

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

Block Bhalwal Panchayat Amb Lower

Name of Visiting Officer Ashok Kumar Designation AEE

DISTRICT ADMINISTRATION JAMMU

SDG Theme & Goals

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. ☒
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. ☒
- 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. ☒
- 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. *Resolution made*
- 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 ☒
- 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/Anganwadifunctional 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. 05

- 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 Mahila Sabha's were organized in the Gram Panchayat 05
- 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 **Y**
- ii. Whether the Disaster management plan is available at the GP Level (Yes/No) **N**
- iii. Whether child-friendly park with required facilities is available in GP (Yes/No) **N**
- 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) **Partially**

QUESTIONNAIRE FOR B2V5

Schedule-I (A)

(Details of Reporting Officer and Reporting Panchayat)

A. Details of Reporting Officer:

S.No	Particulars	
1	Name	Ashok Kumar
2	Designation	AEE
3	Department	PDD
4	Place of posting	Kalakote
5	Mobile No	9419744449
6	Email ID	ashok.itar 964 @ gmail. com
7	Home District	Jammu
8	Dates of visit	14th & 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	Amb Lower
2	Local Government Directory(LGD) code of the Panchayat	288963
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	01
2	No. of hamlets in the Panchayat	11
3	No. of households in the Panchayat	463
4	Population (approx) of the Panchayat	3120

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	Ajay Shastri	AE	Present	
2	Education	Sunita Sundhan		"	
3	Food, Civil Supplies and Consumer Affairs			Absent	
4	Forest	Kashmir Singh		Present	
5	Health and Medical Education	—	—	—	
6	ICDS Department	Gurmeet Kaur & others	ANW	Present	
7	Irrigation and Flood Control Department	Satyajit Singh	AEE	— " —	
8	Jal Shakti Department	Vijay Kumar	Helper	— " —	
9	Power Development Department	Deepak Gupta	MI	— " —	
10	Public Works Department	Mohan Singh		— " —	
11	Revenue			Absent	
12	Rural Development and Panchayati Raj	Vivek Singh	GRS	Present	
13	Skill Development				
14	Social Welfare Department	Indu Bala Meena Kumari	Craft Teacher "	Present — " —	
15	Youth Services and Sports Department	Rita Kumari	Sport Teacher	— " —	
16	Others				
17	Animal Husbandry	Ved Prakash Sharma	Sr. Ph. Vet.	— " —	
18	Irrigation	Dheeraj Bhardwaj	JE	— " —	
19	Horticulture	Sanjay Khajuria Vishal Sharma	Field Worker	— " —	
20	Sheep & Animal Husbandry	Naminder Kumar		— " —	

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				
	b) New/need repairs	Govt. Needing 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				
	b) Primary	1		~	Govt
	c) Middle	1		—	Govt
	d) High	1	116	—	Govt
	e) Higher Secondary	—			
	f) College	—			
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		9	191	14	Govt
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
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)	N			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		Nil			
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Tersha Pond	Dharamkhui	Not so good	Drinking water by animals
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		
		Nil			
17	List of Underutilized Buildings- names	Name	Year of construction		
		Nil			

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	75	75	
2	Widow pension	Social Department Welfare	18	18	
3	Disability pension	Social Department Welfare	9	9	
4	Status under Stunting Mukht	Social Department Welfare	Nil	Nil	
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			
8	Daksh Kisan	Agriculture Department	36		
9	Kisan credit card	Agriculture Department	327	105	illiterate / not interested
10	PM Kisan Sammanidhi	Agriculture Department			
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		650	480	
	II. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	970	970	
15	PMAY- Gramin	RDD& PR	10	10	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	480	450	
17	ODF Plus villages (No)	RDD& PR			
18	Targeted Sock pit completed	RDD& PR	28	28	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed				
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	Pending		
21	Pending Mutations	Revenue Department	-		
22	Domicile Certificates	Revenue Department	80%		
23	Persons identified drug addicts	BDO/ Sarpanch	Nil		
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	02		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-		
26	Golden Health Card under Ayushman Bharat	Health Department	4517	3962	Children & Lack of funds
27	Janani suraksha yojana	Health Department	86	14	
28	Status under Anaemia Mukht	Health Department	Nil	Nil	
29	Status under Leprosy Mukht	Health Department			
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	12 Camps	12 Camps	
31	Number of Ayushman Sabas held	Health Department	4	4	
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	480	480	

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	doesn't exist
2	Type of building (Govt./ Private)	
3	Availability of Staff a) Doctor b) Paramedical	
4	No of patients attended during the month	
5	Status of medicine availability	
6	Special medical camp held, if any	
7	Status of Immunization	
8	Participation of health worker in Village Health and Nutrition Day	
9	Institutional deliveries in Panchayat (Current Year)	
10	Non- Institutional deliveries in Panchayat (Current Year)	
11	Other	
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No	Particulars	Status	Govt	Govt
1	Name of Education Institutions	Govt H.S. Batehwa	Govt M.S. Dharamdhar	Govt Prg School
2	Type of building (Govt./ Private)			
3	Availability of Staff as per sanctioned strength			
4	Enrolment of the School a) Boys b) Girls	63 53		
5	Availability of play ground	No playground in the school		
6	Availability of drinking water	Y	Y	Y
7	Availability of electricity	Y	Y	Y
8	Availability of functional toilets			
9	Activities undertaken under 'My School My Pride'	Painting and Sange Competition		
10	Other			
11	Remarks of the Visiting Officer	The class rooms of Govt H.S. Batehwa are in deteriorated condition and need immediate repair. The rain water stuck in school premises of Govt M.S. Dharamdhar. It requires filling & levelling for proper drainage system. This M.S. also lacks building.		

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Amb Lower
2	Number of children enrolled	108
	a) Boys	83
	b) Girls	
3	Status of Building (Private/ Govt.)	Pvt
4	Availability of Helper/ worker	Yes
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	No
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	Though Anganwari centers are doing well but these centers need focus on for making their surroundings more hygienic.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Dulehra
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Vikas Gupta
4	No of registered beneficiaries	
5	No of beneficiaries drawing Ration from the store	
6	Whether store is functioning through Aadhar biometric system	
7	Whether record/register maintained in the store	
8	Availability of ration	
9	Any Other	
10	Remarks of the Visiting Officer	There is great resentment among public about functioning of CAPD.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Balehra German Bank
2	No of Accounts in the branch	
3	No of persons applied under various self-employment schemes	18000
4	No of cases sanctioned under various self-employment schemes	60
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	55
6	Availability of ATM	55
7	Any Other	No.
8	Remarks of the Visiting Officer	

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Tersha Pond
2	Condition of Amrit Sarovar	Not so good
3	Details of repair undertaken, if any	Jungle clearance, desilting and tile works
4	Utilization of Amrit Sarovar	Water drinking by animals
5	Any Other	
6	Remarks of the Visiting Officer	Pond development / beautification is required in view of migratory birds arrival.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Undeveloped playground at Balehra near Govt H.S.
2	Condition of Playground	-
3	Utilization of Playground	-
4	Any Other	
5	Remarks of the Visiting Officer	Govt land being encroached by the people around.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	At present in Pyt-Ghar Amb
2	Government/ Private building	Govt.
3	Land passbook saturation	-
4	Pending mutations	
5	Any Other	
6	Remarks of the Visiting Officer	No participation by Revenue Dept. in B2VS

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Dharam Khu
2	Name of the beneficiary	Tarsem Singh
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	All wards of Panchayat
2	Name of the beneficiaries	Ashwani Kumar/Sikander Kumar/Ramesh Kumar
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed and all are functional
4	Any Other	
5	Remarks of the Visiting Officer	

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Balehra
2	No of online services provided by the CSC	Almost all services
3	No of persons approached for services	117
4	Any Other	
5	Remarks of the Visiting Officer	Common people are availing the services of CSC.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Main road to Pyl Amb Jowar
2	Transport	Okay
3	Electricity	Improved
4	Drinking water	Good
5	Cleanliness	Bad
6	Sports facility (Playground)	
7	Any Other	

Main road connecting Pyl Amb Jowar is narrow. It needs widening for smooth functioning of traffic and to avoid accidents.

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	about various Govt. schemes, drug abuse and cleanliness
	5. Exhibitions	ICDS Anganwadis displayed their stalls
B	Sports Activities	
	1. Sports Event	Badminton
	2. Distribution of sports kit	
C	Inaugurations (If any)	
	PMAY house	Inaugurated during B2V5
	Segregation Sheds	
	Amrit Sarovar	
	JJM Assets	Construction of overhead water tank and other structures under construction
	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	

QUESTIONNAIRE FOR B2V5

Schedule-VI (SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	(1) Poverty free & enhance livelihood in village (2) Child friendly village
2	Activities undertaken under the Theme (as per instruction manual)	
3	Status of activities undertaken	A Rally was organised
4	Visible impact of the Activities	
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	2
7	Bottlenecks, if any, faced in the achievement of SDG Theme	
8	Remarks of the Visiting Officer on the status SDG Theme	

QUESTIONNAIRE FOR B2V5

Schedule-VII (IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Contt. of class rooms for Govt H.S. Batehra	Demands/ Grievances not met/ redressed
2	Play Ground near Govt H.S. Batehra	
3	Lift irrigation at Batehra	
4	IJM has started const. of Tubewell & other related infrastructure	
5	Bifurcation of Ration Cards & Issuance of new ration Cards	
B	Impact of B2V1 to B2V4	
1	Maximum depths are taking parts in B2V programmes	and they are becoming responsive now. More. link roads, lane, drains and tile works have done.
2	and they are becoming responsive now.	
3	More. link roads, lane, drains and tile works have done.	
4		
5		
C	Challenges in the Panchayat	
1	Unemployment	
2		
3		
4		
5		
D	Suggestions if any	
1	Deptt concerned of related issues should take up for	timely redressal of issues More awareness camps should be organised for awareness of Govt schemes.
2	timely redressal of issues	
3	More awareness camps should be organised for	
4	awareness of Govt schemes.	
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD
2	PWD
3	J.C.D.S
2	LEAST RESPONSIVE DEPARTMENTS
1	Revenue
2	F.C.S & CA
3	

ii. FEEDBACK ON UT INITIATIVES

The Panchayat appreciated the Govt. initiatives

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	The public of Pyl. Ambler is not satisfied with the functioning of C.A.P.D. as the consumers are complaining of irregular distribution of ration.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	(1) Construction of Govt. H.S. building at Batehra (2) Development of Play Ground. (3) Main road connecting Panchayat Ambler is narrow and its requires its widening for smooth functioning of traffic & to avoid accident.
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)	No doubt PRI is doing its best One public at large should be made aware of different Govt schemes for the welfare of the society.
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	

Signature of Sarpanch

Name Jaswant Singh

Signature of the Visiting Officer

Name ASHOK KUMAR