

Rakesh Sharma SMS-II  
Visiting officer B2V5  
Panchayat: Chigda Bata.

## INSTRUCTION MANUAL FOR B2V5



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

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. *N/A*
- 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. *N/A*
- 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 *(facility not available in village has to go outside)*

### 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 *(Water Tank provided at common places)*.
- 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. *02*

- 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 Panchayathave 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 NA ✓
- 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 NA ✓
- 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 Panchayathave 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 NA ✓
- 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 - ✓
- 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. 429 ✓
- v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva VandanaYojana ✓

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	Rakesh Sharma
2	Designation	Subject Matter Specialist - II
3	Department	Agriculture
4	Place of posting	Ramnagar
5	Mobile No	9419326343
6	Email ID	238051974@gmail.com
7	Home District	Kathua
8	Dates of visit	15-11-2023 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	Balota Chigla
2	Local Government Directory(LGD) code of the Panchayat	240307
3	Name of CD Block	Kulwanle
4	Name of Tehsil	Ramnagar
5	Name of District	Udhampur

## C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	07
3	No. of households in the Panchayat	450 (Approx.)
4	Population (approx) of the Panchayat	2150 (Approx.)

# 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	Raj Mohd.	Teacher	Present	
2	Education				
3	Food, Civil Supplies and Consumer Affairs	Thirath Raj	Dealer	-	
4	Forest	Chander Mohan	Forester	-	
5	Health and Medical Education	Bashir Ahmed	MMPHW	-	
6	ICDS Department	Rewa Rani	AW.	-	
7	Irrigation and Flood Control Department	-	-	-	
8	Jal Shakti Department	Sadhvi Ati	Daily Wages	-	
9	Power Development Department	Booth Raj	Daily Wages	-	
10	Public Works Department	-	-	-	
11	Revenue	Choran Dass	Labourer	-	
12	Rural Development and Panchayat Raj	Ratna Sharma Akash Sharma	NYC GRS	-	
13	Skill Development	-	-	-	
14	Social Welfare Department	-	-	-	
15	Youth Services and Sports Department	-	-	-	
16	Others				
17	Animal Husbandry	Ashok Kumar	-	-	
18					
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	- No -			
	b) New/needing repairs	Private			
	II. Furniture (Y/N)	- Nil -			
	III. Computer/printer (Y/N)	- No -			
	IV. Internet (Y/N)	- Yes -			
	V. Telephone (Y/N)	No			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	No			
	VII. Water (Y/N)	No			
	VIII. Electricity (Y/N)	No			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten	01	10	01	Govt
	b) Primary	07	151	-	04 Building Not Available
	c) Middle	03	188	-	03 Govt Building
	d) High	01	122	07	Govt Building
	e) Higher Secondary	-	-	-	-
	f) College	-	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		05	200	Nil	Private Building
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		01 (MAC)	-	-	-
5	Bank branch (Y/N)	No	No	No	No
6	Availability of ATM (Y/N)	No	No	No	No
7	Khidmat center/ CSC (Y/N)	02			
8	Patwarkhana (Y/N)	- No -			
9	Village haat (Y/N)	01			
10	Playground (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
11	Ration shop (Y/N)	01	929	- No -	Functional
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	N.No. 3	Functional	for use of cattle
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Baxian Res Baba, Annual Fair Celebrated. old Chandli Mata Mandir.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	- Nil -			
	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		
		Yes			
17	List of Underutilized Buildings- names	Name	Year of construction		
		No			
		①	School Building M.S. Kanwal - 2012-13		
		②	- No - MS Mahpal - 2012-13		
		③	- No - PS Mahpal - 2009-10		
		④	- No - PS Kumari - 2009-10		

# 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 PENDING
1	Old Age pension	Social Department Welfare	Not available.		
2	Widow pension	Social Department Welfare	-		
3	Disability pension	Social Department Welfare	-		
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	PSC Not functional		
8	Daksh Kisan	Agriculture Department	NA.		
9	Kisan credit card	Agriculture Department	217	217	
10	PM Kisan Sammanidhi	Agriculture Department	217	217	
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmat, etc)	Employment Department	NA.		
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	NA.		
13	JJM Implementation	Jai Shakti Department	450	200	
	i. No of Household provided FHTC				
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	450	450	
15	PMAY- Gramin	RDD& PR	240	-	Under Process.
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR			
17	ODF Plus villages (No)	RDD& PR			
18	Targeted Sock pit completed	RDD& PR	Yes (01)	Yes (01)	
19	JKRLM:	RDD& PR	Nil	Nil-	
	i. Number of Self Help Groups formed				
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	Not Available		
21	Pending Mutations	Revenue Department	-		
22	Domicile Certificates	Revenue Department	-		
23	Persons identified drug addicts	BDO/ Sarpanch	Nil-		
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Nil-		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	Nil-		
26	Golden Health Card under Ayushman Bharat	Health Department	2150	1919	
27	Janani Suraksha Yojana	Health Department		26	
28	Status under Anaemia Mukht	Health Department	Nil-		
29	Status under Leprosy Mukht	Health Department	Nil-		
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	Nil-		
31	Number of Ayushman Sabas held	Health Department	Nil-		
32	Out of School Children brought to Schools	School Department Education	-	05	
33	Number of students still out of Schools	School Department Education	-	-	
34	Persons educated through bridge courses	School Department Education	Nil-	Nil-	
35	Household using clean cooking fuel (LPG)	FCS & CA	450	200-	



# 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)	01 (MAC) Private
3	Availability of Staff a) Doctor b) Paramedical	
4	No of patients attended during the month	01 (MMPHW) 25
5	Status of medicine availability	yes.
6	Special medical camp held, if any	01
7	Status of Immunization	-
8	Participation of health worker in Village Health and Nutrition Day	yes.
9	Institutional deliveries in Panchayat (Current Year)	00 - 19
10	Non- Institutional deliveries in Panchayat (Current Year)	- Nil -
11	Other	
12	Remarks of the Visiting Officer	Dispensary & PHC operational as the pvt. Hts in this area. Nearest Health facility is about 3 km away.

## II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	High School Bhole Chigla.
2	Type of building (Govt. / Private)	Govt.
3	Availability of Staff as per sanctioned strength	09 against 16 post sanctioned.
4	Enrolment of the School a) Boys b) Girls	122 65 57
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'	Sports & Cultural Event. Cleanliness drive.
10	Other	
11	Remarks of the Visiting Officer	Permanent physical teacher in the school post. required.

### AnganwariCenter:

S. No	Particulars	Status
1	Location of Anganwaricenter	W. No. 6
2	Number of children enrolled	32
	a) Boys	14
	b) Girls	18
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	yes.
5	Maintenance of record of children	Good
6	Availability of sufficient ration	yes.
7	Availability of timely Ration	yes.
8	Availability of Functional toilet	- No -
9	Availability of tap connection	- No -
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	

### CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Balota
2	Government / Private	Private
3	Name of the dealer (in case of Private)	sh. Tiseth Raj.
4	No of registered beneficiaries	429
5	No of beneficiaries drawing Ration from the store	429
6	Whether store is functioning through Aadhar biometric system	No -
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:

No. Bank/ Counter Available in Bgt.

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	
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	W. No. 3 Basian Marg
2	Condition of Amrit Sarovar	Functioning
3	Details of repair undertaken, if any	Construction of Protection walls.
4	Utilization of Amrit Sarovar	Cattle Drinking.
5	Any Other	-
6	Remarks of the Visiting Officer	Maintenance of the sarovar is required.

## VII. Playground:

S. No	Particulars	Status
1	Location of Playground	P.S.
2	Condition of Playground	Under Construction
3	Utilization of Playground	In school premises.
4	Any Other	-
5	Remarks of the Visiting Officer	Playground should be completed at an earliest as there is only playground.

## VIII. Partwarkhana:

No Partwarkhana in Bgt. in 2017-18.

S. No	Particulars	Status
1	Location of Partwarkhana	
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	H.No. 6 Karsal.
2	Name of the beneficiary	Darshan Kumar s/o Sathya Ram.
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	H.No. 6 Karsal
2	Name of the beneficiaries	05
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Complete
4	Any Other	
5	Remarks of the Visiting Officer	

## XI. Khidmatcenter / CSC:

02 CSC But not functional

S. No	Particulars	Status
1	Location of Khidmatcenter / CSC counter	
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	Yes, Needed to be upgraded
2	Transport	Private.
3	Electricity	yes.
4	Drinking water	yes.
5	Cleanliness	yes.
6	Sports facility (Playground)	yes.
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	NP
	2. Skits, Songs, Dramas	NP
	3. Local Folk programme / Show	NP
	4. Discussions with PRI and Senior citizens	yes
	5. Exhibitions	Nil
B	Sports Activities	
	1. Sports Event	yes
	2. Distribution of sports kit	No
C	Inaugurations (If any)	No
	PMAY house	No
	Segregation Sheds	No
	Amrit Sarovar	No
	JJM Assets	No
	Compost/ Soak Pits	No
	PMGSY / MGNREGA works	No
	Any other	
D	Distribution of certificates	No
	Self Employment Schemes	No
	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	Awareness imparted and different Agriculture Schemes & Flagship Schemes of Govt.

# QUESTIONNAIRE FOR B2V5

Schedule-VI  
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Star Gram Jal, clean & green Bgt.
2	Activities undertaken under the Theme (as per instruction manual)	1. Gram Sabha - held in Bgt. regularly 2. Covid-19 Vaccination. 3. Ayushman Bharat Camps organised 4. Aarogya Mats.
3	Status of activities undertaken	In progress.
4	Visible impact of the Activities	More awareness about Health issues & facilities.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	yes. But not uploaded on portal.
6	How many activities of SDG have been covered under GPDP	03
7	Bottlenecks, if any, faced in the achievement of SDG Theme	More Hand Holding required, Internet facilities very poor in Bgt.
8	Remarks of the Visiting Officer on the status SDG Theme	More awareness among the women about Health is required. formation of Self Help groups of women empowerment is need of the hour.



# QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	No Only demand for construction of play ground has been addressed under B2V1.	
2		
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	/.	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Road Connectivity. Poor internet facilities, Requirement of Mobile towers. Shortage of staff in schools.	
2		
3		
4		
5		
D	Suggestions if any	
1	Urgent need of mobile towers as it is an era of information technology. Need for P.H.C. or Sub Centre as large population is dependent of basic health facilities.	
2		
3		
4		
5		

# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDP
2	
3	
2	LEAST RESPONSIVE DEPARTMENTS
1	
2	
3	

## ii. FEEDBACK ON UT INITIATIVES

Lack of awareness among the people about the various welfare schemes launched by the govt.

## iii. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	No action taken on complaints registered under B2V1, B2V2, B2V3, B2V4.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Continuation of Road from Chigla to B. lota, Upgradation of High School B. lota, Hr. Sec. Requirement of Mobile Tower.
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)	As the Panchayat is situated in far flung area. Stress should be on providing basic amenities such as health facilities, road connectivity, electricity, water supply.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	05
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	It is certified that the visiting officer has stayed for two days in the Panch. during B2V5.

**Bheem Singh**  
Sarpanch Pyl. Bakota Chigla  
Block Kuluwanta (J&K)  
Signature of Sarpanch

Name: Bheem Singh

**Signature of the Visiting Officer**

Name: Baldev Sharma  
SAS-III Kanpur