

# INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> NOVEMBER, 2023.

Block BHALWAL Panchayat KOT UPPER

Name of Visiting Officer Shazia Kosa Designation Deputy Commissioner  
State Taxes Appeals-II  
Jammu

**DISTRICT ADMINISTRATION JAMMU**

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. *No*
- 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. *Under consideration*
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/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.
- vi. Whether schools have started segregating waste. Yes/No *✓*
- 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 *NO*
- 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. *3*



- 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 PanchayatGhar 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 MahilaSabha's were organized in the Gram Panchayat 2-3
- 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.
- 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	SHAZIA KOSAR
2	Designation	Deputy Commissioner Appeals -II
3	Department	State Taxes Department
4	Place of posting	Jammu
5	Mobile No	9469078512
6	Email ID	azeemshazia1979@gmail.com
7	Home District	Poonch
8	Dates of visit	14th and 15th 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	KOTE UPPER
2	Local Government Directory(LGD) code of the Panchayat	240525
3	Name of CD Block	BHALWAL
4	Name of Tehsil	BHALWAL
5	Name of District	JAMMU

## C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	1
2	No. of hamlets in the Panchayat	06
3	No. of households in the Panchayat	1170
4	Population (approx) of the Panchayat	6850

# 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	Sudakshna Verma	TAEO	Present	
2	Education	-	-	-	
3	Food, Civil Supplies and Consumer Affairs	Vikas Proch	Dealer	Present	
4	Forest	-	-	-	
5	Health and Medical Education	Dr. Yamini Wazir	medical officer	Present	
6	ICDS Department	Jyoti Rani	Supervisor	Present	
7	Irrigation and Flood Control Department	Rajesh Sharma	Rep.	Present	
8	Jal Shakti Department	Gurmeet Singh	J.E	Present	
9	Power Development Department	Kalbushan Kumar Vinod Kumar	Technician	Present	
10	Public Works Department	Rajesh Kumar	Supervisor	Present	
11	Revenue	Pankaj Katar	Patwari	Present	
12	Rural Development and Panchayat Raj	Palshotam Lal	mpw	Present	
13	Skill Development	-	-		
14	Social Welfare Department	Palvez Kousar		Present	
15	Youth Services and Sports Department	-			
16	Others				
17					
18	Handicrafts	Rubina Anjum	Craft teacher	P	
19	Animal Husbandry	Dr. Gohar Ali Ahmed	VAS	P	
20	Horticulture Floriculture	Sumarah Yusuf Tarseem Lal		P 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			
	b) New/need repairs	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)	N			
	VIII. Electricity(Y/N)	Y			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary				
	c) Middle	3			Govt
	d) High				
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		8	211	7/2	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)	N			
8	Patwarkhana(Y/N)	N			
9	Village haat (Y/N)	N			
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	1475	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Rajni Talab	N. No. 4	under construction	Sanitation Animal dairy water
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Have Tourism Potential			
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		
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 PENDENCY
1	Old Age pension	Social Department Welfare	126	126	
2	Widowpension	Social Department Welfare	30	30	
3	Disabilitypension	Social Department Welfare	9	9	
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	0	-	
7	Digital Services provided	IT/ BDO/ CSC	-	-	
8	Daksh Kisan	Agriculture Department	160	40	
9	Kisan credit card	Agriculture Department	284	121	
10	PM KisanSammannidhi	Agriculture Department	298	284	
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 Shiksha Department			
	i. No of Household provided FHTC		1236	526	
	ii. Har Ghar Jal village(s) certified (No.)		-	-	
14	No of Households electrified	PDO	1170	1170	
15	PMAY- Gramin	RDD& PR	10	10	
16	SBMGrain- IHHL functional (Household toilets)	RDD& PR	-	-	
17	ODF Plus villages (No)	RDD& PR	1	1	
18	Targeted Sock pit completed	RDD& PR	17	8	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		-	-	
	ii. Number of Households involved		-	-	
20	Land Passbook Saturation	Revenue Department	1736	1130	
21	Pending Mutations	Revenue Department	841	830	
22	Domicile Certificates	Revenue Department			
23	Persons identified drug addicts	BDO/ Sarpanch	-	-	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	3	3	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	
26	Golden Health Card under Ayushman Bharat	Health Department	5282	5082	
27	Janani suraksha yojana	Health Department	84	73	
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	15	15	
31	Number of AyushmanSahas held	Health Department	1	1	
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	1170	1170	



# QUESTIONNAIRE FOR B2V5

## Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	HWC Kote
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	1 2
4	No of patients attended during the month	320
5	Status of medicine availability	Yes
6	Special medical camp held, if any	Yes
7	Status of Immunization	Yes
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	73
10	Non- Institutional deliveries in Panchayat (Current Year)	NIL
11	Other	
12	Remarks of the Visiting Officer	HWC is functioning properly. People demanded for its upgradation to PHC

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	GRAMS Kote
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	San. strength - 11 Filled - 10 1 vacant
4	Enrolment of the School a) Boys b) Girls	71 30 40
5	Availability of play ground	No
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'	Beautification of school Poster making
10	Other	
11	Remarks of the Visiting Officer	Urgently required renovation of class-rooms in both Girls middle school & boys middle school

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Upper Tawa
2	Number of children enrolled	21
	a) Boys	8
	b) Girls	13
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	1 worker
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	AWC is functioning properly vacant post of Helper needs to be fulfilled.

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	W.No. 2. Kote
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Vikas Proch
4	No of registered beneficiaries	1475
5	No of beneficiaries drawing Ration from the store	1274
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	Required bijuration of Ration Depot due to huge rush of beneficiaries



V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	SBI Bank main road
2	No of Accounts in the branch	5000 approx.
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	No
7	Any Other	
8	Remarks of the Visiting Officer	People demanded for ATM and Khidmat centre/CSC

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	W. no. 4 Ragan
2	Condition of Amrit Sarovar	Under construction.
3	Details of repair undertaken, if any	Excavation, Trenching, RCC Path, Tde work etc
4	Utilization of Amrit Sarovar	Irrigation, animals drink water
5	Any Other	
6	Remarks of the Visiting Officer	Repair/Renovation is under process

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Kalakam (Private land)
2	Condition of Playground	Excellent
3	Utilization of Playground	Sports tournaments
4	Any Other	Privately constructed.
5	Remarks of the Visiting Officer	Excellent Initiative

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Panchayat Ghar Phekho
2	Government/ Private building	Govt
3	Land passbook saturation	out of 1736 - 1130 issued
4	Pending mutations	830 done 10 Pending
5	Any Other	
6	Remarks of the Visiting Officer	.

## IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	W. no. 4 Rangani
2	Name of the beneficiary	Sansal Chand
3	Status of the house (completed/ in-use/ under-construction)	Under Construction
4	Any Other	
5	Remarks of the Visiting Officer	Work upto walls completed only 1st instal. released.

## X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Rangani
2	Name of the beneficiaries	Lekh Raj
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed.
4	Any Other	
5	Remarks of the Visiting Officer	Good initiative by RDO.

## 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	

## XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Average to Good
2	Transport	Average
3	Electricity	Good
4	Drinking water	Poor
5	Cleanliness	Good
6	Sports facility (Playground)	Good
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	
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens	Done
	5. Exhibitions	Done
B	Sports Activities	
	1. Sports Event	
	2. Distribution of sports kit	
C	Inaugurations (If any)	
	PMAY house	Done
	Segregation Sheds	
	Amrit Sarovar	Done
	JJM Assets	Done
	Compost/ Soak Pits	Done
	PMGSY / MGNREGA works	Done
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	
	Land Pass books	
	Any other Property card	Done
E	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Done

## 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)	Bal Sabha's organised.
3	Status of activities undertaken	All children under the age of 0-6 years have been enrolled in AWC
4	Visible impact of the Activities	maximum enrollment of children in Anganwadi centres.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes prepared.
6	How many activities of SDG have been covered under GPDP	2
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Lack of infrastructure
8	Remarks of the Visiting Officer on the status SDG Theme	Good initiative for children it will boost strong nutrition Quality education and Zero Hunger.



# QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Funds allotted for construction of tubewell at w.No 1	
2	Under 50m maximum Panchayat covered.	
3	Better Road connectivity	
4	Projects sanctioned by Animal Husbandry	
5	Successful Plantation of Organ fruits by Horticulture	
B	Impact of B2V1 to B2V4	
1	Maximum Participation of Gen departments	
2	Awareness among masses	
3	Government depts. become more accountable	
4		
5		
C	Challenges in the Panchayat	
1	Basic amenities such as clean drinking water	
2	Sanitation facilities	
3	Health care facilities	
4	Insufficient rural connectivity	
5	Unemployment & lack of resources	
D	Suggestions if any	
1	Enhancing infrastructure is crucial by	
2	improving access to clean water	
3	electricity, roads transportation, Sanitation,	
4	Health care facilities and connectivity.	
5	use drip irrigation, build green house systems.	

# QUESTIONNAIRE FOR B2V5

## Schedule-VIII

### i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Rural Dev. Deptt.
2	Public works Deptt.
3	Animal Husbandry / Horticulture
2	LEAST RESPONSIVE DEPARTMENTS
1	Employment
2	Fisheries
3	Tourism

### ii. FEEDBACK ON UT INITIATIVES

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### iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Shortage of water supply
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Construction of tube well under NABARD as OHT has already been constructed in 2017-18
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)	Focus should be on providing basic facilities like water, Electricity, Roads, health, education etc.
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	Enclosed.

Signature of Sarpanch

Name ..... Kala Khan  
KALA KHAN  
Naib Sarpanch  
Pvt. Upper Kot  
Mob.: 9419263942

Signature of the Visiting Officer

Name ..... Shazia Kosaal (J&K)