

INSTRUCTION MANUAL FOR B2V5



7th 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	Anuradha Ahsol
2	Designation	Private Secretary
3	Department	Science and Technology
4	Place of posting	Civil Secretariat
5	Mobile No	9419258279
6	Email ID	anuradhaahsol1967@gmail.com
7	Home District	Samba A/P Jammu
8	Dates of visit	14-11-2023 to 16-11-2023

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	Sadoh
2	Local Government Directory(LGD) code of the Panchayat	239810
3	Name of CD Block	Samba
4	Name of Tehsil	Samba
5	Name of District	Samba

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	07
2	No. of hamlets in the Panchayat	07
3	No. of households in the Panchayat	7000
4	Population (approx) of the Panchayat	3000

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 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	Ram Krishan Mehta	AEA	Present	
2	Education	Surjeet Kumar	Gr. T	Present	
3	Food, Civil Supplies and Consumer Affairs			Absent	
4	Forest	Rajubir Singh	Guard	Present	
5	Health and Medical Education	Narinder Singh	Pharmacist		
6	ICDS Department	Devo Rani (Devi)	Supervisor	Present	
7	Irrigation and Flood Control Department	Narash Kumar	J.E	Present	
8	Jal Shakti Department	Yash Lal	W.S	Present	
9	Power Development Department	Sardar Lal	Pump Driver	Present	
10	Public Works Department	Devi Rani Singh	Meter Reading	Present	
11	Revenue	Narinder Singh	-do-	Present	
12	Rural Development and Panchayat Raj	Ajay Kumar	J.E	Present	
13	Skill Development	Vijay Kumar	Patwari		
14	Social Welfare Department	Nazim Ahmed	Acct. Asst.	Present	
15	Youth Services and Sports Department	Krishen Singh	Secy. Phyt	Present	
16	Others	Tania Devi	Social Worker	Present	
17	Fisheries	Angana	-do-	Present	
18	Mining	Raj Kumar	P. E T	Present	
19	Animal Husbandry	Sunil Kumar	Guard	Present	
20	JKED	Tilak Raj	Drill. P. P.		
21	RTIC	Ravi Kant	MTS	Present	
22	Anganwari	Ramesh Varma	T.O.	Present	
23	—Do—	Madan Lal	T.O.	Present	
24	Social Forestry	Vijay Kumar	J.E	Present	
25	A Health Dept.	Chanchal Devi	A.W	Present	
26	H.D Krishna Devi	Kamla	A.W	Present	
27	H.D	Ramesh Lal	MTS	Present	
28	H.D	Rimpi	Asha Worker	Present	
29	H.D	Renu Bala	FM.PHW	Present	
30	H.D	Gurpreet Kaur	ML HP/CHO	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	Govt. building			
	b) New/need repairs				
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	Yes			
	IV. Internet (Y/N)	No			
	V. Telephone (Y/N)	No			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Yes			
	VII. Water (Y/N)	No			
	VIII. Electricity (Y/N)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher Vacancies	Govt Building/ Private Building
	a) Kindergarten	02	-	-	Govt Building
	b) Primary	02	28	01	
	c) Middle	02	86	04	
	d) High	-	-	-	
	e) Higher Secondary	-	-	-	
	f) College	-	-	-	
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker Vacancies	Govt Building/ Private Building
		05	100	-	Yes
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	Govt Building/ Private Building
				02	Govt Building
5	Bank branch (Y/N)	No			
6	Availability of ATM (Y/N) ✓	No			
7	Khidmat center/ CSC (Y/N) ✓	No			
8	Patwarkhana (Y/N) ✓	No			
9	Village haat (Y/N) ✓	No			
10	Playground (Y/N) ✓	No			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		02	648	648	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		12	12		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Avtal Kattal Good			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	No			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	No			
	ii. Number of Asset captured	No			
	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		
		Shopping Complex at Avtal Kattal & Chhenni Jassu	2008		

QUESTIONNAIRE FOR B2V5

Schedule-III

(STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

S. No	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET FULFILL BENEFICIARIES/ PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASONS FOR PENDING
1	Old Age pension	Social Welfare Department	113	113	
2	Widow pension	Social Welfare Department	23	23	
3	Disability pension	Social Welfare Department	31	31	
4	Status under Stunting Mukht	Social Welfare Department	-		
5	Status under wasting Mukht	Social Welfare Department	-		
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Welfare Department	06	03	Under Process
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department		05	
9	Kisan credit card	Agriculture Department	425	286	Under Process
10	PM Kisan Sammanidhi	Agriculture Department	191	191	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Nimmayat, etc)	Employment Department		01	
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-		
13	JJM Implementation i. No of Household provided FHTC ii. Har Ghar Jal village(s) certified (No.)	Jal Shakti Department	JJM Scheme under Implementation Phase		
14	No of Households electrified	PDD	700	700	
15	PMAY- Gramin	RDD& PR	46	46	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	700	700	
17	ODF Plus villages (No)	RDD& PR	07	07	
18	Targeted Sock pit completed	RDD& PR	07	07	
19	JKRLM: i. Number of Self Help Groups formed ii. Number of Households involved	RDD& PR	62 520	62 520	
20	Land Passbook Saturation	Revenue Department			
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department			03 Under Process
23	Persons identified drug addicts	BDO/ Sarpanch	3000	2500	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	05	250	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	
26	Golden Health Card under Ayushman Bharat	Health Department	3000	2400	
27	Janani suraksha yojana	Health Department			
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	20	20	
31	Number of Ayushman Sabas held	Health Department			
32	Out of School Children brought to Schools	School Education Department	-	-	
33	Number of students still out of Schools	School Education Department	-	-	
34	Persons educated through bridge courses	School Education Department	-	-	
35	Household using clean cooking fuel (LPG)	FCS & CA	700	600	

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Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	HWC Kangwala & HWC Kullian
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	Pharmacist, MLHP, FMPHW
4	No of patients attended during the month	303
5	Status of medicine availability	Available
6	Special medical camp held, if any	NCD & Anaemia Mukt
7	Status of Immunization	Monthly twice time
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	No
10	Non- Institutional deliveries in Panchayat (Current Year)	No
11	Other	-
12	Remarks of the Visiting Officer	Satisfactory

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	M.S. Sadoh
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	03
4	Enrolment of the School a) Boys b) Girls	26 29
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	Satisfactory

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Kangwala
2	Number of children enrolled a) Boys b) Girls	1309
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	Satisfactory

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Kangwala
2	Government / Private	Private
3	Name of the dealer (in case of Private)	S. Darshan Singh
4	No of registered beneficiaries	358
5	No of beneficiaries drawing Ration from the store	358
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	On line
8	Availability of ration	Yes
9	Any Other	-
10	Remarks of the Visiting Officer	Satisfactory

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	
2	No of Accounts in the branch	
3	No of persons applied under various self-employment schemes	No
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	
7	Any Other	
8	Remarks of the Visiting Officer	

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Avtal Kattalan Gurd Newly constructed For animals
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	Satisfactory

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	No
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	No
2	Government/ Private building	
3	Land passbook saturation	
4	Pending mutations	
5	Any Other	
6	Remarks of the Visiting Officer	

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Kangwala
2	Name of the beneficiary	Swarn Singh & Rohan Lal
3	Status of the house (completed/ in-use/ under-construction)	Completed other under construction
4	Any Other	-
5	Remarks of the Visiting Officer	Satisfactory

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Sadri, Rakh Kangwala, Suchetgarh, Awtal Kathliq, etc.
2	Name of the beneficiaries	Jagdish Singh, Tarsam Singh, Ram Dass
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	In use
4	Any Other	-
5	Remarks of the Visiting Officer	Satisfactory

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	No
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	V. Good
2	Transport	V. Good
3	Electricity	V. Good
4	Drinking water	Average
5	Cleanliness	Good
6	Sports facility (Playground)	-
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	Yes
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	Yes
B	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	
C	Inaugurations (If any)	
	PMAY house	Visited
	Segregation Sheds	-
	Amrit Sarovar	Visited
	JJM Assets	- Visited
	Compost/ Soak Pits	-
	PMGSY / MGNREGA works	Visited
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	No
	Land Pass books	- No
	Any other	Appreciation letter distributed by S.W
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	Poverty free and enhanced livelihood village 2023-24 Healthy village (2024-25)
2	Activities undertaken under the Theme (as per instruction manual)	Awareness Camps by Health
3	Status of activities undertaken	Immunization & Medical check up
4	Visible impact of the Activities	T. B Mukht, Anemia, Leprosy etc
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Prepared but not uploaded (2024-2025)
6	How many activities of SDG have been covered under GPDP	(05)
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No
8	Remarks of the Visiting Officer on the status SDG Theme	Satisfactory

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Health & Wellness centre Kyllian	has been functioned
2	Pipeline for water supply	has been spreaded from kangwala to Such
3	In M.S. Sanction, R.P installed, bore well	is going
4	Toilet Facility made available by Jadh Blawang	Completed
5	Black Topping of Internal roads	has been Completed
B	Impact of B2V1 to B2V4	
1	Administration has reached door to door	
2	People have participated in developmental works	
3	People has been aware for on line services	
4		
5		
C	Challenges in the Panchayat	
1	During Shelling (Border) Problems are	
2	faced by pupil as 70% (seventy %)	
3	of Bunkers are not yet constructed	
4		
5		
D	Suggestions if any	
1	Panchayat needs more funds under Capex budget	
2	Panchayat need authorisation to utilize	
3	OSR	
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Education
2	R.D.D.
3	Agriculture
2	LEAST RESPONSIVE DEPARTMENTS
1	Revenue
2	PHE
3	Food Supply

ii. FEEDBACK ON UT INITIATIVES

Various initiatives taken by Administration (UT) has been properly implemented at Panchayat level as it is clearly visible on ground level

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

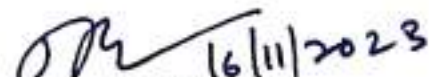
S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Taps connections are not implemented in Govt. buildings
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Major demand PHC Kangwala is requirement of New building already brought in notice but till date no action
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)	Internet facility n/a. No Bank branch in Panchayat No Play ground Water Facility under Process (JIM) No Patwar Khanna & no Khidmat ceter.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	8.05.
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Certified that V.O has stayed in the Pgt for 3 days from 14-11-2023 to 16-11-2023.

Signature of Sarpanch

Name... SOM NATH

SOM NATH
SARPANCH
Panchayat Halqua Sadar
Block: Sam

Signature of the Visiting Officer

 16/11/2023
Name... Anusudha Abrol
Private Secretary
Science & Technology Deptl.
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