple & Product Kalari needs to be developed.			
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		
		- No -	- No -		
17	List of Underutilized Buildings- names	Name	Year of construction		
		- No -	- No -		

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	102	102	nil.
2	Widow pension	Social Department Welfare	18	18	nil
3	Disability pension	Social Department Welfare	29	29	nil
4	Status under Stunting Mukht	Social Department Welfare	Yes	Yes	-
5	Status under wasting Mukht	Social Department Welfare	Yes	Yes	-
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare	25	25	-
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department	35	25	nil
9	Kisan credit card	Agriculture Department	195	195	nil
10	PM Kisan Sammannidhi	Agriculture Department	195	195	nil
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		235	0	work in progress
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD		330	
15	PMAY- Gramin	RDD& PR	102	102	-
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	350	350	-
17	ODF Plus villages (No)	RDD& PR	1	1	-
18	Targeted Sock pit completed	RDD& PR		195	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed	26			
	ii. Number of Households involved	200			
20	Land Passbook Saturation	Revenue Department	964	954	10 State land
21	Pending Mutations	Revenue Department	Nil		
22	Domicile Certificates	Revenue Department	1759	1370	
23	Persons identified drug addicts	BDO/ Sarpanch	0	0	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	2 Per month	2 Per Month	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	0	0	
26	Golden Health Card under Ayushman Bharat	Health Department	2130	2076	
27	Janani suraksha yojana	Health Department	22	22	-
28	Status under Anaemia Mukht	Health Department	3 Camp/ Month	3 Camp/ Month	
29	Status under Leprosy Mukht	Health Department			
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	2/ month	2/ Month	
31	Number of Ayushman Sabas held	Health Department	4/ month	4/ month	
32	Out of School Children brought to Schools	School Department Education	6	1	
33	Number of students still out of Schools	School Department Education		05	
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 & Wellness Centre KEVA
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor ✓ b) Paramedical ✓	1 Doctor 2 Paramedical
4	No of patients attended during the month	120 / month
5	Status of medicine availability	Available
6	Special medical camp held, if any	4 camp / month
7	Status of Immunization	100%
8	Participation of health worker in Village Health and Nutrition Day	Yes, 1 V.H.N.D / month
9	Institutional deliveries in Panchayat (Current Year)	22
10	Non- Institutional deliveries in Panchayat (Current Year)	- Nil -
11	Other	-
12	Remarks of the Visiting Officer	Good

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Higher Secondary School Keva
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Principal = 01, Lecturer = 03, CRC = 6 Master = 02, Teacher = 4, Non-Teaching = 04
4	Enrolment of the School a) Boys b) Girls	231 110 121
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'	Yes
10	Other	-
11	Remarks of the Visiting Officer	very good

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Kaitha
2	Number of children enrolled	65
	a) Boys	32
	b) Girls	33
3	Status of Building (Private/ Govt.)	
4	Availability of Helper/ worker	Yes, both
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	Good

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Kaitha Pybkeya
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Sudesh Kumar
4	No of registered beneficiaries	30 - AAY, PHH = 143, NPH = 126 ; Total = 299
5	No of beneficiaries drawing Ration from the store	
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	
8	Availability of ration	Yes
9	Any Other	
10	Remarks of the Visiting Officer	Good

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Kulwanta
2	No of Accounts in the branch	2800 (Excluding minor A/C's)
3	No of persons applied under various self-employment schemes	14
4	No of cases sanctioned under various self-employment schemes	12
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	11
6	Availability of ATM	- Nil -
7	Any Other	Banking Correspondent (B.C) available in the area
8	Remarks of the Visiting Officer	Good

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Improvement of Pond at lower Bamroo w.no.02, Ptl. Kaga
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	-
4	Utilization of Amrit Sarovar	used by General Public of Pgt.
5	Any Other	-
6	Remarks of the Visiting Officer	very good

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Govt. HSS Keya
2	Condition of Playground	Good
3	Utilization of Playground	By children
4	Any Other	-
5	Remarks of the Visiting Officer	Condition of Playground is good

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	N.A in Pgt. boundary
2	Government/ Private building	-
3	Land passbook saturation	98%
4	Pending mutations	- Nil -
5	Any Other	-
6	Remarks of the Visiting Officer	-

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	W.No. 07 & W.No. 02 (1) Kansa Ram (2) Kasturi Lal
2	Name of the beneficiary	(1) Kansa Ram (2) Kasturi Lal
3	Status of the house (completed/ in-use/ under-construction)	Completed/in-use Completed/in-use
4	Any Other	-
5	Remarks of the Visiting Officer	Very good

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	W.No. 06 & W.No. 07 - Compost Pit Soak Pit
2	Name of the beneficiaries	Whole Community
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed/in-use
4	Any Other	-
5	Remarks of the Visiting Officer	Very Good

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	-

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Average
2	Transport	Poor
3	Electricity	Good
4	Drinking water	Good, but no facility of Tap water
5	Cleanliness	Good
6	Sports facility (Playground)	Separate Playgrounds should be there for sports.
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	delivered by students & also delivered by officer on day no to corruption is no to drugs
	2. Skits, Songs, Dramas	Performed by students of HSS Kays
	3. Local Folk programme / Show	Yes, at HSS Kays
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	-
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	Yes
	JJM Assets	-
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	-
D	Distribution of certificates	
	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	Yes

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Child Friendly Village
2	Activities undertaken under the Theme (as per instruction manual)	Awareness program on symptoms of Anaemia and preventive measures, Awareness program on different schemes related to special children, Campaigning on different healthy practices, etc.
3	Status of activities undertaken	Done
4	Visible impact of the Activities	Yes
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	-
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Few
8	Remarks of the Visiting Officer on the status SDG Theme	More awareness should be created among the public of area.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A Demands/ Grievances addressed by the Administration		
1	Upgradation/Repair of Road from Ramnagar to Basantgarh - Pending	
2	Providing water tap connection to left over houses - Pending	
3	Filling up of vacant plots in various schools in Pgt. - Pending	
4	Blacktopping of connecting road b/w Main Road Keya to H.S. Keya - is important.	
5	Chain link fencing of Amritsarovar at lower Bamroo w.no.02 Keya is of urgent need.	
B Impact of B2V1 to B2V4		
1	Public awareness regarding Govt. schemes increased.	
2	Panchayat declared as ODF Plus.	
3		
4		
5		
C Challenges in the Panchayat		
1	Connectivity within wards of Village of Panchayat is very poor.	
2	Main road from Kulwenta to Chattrari Keya is in	
3	very poor condition and also ^{almost} no transportation within	
4	wards of Panchayat which makes it challenging for	
5	people.	
D Suggestions if any		
1	A new Fertilizer depot be opened at Keya, as demanded by Public.	
2	Issue of Forest Depot through Divisional forest office Territorial Ramnagar.	
3	Repair of Track from Kaitha to Keya school required.	
4	Blacktopping of link Road from Kaitha to Chaghi Keya	
5	Shortage of Teaching staff at HSS Keya, be fulfilled, as is important.	
6	Damaged wooden electric poles be replaced with new steel poles.	
7	chain fencing at Amritsarovar, Bamroo and Tile work at Amritsarovar (lower Bamroo w.No.02 along with Tile work at Park being constructed near Amritsarovar lower Bamroo w.no.02 is required.	
8	Underground water storage tank and one small girls changing Room required at Govt. H.S.S Keya	
9	Also one track for running required at HSS Keya as there is no other track for running for school children and general Public	
10	Also blacktopping Connecting Road from Main Road Keya to Higher Secondary School Keya required, as soon as possible.	
11	Requirement of boundary wall for Govt. Girls Middle School Kaitha, along with repair of these rooms.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD Deptt
2	Education Deptt
3	Agriculture Deptt
2	LEAST RESPONSIVE DEPARTMENTS
1	Social Welfare Department & Jal Shakti Deptt.
2	
3	

ii. FEEDBACK ON UT INITIATIVES

Various UT initiatives such as awareness camps, Sanitation Camps, Nasha Mukti awareness camps, digitization of land records, development works, have brought a sense of unity and integrity.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Repair of road from Kulwanta to Basantgarh is not completed from the last 3 years.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1) Upgradation/Repair of Road from Ramnagar to Basantgarh. 2) Filling up of vacant Plots in various schools in Panchayat. 3) Providing of Water Tap Connections to various left over houses.
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)	Govt. is doing a lot of developments in the Pkt. in some areas like electricity, water problem (Jal Jeevan Mission scheme is in progress) but pace of work is slow. Even work on road BS in progress but strict instructions to contractors so that work of road from Kulwanta to Basantgarh may be completed on time.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	8/10
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	It is certified that the visiting officer has stayed in the Panchayat for 2 days.

Signature of Sarpanch

SANTOSH KUMARI

Name: Sarpanch Santosh Kumari

Panchayat: Halda Keya
Block: J&K

Signature of the Visiting Officer

Name: Dr. Balkrishna Choudhary