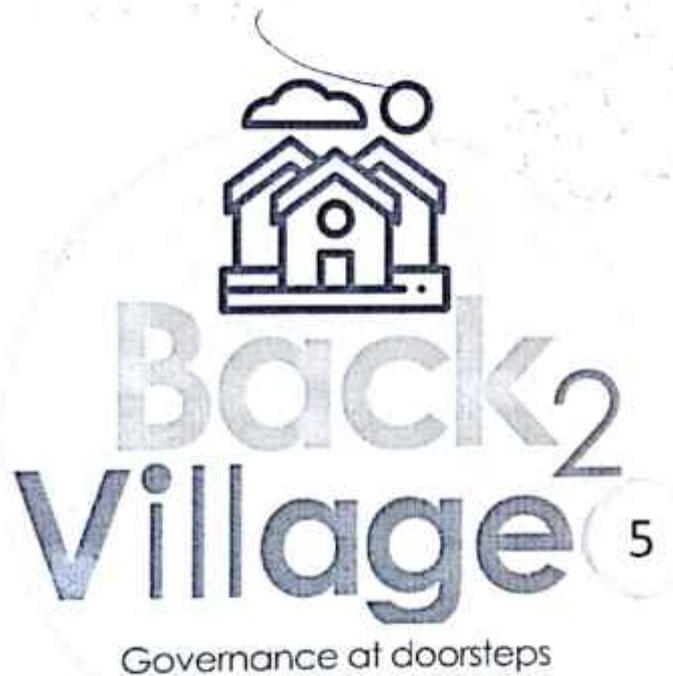
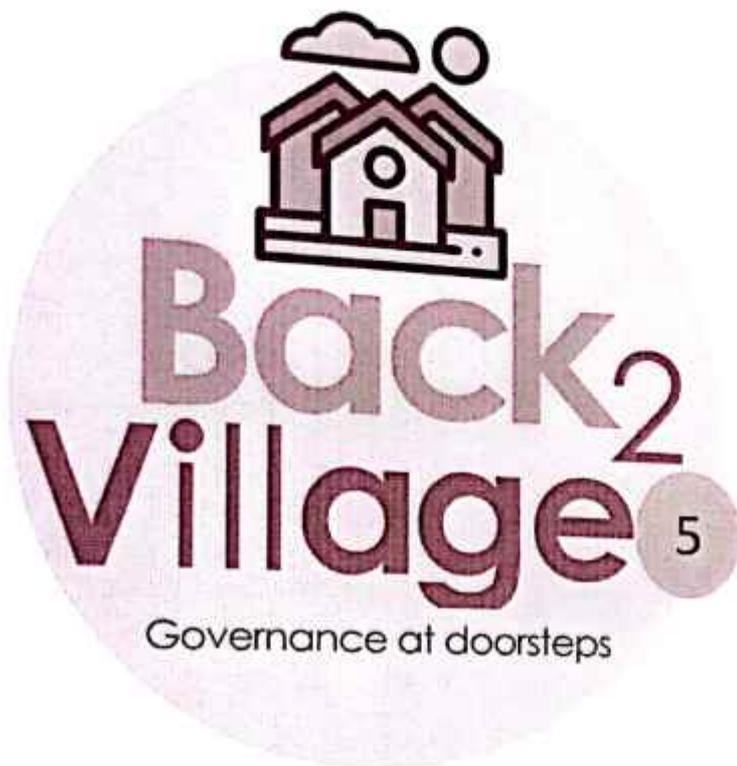


Sisa-B

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.



14th 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	PARSHOTAM KUMAR.
2	Designation	JOINT DIRECTOR PLANNING
3	Department	School Education Department.
4	Place of posting	Civil Sect. J&K, Jammu.
5	Mobile No	94191-63211 / 9797691699 (whatsapp)
6	Email ID	jobeducation@gmail.com
7	Home District	Udhampur
8	Dates of visit	14 th & 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	SIRA - B
2	Local Government Directory(LGD) code of the Panchayat	289068
3	Name of CD Block	Latti - Masolki
4	Name of Tehsil	Latti - Masolki
5	Name of District	Udhampur.

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	1 (Sira)
2	No. of hamlets in the Panchayat	07 Wards
3	No. of households in the Panchayat	302
4	Population (approx) of the Panchayat	1980 (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/hervisit to the Panchayat. All Field staff 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	Gopal Dutt	JAA	Present	
2	Education	Gusmukh Singh	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	Manohar Lal Sharma	TSO, Latti	Present	
4	Forest	Bahadur Chand	Forest Guard	Present	
5	Health and Medical Education	Ruby	CHO	Present	
6	ICDS Department	Mamta Kumari	AWW	Present	
7	Irrigation and Flood Control Department	Shaktinika Devi	-do-	Present	
8	Jal Shakti Department	Kuldeep Kumar	Line man	Present	
9	Power Development Department	Rajinder Sharma	Line man	Present	
10	Public Works Department	Rajinder Kumar	Gangman	Present	
11	Revenue	Sanjay Kumar	Patwari	Present	
12	Rural Development and Panchayat Raj	Ajaz Ahmad	Secretary Panchayat	Present	
13	Skill Development	-	-		
14	Social Welfare Department				
15	Youth Services and Sports Department				
16	Others				
17	Sheep Husbandry	Arif Bandy	Stock Assistant	Present	
18	Animal Husbandry	Arif Kumar	MTS	Present	
19	Education	Sanik Dutt Sharma	Teacher	Present	
20	-do-	Jagdish Chand	Teacher	Present	
21	-do-	Gusmukh Singh	Teacher	Present	
22.	NRLM	Jasvir Singh	DEO	Present	
23	JK Bank Latti	Rajat Rohan	Manager Advances	Present	
24	-do-	Gousev Khajuria	-do-	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		Under Construction (Functioning from CFC)			
	b) New/needing repairs					
	II. Furniture (Y/N)		N			
	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)		1 CSC			
	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		-	-		
	b) Primary		3	131		Govt. building
	c) Middle		1	111		7 Govt. buildings
	d) High		-			
	e) Higher Secondary		-			
	f) College		-			
3	Anganwadi Centre		No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
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)		N			
6	Availability of ATM (Y/N)		N			
7	Khidmat center/ CSC (Y/N)		Y			
8	Patwarkhana (Y/N)		N			
9	Village haat (Y/N)		N			
10	Playground (Y/N)		N			
11	Ration shop (Y/N)		No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
			2	302	Yes	
			No. of Govt Offices		Functional	
12	Government offices- details, whether functional or not		-		-	
13	Amrit Sarovars - details, location, condition		Details	Location	Condition	Utilization
			Gashi Draman -			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc		Panchayat has potential for tourism.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)		Yes			
	ii. Number of Asset captured		5			
	iii. Please mention assets					
	1.		GPS Lower Kulakh			
	2.		GPS Suiah			
	3.		Middle School Kulakh			
4.		GPS Gashi Draman.				
5.		CFC				
16	List of Incomplete Buildings- names, year of construction		Name	Year of construction		
			No	Under construction Rpt. Ghar.		
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	138	138	
2	Widowpension	Social Department Welfare	25	25	
3	Disabilitypension	Social Department Welfare	10	8	
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	03	03	
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department			
9	Kisan credit card	Agriculture Department	181	181	
10	PM KisanSammannidhi	Agriculture Department	180	180	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		302	302.	
	ii. Har Ghar Jal village(s) certified (No.)		-	-	
14	No of Households electrified	PDD	302	302	
15	PMAY- Gramin	RDD& PR	36	36	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	302	302	
17	ODF Plus villages (No)	RDD& PR	Yes		
18	Targeted Sock pit completed	RDD& PR	20	14	06 under process
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		14	14	-
	ii. Number of Households Involved		140	140	-
20	Land Passbook Saturation	Revenue Department	437	437 (Generated)	
21	Pending Mutations	Revenue Department	-	-	
22	Domicile Certificates	Revenue Department	1400	1400	
23	Persons identified drug addicts	BDO/ Sarpanch	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	270	80	
27	Janani suraksha yojana	Health Department	20	20	
28	Status under Anaemia Mukht	Health Department	Anaemia Free Panchayat		
29	Status under Leprosy Mukht	Health Department	Leprosy Free Panchayat		
30	Number of Ayushman Meas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	25	25	
31	Number of Ayushman Sabas held	Health Department	08	08	
32	Out of School Children brought to Schools	School Department Education	13	13	
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	302	270	

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 Kulakh.
2	Type of building (Govt./ Private)	Private
3	Availability of Staff a) Doctor b) Paramedical	CHO, Pharmacist, FMPHW
4	No of patients attended during the month	156
5	Status of medicine availability	Available
6	Special medical camp held, if any	-
7	Status of Immunization	Yes (Done)
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	20
10	Non- Institutional deliveries in Panchayat (Current Year)	-
11	Other	-
12	Remarks of the Visiting Officer	Health & wellness Centre found in good condition, properly maintained.

II. Education Institutions:

S. No	Particulars	Status GPS Sirah
1	Name of Education Institutions	GMS Kulakh, GPS Lower Kulakh, GPS Gashi Doman.
2	Type of building (Govt./ Private)	Govt. buildings
3	Availability of Staff as per sanctioned strength	GPS Sirah in Single Teacher
4	Enrolment of the School a) Boys b) Girls	244
5	Availability of play ground	Insufficient
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'	Activities at GMS Kulakh Other closed Poja holidays
10	Other	
11	Remarks of the Visiting Officer	All school found well maintained & cleaned.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	AWC Kulakh
2	Number of children enrolled a) Boys b) Girls	12
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	AWC has maintained its Roshan varieties of Green vegetables are found grown.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Sirah Kulakh
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Shakun Ramesh Extension Counter / Hukam Chand of Govt. Depot.
4	No of registered beneficiaries	110+200
5	No of beneficiaries drawing Ration from the store	100
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	Panchayat has 02 Ration Distribution Centres. One Extension Counter of Govt. Depot Latti and one through Dealer Sh. Hukam Chand. [Possibility can be explored to shift all the beneficiaries from Govt. Extension Counter Sirah.]

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	App. Jk Bank Latti
2	No of Accounts in the branch	
3	No of persons applied under various self-employment schemes	01
4	No of cases sanctioned under various self-employment schemes	01.
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	01.
6	Availability of ATM	No.
7	Any Other	
8	Remarks of the Visiting Officer	The Panchayat has no bank/extension counter. Jk Bank Latti is about 10 km far away. Panchayat has even no post office branch.

The Panchayat has no bank/extension counter. Jk Bank Latti is about 10 km far away. Panchayat has even no post office branch.

[Post office branch can be established to promote Small Savings in the Ppt.]

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Gashi-Draaman
2	Condition of Amrit Sarovar	Good and being up-graded.
3	Details of repair undertaken, if any	Yes.
4	Utilization of Amrit Sarovar	Fishing / For Cattle use.
5	Any Other	
6	Remarks of the Visiting Officer	

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	NO Sufficient Play ground
2	Condition of Playground	
3	Utilization of Playground	
4	Any Other	
5	Remarks of the Visiting Officer	

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Patwarkhana located in Ppt. Sisa-A
2	Government/ Private building	Private
3	Land passbook saturation	Generated 100%.
4	Pending mutations	Nil.
5	Any Other	-
6	Remarks of the Visiting Officer	Patwari has very cordial relations with the Public.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Sirah
2	Name of the beneficiary	Sharda Devi
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	-
5	Remarks of the Visiting Officer	House completed including Truss & beneficiary residing in the house.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Community Compose Pit at Sirah ward no. 6
2	Name of the beneficiaries	60
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	In use.
4	Any Other	-
5	Remarks of the Visiting Officer	Pvt. has engaged sweeper and all waste is disposed in the pit.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Sirah (Pvt. Sirah B)
2	No of online services provided by the CSC	08
3	No of persons approached for services	300
4	Any Other	-
5	Remarks of the Visiting Officer	CSC is being

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Good
2	Transport	Not Sufficient
3	Electricity	100% Coverage
4	Drinking water	100% Coverage.
5	Cleanliness	Good
6	Sports facility (Playground)	Nil.
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	yes
	2. Skits, Songs, Dramas	yes
	3. Local Folk programme / Show	-
	4. Discussions with PRI and Senior citizens	yes
	5. Exhibitions	yes
B	Sports Activities	
	1. Sports Event	-
	2. Distribution of sports kit	-
C	Inaugurations (If any)	
	PMAY house	yes
	Segregation Sheds	-
	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	All activities/awareness events carried out about Digital Services Corruption Free, NashaMukt, Flagsh Schemes etc.

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Green Panchayat Clean Panchayat
2	Activities undertaken under the Theme (as per instruction manual)	Plantation, Cleanliness drive, awareness about Segregation of waste etc.
3	Status of activities undertaken	Compost pits constructed, Dustbin installed at main locations, Segregation shed proposed.
4	Visible impact of the Activities	↳ The Panchayat is neat & clean.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	uploaded
6	How many activities of SDG have been covered under GPDP	10
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No.
8	Remarks of the Visiting Officer on the status SDG Theme	The topography of the Panchayat is hilly and beautifully located. The Panchayat is waste free.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Considerable improvement in connectivity	
2	Wooden poles replaced.	
3	Jal Jeevan Project under implementation for providing drinking	
4	/	
5	/	
B	Impact of B2V1 to B2V4	
1	General public aware about Govt Schemes.	
2	Transparency in planning & execution	
3	/	
4	/	
5	/	
C	Challenges in the Panchayat	
1	o Hilly Topography and Scatteredness	
2	o Non-availability of banking facilities	
3	o Non-connectivity with Panchayat with Pattangash.	
4	/	
5	/	
D	Suggestions if any	
1	Panchayat has great potential for tourism development	
2	Setting up of a Community Centre equipped with	
3	internet, club for old persons etc.	
4	/	
5	/	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 BEST PERFORMING DEPARTMENTS	
1	RDD
2	PHE, Jal Jeevan Mission
3	PDD,
2 LEAST RESPONSIVE DEPARTMENTS	
1	Forest
2	/
3	/

ii. FEEDBACK ON UT INITIATIVES

Initiatives of UT Govt has helped in improving the living standard & reducing the people pain.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S.No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	No
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Connectivity by way of construction of Bridge over River Tawi (Bajeem)
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 visit more or less remained satisfactory as public shown interest in the Govt. initiatives and actively took part in the B2V5 Programme.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	8
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	It is certified that the visiting officer spent both days in the Panchayat including night stay.

Signature of Sarpanch

Name... Pratik B. Barchan

Signature of the Visiting Officer

Name... Parshotam Kumar
Joint Director, Planning
School Edu. Department

15/11/2023

Page 13 of 13