

# INSTRUCTION MANUAL FOR B2V5



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

650 Households

## 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. *No*
- 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. *under process*
- 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. *Yes*
- 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 *No Panchayat Bhawan*

### 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.



- 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 PanchyatGhar 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 **59**
- ii. Is Gram Panchayat Office Disabled Friendly or not? Yes/No **No dhio**
- 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
- 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**

- 2, 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	Harvinder kaur.
2	Designation	MISSION DIRECTOR
3	Department	Social welfare
4	Place of posting	YT
5	Mobile No	9419106500
6	Email ID	harvinderkourkas@gmail.com
7	Home District	Poonch
8	Dates of visit	13-14 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	Karnar g
2	Local Government Directory(LGD) code of the Panchayat	
3	Name of CD Block	Poonch
4	Name of Tehsil	Haveli
5	Name of District	Poonch

## C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	Karnana, Polas
2	No. of hamlets in the Panchayat	07
3	No. of households in the Panchayat	650
4	Population (approx) of the Panchayat	3114



# 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	Neeraj Sharma	SDAO	P	
2	Education	Mohd. Farooq	Edul (Tutor)	P	
3	Food, Civil Supplies and Consumer Affairs	Neeraj	Deputy	P	
4	Forest				
5	Health and Medical Education	Lokesh Kumar	MPW	P	
6	ICDS Department	Begum Par	A.W.W.	P	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Mohd Nazeer	Lanman	P	
9	Power Development Department	Susinder Singh	Lanman	P	
10	Public Works Department	SAYED SHAH Aziz L. Santam Singh	J.E R.W	P	
11	Revenue				
12	Rural Development and Panchayat Raj	Mohd Sharief	Sec. Pyl		
13	Skill Development				
14	Social Welfare Department	Mohinder Paul	DSWO	Present	
15	Youth Services and Sports Department	Jaginder Singh	P. E. T	P.	
16	Others				
17	Education	Mohd Farooq	Is B.L.O	P	
18	Animal Husbandry	Pratim Kumar	L.G.S		
19					
20					

# 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				
	II. Furniture (Y/N)				
	III. Computer/printer (Y/N)	No Panchayat ghar			
	IV. Internet (Y/N)				
	V. Telephone (Y/N)				
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)				
	VII. Water (Y/N)				
	VIII. Electricity (Y/N)				
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary	02	1100	05	Govt
	c) Middle	02	134	11	Govt
	d) High	/	/	/	/
	e) Higher Secondary	/	/	/	/
	f) College	/	/	/	/
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		03	74	06	01 Govt 02 Pvt
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		01			
		No	No	No	No
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	
		01			
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		No		No	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		01	Karnam	Good	NY.
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Evergreen, clean almost are from each household in Dubai, UAE, Saudi Arabia.			
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		
		Community Hall			



# 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	136	yes	-
2	Widow pension	Social Department Welfare	16	yes	-
3	Disability pension	Social Department Welfare	59	yes	-
4	Status under Stunting Mukht	Social Department Welfare	Nil	-	-
5	Status under wasting Mukht	Social Department Welfare	Nil	-	-
6	Equipment's provided to Specially abled persons( Implants, tricycles etc)	Social Department Welfare	04	04	-
7	Digital Services provided	IT/ BDO/ CSC		25	-
8	Daksh Kisan	Agriculture Department	00	00	-
9	Kisan credit card	Agriculture Department	150	yes	-
10	PM Kisan Sammannidhi	Agriculture Department	141	yes	-
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	-	3(Mumkin)	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	JJM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		no knowledge - to the official		
	ii. Har Ghar Jal village(s) certified (No.)		650	yes	All
14	No of Households electrified	PDD	650		
15	PMAY- Gramin	RDD& PR	102		
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	400		
17	ODF Plus villages (No)	RDD& PR	02	yes	-
18	Targeted Sock pit completed	RDD& PR	16		
19	JKRLM:	RDD& PR	-	21	-
	i. Number of Self Help Groups formed		-		
	ii. Number of Households Involved			210	
20	Land Passbook Saturation	Revenue Department		394	
21	Pending Mutations	Revenue Department		5	
22	Domicile Certificates	Revenue Department		148	
23	Persons identified drug addicts	BDO/ Sarpanch	-	-	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	3	3	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch		Nil	
26	Golden Health Card under Ayushman Bharat	Health Department	2267	2077	person's beside him
27	Janani suraksha yojana	Health Department	55	44	
28	Status under Anaemia Mukht	Health Department	150	130	
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	12	9	
31	Number of Ayushman Sabas held	Health Department	12	9	
32	Out of School Children brought to Schools	School Department Education	no data		
33	Number of students still out of Schools	School Department Education	no		
34	Persons educated through bridge courses	School Department Education	65		
35	Household using clean cooking fuel (LPG)	FCS & CA	all	650	



# QUESTIONNAIRE FOR B2V5

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

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	
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	No Health Institutions in Panchayat
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
1	Name of Education Institutions	APPS, Khataphat
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	25 (B) 34 (G)
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'	Kalyan, Nisha market basant
10	Other	Cricket sports / suachit
11	Remarks of the Visiting Officer	School was closed due to Divali vacations

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Central
2	Number of children enrolled	18
	a) Boys	07
	b) Girls	
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	02
5	Maintenance of record of children	Not good
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	10
12	Number of children wasted	04
13	Any Other	No
14	Remarks of the Visiting Officer	Good.

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Main road
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Govt.
4	No of registered beneficiaries	400
5	No of beneficiaries drawing Ration from the store	All
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	Yes
10	Remarks of the Visiting Officer	V. good



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	
4	No of cases sanctioned under various self-employment schemes	No Banks
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	On the land of Sarpanch
2	Condition of Amrit Sarovar	So so
3	Details of repair undertaken, if any	No
4	Utilization of Amrit Sarovar	not properly utilized
5	Any Other	
6	Remarks of the Visiting Officer	-

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	
2	Condition of Playground	
3	Utilization of Playground	No playground
4	Any Other	
5	Remarks of the Visiting Officer	

VIII. Patwarkhana:

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

IX. PMAY house:		Status
S. No	Particulars	
1	Location of PMAY house constructed	Ward NO: -04
2	Name of the beneficiary	Kaldeen S/O Raj Mohol
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	—
5	Remarks of the Visiting Officer	good.

X. Soak pits/Compost pits:		Status
S. No	Particulars	
1	Location of Soakpits/ compost pits	Ward no:- I, 4, 7, 5
2	Name of the beneficiaries	06 beneficiaries
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	good

XI. Khidmatcenter / CSC:		Status
S. No	Particulars	
1	Location of Khidmatcenter/ CSC counter	
2	No of online services provided by the CSC	
3	No of persons approached for services	No K.C
4	Any Other	
5	Remarks of the Visiting Officer	

XII. Observation of field officer on basic amenities:		Observations
S. No	Particulars	
1	Connectivity Road	V. good.
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Yes
6	Sports facility (Playground)	Excellent
7	Any Other	Not at all.

No Panchayat House, NO Primary Health facility  
No Bank  
No Playground  
Community centre is the possession of Sarpanch not open for public use



# 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	Due to Diwali Holiday
	2. Skits, Songs, Dramas	Schools were closed
	3. Local Folk programme / Show	
	4. Discussions with PRI and Senior citizens	Done.
	5. Exhibitions	NO
B	Sports Activities	NO
	1. Sports Event	NO
	2. Distribution of sports kit	NO
C	Inaugurations (If any)	PMAY House
	PMAY house	
	Segregation Sheds	01
	Amrit Sarovar	01
	JJM Assets	NIL
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	NIL
	Any other	NO
D	Distribution of certificates	NO
	Self Employment Schemes	02 cases referred
	Land Pass books	NO
	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	Done

# 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)	Yes
3	Status of activities undertaken	Insufficient
4	Visible impact of the Activities	Scarc
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	03
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Lack of coordination between the Sarpanch & Panchies
8	Remarks of the Visiting Officer on the status SDG Theme	Not - satisfactory



# QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	as line applications are uploaded	
2	Awareness about schemes	
3	women & children are given	
4	an opportunity to raise their	
5	demands	
B	Impact of B2V1 to B2V4	
1	Awareness generated	
2	Incomplete works are completed	
3	by the intervention of	
4	Parbhari officers	
5		
C	Challenges in the Panchayat	
1	No Panchayat House	
2	No play ground	
3	No Coordinating Bodies Sarpanch	
4	& Panches	
5	Condition of schools not good	
D	Suggestions if any	
1	→ Need to dissolve existing Panchayat	
2	→ Around 10 children need	
3	sponsorship for continuation of	
4	education.	
5	Large scope for tourism	

# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Social welfare department
2	Agriculture
3	<del>Public</del> R.D
2	LEAST RESPONSIVE DEPARTMENTS
1	Revenue
2	Forest
3	T.M

## 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	Panchayat Bhawan not available Community centre in illegal possession
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Primary Health centre } not yet available Khidmat centre } Bank }
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)	A good no. of children are out of schools, Education Dept. need to focus on issue. Revenue deptt. is not performing properly
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	7.5
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch  
Sarpanch Panchayat  
Name... Halga Karmara.....  
Poonch J&K (UT)

Signature of the Visiting Officer

Name... Harinder Kumar



[illegible]