

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

Block Pargwal Panchayat Lower Pargwal

Name of Visiting Officer Avil kumar Designation Sr. Lect.

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	Anil Kumar
2	Designation	Sr. Lecturer
3	Department	School Education
4	Place of posting	Govt HSS Marh (Damsel)
5	Mobile No	9419284285
6	Email ID	anilkumarbanathi@gmail.com
7	Home District	Jammu
8	Dates of visit	14-15 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	Lower Pargwal
2	Local Government Directory(LGD) code of the Panchayat	5583
3	Name of CD Block	Pargwal
4	Name of Tehsil	Pargwal
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	07
3	No. of households in the Panchayat	911
4	Population (approx) of the Panchayat	3646

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	Sumil Sharma	JAEO	P	9419102967
2	Education	Vivek Manhas	Teacher (BLo)	P	9596726521
3	Food, Civil Supplies and Consumer Affairs	Kuldeep Singh	Store keeper	P	9622224714
4	Forest	Hogpat Singh	U. Mali	P	7051310776
5	Health and Medical Education	Kiran Swinder	N.O Dental tech	P	
6	ICDS Department				
7	Irrigation and Flood Control Department	1. Parshotam Singh 2. Balkar Kumar 3. Neeraj Soodan	Daily wages Patwari Jorjalin JE	P	9622451422 9906152258 9419625477
8	Jai Shakti Department	Parshotam Singh	Helpa	P	8082451624
9	Power Development Department	Sanjay Koul	Inspector	P	9596652802
10	Public Works Department	Pritam chand	Daily wages	P	9696861715
11	Revenue	Mumtaz Sheh	Girdewar	P	9419200102
12	Rural Development and Panchayat Raj	Sandeep Kumar	Panchayat Asst Asstt	P	8825056402
13	Skill Development				
14	Social Welfare Department	Nirmal Sharma	Tehsil social welfare office	P	9797408411
15	Youth Services and Sports Department				
16	Others				
17	Jak Bank	Vikas kumar	S-1	P	8803001824
18	Gramin Bank	Swarn Guddar		P	9596301924
19	Animal Husbandary	Dr. Ajit bal Singh	V. A.S.	P	7006138750
20	NRLM (Umeed)	Prity Devi	cluster co-coordinator	P	9596603030
	Arganware	Nirmal Devi	Arganware Worker	P	7051376807
	Sheep Husbandary	Sham Lal	ALU	P	9622152107
	Horticulture	Mohd Rafiq	Technician	P	6005793655

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	Yes			
	II. Furniture(Y/N)	Yes			
	III. Computer/printer(Y/N)	Yes			
	IV. Internet (Y/N)	Yes			
	V. Telephone (Y/N)	NO			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes			
	VII. Water (Y/N)	Yes			
	VIII. Electricity(Y/N)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	01	45		Govt Building
	b) Primary	01	12	02	Govt Building
	c) Middle	02	141	15	Govt Building
	d) High				
	e) Higher Secondary	01	391	26	Govt Building
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		04	101	02/04	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		-	-	01	01
5	Bank branch(Y/N)				
6	Availability of ATM (Y/N)	Yes			
7	Khidmat center/ CSC (Y/N)	Yes			
8	Patwarkhana(Y/N)	Yes			
9	Village haat (Y/N)	NIL			
10	Playground(Y/N)	Yes			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	2419	2419	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		06		06	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		-	-	-	-
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc				
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	-			
	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	
		Panchayat Ghar		2023	
17	List of Underutilized Buildings- names	Name		Year of construction	
		No		N/A	

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	231	231	
2	Widow pension	Social Department Welfare	60	60	
3	Disability pension	Social Department Welfare	31	31	
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	(CSC) 02		
8	Daksh Kisan	Agriculture Department	439	67	Not Interested
9	Kisan credit card	Agriculture Department	439	363	old age
10	PM Kisan Sammannidhi	Agriculture Department	439	99	farmer having state land
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	N		
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	N		
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		911	11	Ongoing
	ii. Har Ghar Jal village(s) certified (No.)		-	-	
14	No of Households electrified	PDD	911	300+50 (Shops)	
15	PMAY- Gramin	RDD& PR	03	03	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	52	18	
17	ODF Plus villages (No)	RDD& PR	01	01	
18	Targeted Sock pit completed	RDD& PR	-	-	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		29	29	
	ii. Number of Households involved		340	340	
20	Land Passbook Saturation	Revenue Department	300	09	Under Process
21	Pending Mutations	Revenue Department	227	141	18 under Process 68 Rejected
22	Domicile Certificates	Revenue Department	5500	5200	Under Process
23	Persons identified drug addicts	BDO/ Sarpanch	-NIL	NIL	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	403	-	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	NIL	NIL	
26	Golden Health Card under Ayushman Bharat	Health Department	4411	2230	Under Process
27	Janani suraksha yojana	Health Department	34	34	
28	Status under Anaemia Mukht	Health Department	2310	2310	
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	01	01	
32	Out of School Children brought to Schools	School Department Education	-	-	
33	Number of students still out of Schools	School Department Education	-	-	
34	Persons educated through bridge courses	School Department Education	-	-	
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
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	05 14
4	No of patients attended during the month	900
5	Status of medicine availability	Yes
6	Special medical camp held, if any	Anemia Camp, C.A. Camp
7	Status of Immunization	Every month
8	Participation of health worker in Village Health and Nutrition Day	Thursday
9	Institutional deliveries in Panchayat (Current Year)	60
10	Non- Institutional deliveries in Panchayat (Current Year)	NIL
11	Other	-
12	Remarks of the Visiting Officer	Transformer for Health & Wellness Centre needed. Health Centre should be upgraded to DSH Sub Centre.

II. Education Institutions:

S. No	Particulars	Status				
1	Name of Education Institutions	KG	GPS	GMS Girls	GMS Boys	Hr Sec. School
2	Type of building (Govt./ Private)	Govt	Panchayat	Panchayat	Panchayat	Panchayat
3	Availability of Staff as per sanctioned strength	-	02	07	08	32
4	Enrolment of the School a) Boys b) Girls	25 60	06 06	12 60	69 12	200 191
5	Availability of play ground	Yes	Yes	Yes	Yes	Yes
6	Availability of drinking water	Yes	Yes	Yes	Yes	Yes
7	Availability of electricity	Yes	Yes	Yes	Yes	Yes
8	Availability of functional toilets	Yes	Yes	Yes	Yes	Yes
9	Activities undertaken under 'My School My Pride'	02	06	02	04	12
10	Other	-	-	-	-	-
11	Remarks of the Visiting Officer	Teaching Staff for KG classes and a room needed				

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	04 Anganwaries in whole Panchyat
2	Number of children enrolled a) Boys b) Girls	59 42
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	02/04 (02 Posts of helper vacant)
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	Need to fill the 02 vacant Posts of Helpers in Anganwadi Centres

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Lower Pargwal
2	Government / Private	Government
3	Name of the dealer (in case of Private)	Kuldeep Singh
4	No of registered beneficiaries	2419 (123 AAY, 1752 PHH, 456 NPH, Ex 85)
5	No of beneficiaries drawing Ration from the store	2321
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	Need to Issue new Ration cards

V. Bank/ Extension counter:

S. No	Particulars	Status	
1	Location of Bank/ Extension counter	Grameen Bank Pargwal	Jammar Gadda Pargwal. Sijlood JK Bank.
2	No of Accounts in the branch	10652	1333 16101
3	No of persons applied under various self-employment schemes	02	NIL 26
4	No of cases sanctioned under various self-employment schemes	02	NIL 26
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	02	NIL 25
6	Availability of ATM	Yes	
7	Any Other	-	
8	Remarks of the Visiting Officer		

VI. Amrit Sarovar:

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	Plan for Amrit Sarovar is in process by BDO office.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Yes in Pargwal U. No - 02
2	Condition of Playground	Quite O.K.
3	Utilization of Playground	Playground used to play games
4	Any Other	-
5	Remarks of the Visiting Officer	Should be developed.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Tehsil office Pargwal
2	Government/ Private building	Govt
3	Land passbook saturation	NIL
4	Pending mutations	03
5	Any Other	-
6	Remarks of the Visiting Officer	Land passbooks should be issued as soon as possible.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Lower Pargwal
2	Name of the beneficiary	Swaroop Raj
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	-
2	Name of the beneficiaries	-
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	-
4	Any Other	-
5	Remarks of the Visiting Officer	Need to be made.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Lower Pargwal (CSC)
2	No of online services provided by the CSC	50
3	No of persons approached for services	Approx - 800 Per month
4	Any Other	-
5	Remarks of the Visiting Officer	Need to Improve Internet Service.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Road repair and widening needed
2	Transport	Electric Buses Needed
3	Electricity	Some wires may be changed
4	Drinking water	Need New Pipe line
5	Cleanliness	Need for solid waste management
6	Sports facility (Playground)	Playground is ok. Coaches are needed
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	-
	2. Skits, Songs, Dramas	yes
	3. Local Folk programme / Show	yes
	4. Discussions with PRI and Senior citizens	yes
	5. Exhibitions	yes
B	Sports Activities	
	1. Sports Event	yes
	2. Distribution of sports kit	No
C	Inaugurations (If any)	
	PMAY house	-
	Segregation Sheds	-
	Amrit Sarovar	-
	IJM Assets	-
	Compost/ Soak Pits	-
	PMGSY / MGNREGA works	-
	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	Yes
2	Activities undertaken under the Theme (as per instruction manual)	Clean and Green
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	01
7	Bottlenecks, if any, faced in the achievement of SDG Theme	-
8	Remarks of the Visiting Officer on the status SDG Theme	Need to improve and focus on other activities also.

QUESTIONNAIRE FOR B2V5

Schedule-VII (IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Construction of lane near house of Ramesh Singh to Bagwal Katol u.n. 6	
2	Repair and Renovation of Lane Mah. Kuch u. No. 05	
3	Construction of tile work near Badha Swami Sahang Ghar u. No. 01	
4	Construction of tile work Badha Manhas house to around u. No. 07	
5		
B	Impact of B2V1 to B2V4	
1	Awareness about Govt Schemes like cleanliness,	
2	MGNREGA, other schemes of different departments, portal	
3	Like Janbhagidari was given to people. Many demand	
4	about development of Panchayat also highlighted	
5		
C	Challenges in the Panchayat	
1	Road need widening and repair	
2	Shifting of Canal Head.	
3	Hospital (Health and well being) is not sufficient. need upgradation	
4	It is challenge for youth to go outside for Higher studies. So need college	
5	It is a challenge to cross River chinab. Under construction Bridge need more attention	
D	Suggestions if any	
1	All departments may co-operate with Panchayat	
2	Need Community Hall for Panchayat Bagwal	
3	'Malkana Hq.' should be given to farmers as the most	
4	of the land is 'Sarkari'	
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Animal Husbandry
2	Agriculture
3	Education
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 Bathroom made in GMS (Girls) Pargwal but without completion Payment of above Bathroom made.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Tube Well (PHE Deptt) demanded so many times even Tender held but work is not started. Pipelines are also needed to be changed but work is not started. Health and Wellness Centre demanded but till awaited. RCD Centre demanded but not fulfilled yet. As this is border area Hospital needed to upgrade to Distt Sub Hospital.
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)	Bridge on chinab is delayed. Parks approval was done but work not started. Park footpath approved not started Panchayat should more repair Canal Head should be shifted. For Rakha & Sarpanch Malikanti Haq may given to farmers.
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	yes

Signature of Sarpanch

Name Pyt. Halqa Pargwal Lower Block Pargwal

Signature of the Visiting Officer

Name Anil Kumar