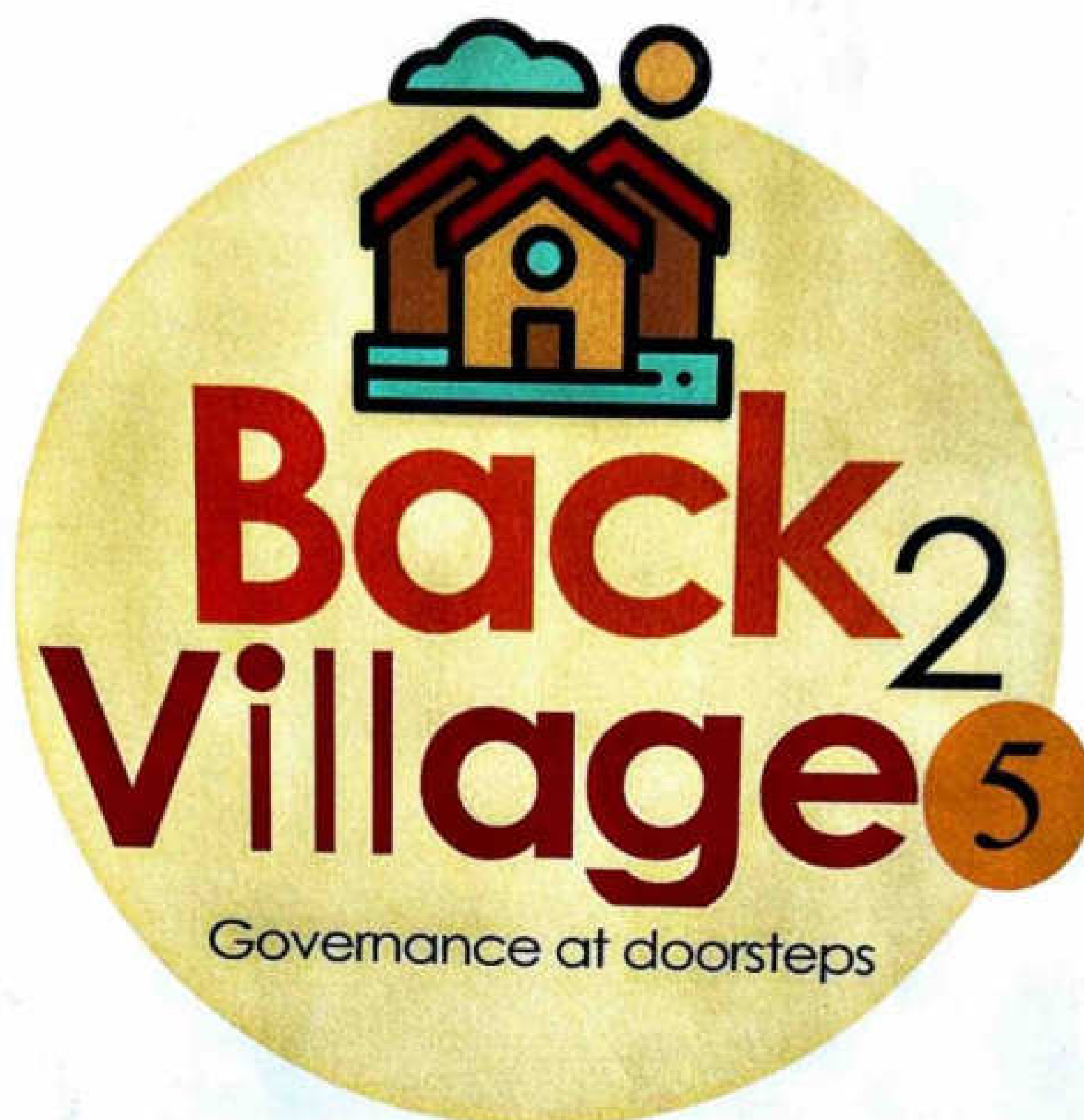


INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER, 2023.

Block Bhalwal Panchayat Keran

Name of Visiting Officer Sd. Nirupa Rai Designation Spl. Secy to Govt. CEO Jammu.

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	Smt. Nirupa Rai
2	Designation	Spl. Secty to Govt. CEO Jammu.
3	Department	
4	Place of posting	CEO Jammu
5	Mobile No	9796871345
6	Email ID	nirupa27@gmail.com
7	Home District	
8	Dates of visit	14th and 15th 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	Keran
2	Local Government Directory(LGD) code of the Panchayat	240522
3	Name of CD Block	Bhalwal
4	Name of Tehsil	Jammu
5	Name of District	Jammu

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	04
2	No. of hamlets in the Panchayat	05
3	No. of households in the Panchayat	516
4	Population (approx) of the Panchayat	3616

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	Rajeev Kumar	AEA	Present	
2	Education				
3	Food, Civil Supplies and Consumer Affairs				
4	Forest	Sandeep Khajuria	Forester	Present	
5	Health and Medical Education	Dr. Priyanka	B.O. Patwari In charge of Health & Nutrition Center	Present	
6	ICDS Department				
7	Irrigation and Flood Control Department				
8	Jal Shakti Department				
9	Power Development Department	Rakesh Kumar	Tech (iii)		
10	Public Works Department	Mohd Sajid	J.E		
11	Revenue	Rukhman Parmar	Darwari		
12	Rural Development and Panchayat Raj	Abas Ali	Pgt. Sec.		
13	Skill Development				
14	Social Welfare Department	Deepika Kapoor	Conductress		
15	Youth Services and Sports Department				
16	Others				
17	JK Bank Baidari	Mohit Verma	Asstt. Manager		
18	Amul Deptt.	Dr. Asha Sharma	M.O		
19	Animal Husbandry Deptt.	J. Harpreet Singh	S.A. Trained (M.S.)		
20	ILC DIC Jammu	Sachin Sharma	B.I.O.		

21. Handicrafts Deptt: VIKESH KUMAR J.C.I. Varnal

QUESTIONNAIRE FOR B2V5

Schedule-II (FIRST HAND INFORMATION ON INFRASTRUCTURE - PANCHAYAT ASSET REGISTER AND ITS UTILIZATION)

1	Infrastructure of Panchayat Ghar				
	a) Govtbuilding/private	Govt.			
	b) New/need repairs				
	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				
	b) Primary				
	c) Middle	02	74	01	Govt
	d) High				
	e) Higher Secondary				
	f) College				
3	AnganwadiCentre	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
5	Bankbranch(Y/N)	Yes			
6	Availability of ATM (Y/N)	Yes			
7	Khidmatcenter/ CSC (Y/N)	No			
8	Patwarkhana(Y/N)				
9	Village haat (Y/N)				
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	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Keran Nallah ^{under construction} Saad Ali cultural and Heritage site at Keran Nallah.			
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		
		Repair to pvt Gha			
17	List of Underutilized Buildings- names	Name	Year of construction		
		GHS Building	25 years ago		

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	112	112	
2	Widow pension	Social Department Welfare	25		
3	Disability pension	Social Department Welfare	25		
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			
8	Daksh Kisan	Agriculture Department		68	
9	Kisan credit card	Agriculture Department		102	
10	PM Kisan Sammanidhi	Agriculture Department		294	
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				
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD			
15	PMAY- Gramin	RDD& PR	07	07	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	12	11	
17	ODF Plus villages (No)	RDD& PR		03	
18	Targeted Sock pit completed	RDD& PR	08	08	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed				
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department		700	
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department			08
23	Persons identified drug addicts	BDO/ Sarpanch			
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch		05	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch		03	
26	Golden Health Card under Ayushman Bharat	Health Department			
27	Janani suraksha yojana	Health Department		114	
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			
31	Number of Ayushman Sabas held	Health Department			
32	Out of School Children brought to Schools	School Department Education			
33	Number of students still out of Schools	School Department Education		02	
34	Persons educated through bridge courses	School Department Education		03	
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 and wellness centre
2	Type of building (Govt./ Private)	
3	Availability of Staff a) Doctor b) Paramedical	01 02
4	No of patients attended during the month	
5	Status of medicine availability	Yes
6	Special medical camp held, if any	04
7	Status of Immunization	Two session per month
8	Participation of health worker in Village Health and Nutrition Day	03
9	Institutional deliveries in Panchayat (Current Year)	44
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Grms Kgrau / Grms Kheni
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	05
4	Enrolment of the School a) Boys b) Girls	36 38
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'	
10	Other	
11	Remarks of the Visiting Officer	

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Chinore, Kheri, Patia
2	Number of children enrolled a) Boys b) Girls	44 39
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	

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Patia, Kheri
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Jatinder Singh Parmindev
4	No of registered beneficiaries	
5	No of beneficiaries drawing Ration from the store	669
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	

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Near CRPF camp
2	No of Accounts in the branch	2020
3	No of persons applied under various self-employment schemes	34
4	No of cases sanctioned under various self-employment schemes	22
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	22
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	Keran Nallah
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	Platform, side posts sitting chairs.
4	Utilization of Amrit Sarovar	
5	Any Other	
6	Remarks of the Visiting Officer	

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Not available
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	Village keran Near Pafwell.
2	Government/ Private building	Govt. Building (Panchayat Ghar)
3	Land passbook saturation	700/-
4	Pending mutations	8 -
5	Any Other	Nil.
6	Remarks of the Visiting Officer	

IX. PMAY house:		Status
S. No	Particulars	
1	Location of PMAY house constructed	Keran
2	Name of the beneficiary	Hira Lal, Abdul Hamid
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:		Status
S. No	Particulars	
1	Location of Soakpits/ compost pits	Constructed at Khem
2	Name of the beneficiaries	Sultan Ali
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	

XI. Khidmatcenter / CSC:		Status
S. No	Particulars	
1	Location of Khidmatcenter/ CSC counter	Not available
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:		Observations
S. No	Particulars	
1	Connectivity Road	Needs Improvement
2	Transport	Needs Improvement
3	Electricity	Needs Improvement
4	Drinking water	Available
5	Cleanliness	Good
6	Sports facility (Playground)	Required
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	
	Segregation Sheds	Done
	Amrit Sarovar	Done
	JJM Assets	Done
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	Done
	Any other	Done
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-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Demand of Library stands fulfilled in Panchayat.	
2		
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	No real impact of Back to Village on Ground. Only 10 percent of works be executed due to lack of funds.	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Supply of drinking water needs to be improved. The project under Jal Jeevan Mission is not yet started. Public transport at village Kheri and Chirwa needs urgent improvement.	
2		
3		
4		
5		
D	Suggestions if any	
1	To tap the sports potential in younger generation, a playground is required in Panchayat's Rural Area. To improve the civic amenities such as lane and drain need to be constructed in the Rural area Panchayat in a focused manner.	
2		
3		
4		

- ① Extension of BSNL/private fibre lines to the rural areas like Kheri, Keran Nallah & the Panchayat to facilitate sick and old age populace to avail digital facilities like Bankip and Internet for students.
- ② upgradation of transformers in the area with putting in place the safety features.
- ③ For conservation of natural water, desilting, repair and renovation of the existing ponds (08-09) in Panchayat needs to be taken up and the ponds be converted into Anrit Sarovars.
- ④ Repair and renovation of Bilau especially in rural areas of the Panchayat be done in a phased manner to uplift the infrastructure requirements and connectivity for General public.

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1 BEST PERFORMING DEPARTMENTS	
1	Rural Development Department
2	Agriculture
3	Revenue
2 LEAST RESPONSIVE DEPARTMENTS	
1	P.W.D. (R.R.B.)
2	Flood Control
3	P.H.E.

ii. FEEDBACK ON UT INITIATIVES

1. Grievance cell of Governor is a good initiative as per the panchayat.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Drop wall of Scupper at lower Kheri is extensively broken posing public hazard.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1. Repair of scupper is required on priority basis to save human lives. 2. Posting of Headmaster in GHS Kheri since long, extending of water supply to
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)	Girl's toilet in GHS Kheri on priority. 3. The panchayat is lagging behind in infrastructure and facilities in spite of panchayat Keran being very close to Jamnagar city.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	4. The panchayat lacks veterinary dispensary whereas the population was only from agrarian background with wild
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch

Name Dharminder Singh
Dharminder Singh Manhas
SARPANCH Keran

Signature of the Visiting Officer

Name Smt. Nirupa Rai