

Panchayat Saharan

INSTRUCTION MANUAL FOR B2V5



7th to 16th NOVEMBER 2023

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. *Solid waste segregated*
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. *Green energy*
- 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. */*
- 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 HHs 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 HHs in the Gram Panchayat have toilets? Yes/No
- iv. Are all the HHs 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.

- 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 MahilaSabha's were organized in the Gram Panchayat 03 ✓
- 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
- 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) ✓



1st 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	Dr. Rakesh Bharti
2	Designation	Assistant Professor
3	Department	Higher Education Department
4	Place of posting	Govt. College of Education, Canal Road Jamm
5	Mobile No	9419155893
6	Email ID	rakeshbhartinacc2@gmail.com
7	Home District	Jammu
8	Dates of visit	14.11.2023 to 15.11.2023

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	Saharan
2	Local Government Directory(LGD) code of the Panchayat	240664
3	Name of CD Block	Marh
4	Name of Tehsil	Marh
5	Name of District	Jammu

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	05
2	No. of hamlets in the Panchayat	07
3	No. of households in the Panchayat	350
4	Population (approx) of the Panchayat	2600

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	Bhumika Bindral	Agr Extension Asst	P	
2	Education				
3	Food, Civil Supplies and Consumer Affairs				
4	Forest				
5	Health and Medical Education	Srekha Devi Kamlesh Devi	FMPHW FMPHW	P P	
6	ICDS Department	Workers of all 7 AWCs	AWs	p	
7	Irrigation and Flood Control Department	Anil Kumar Anand		P	
8	Jal Shakti Department	Tarsem Kumar	Turn Cock	P	
9	Power Development Department				
10	Public Works Department				
11	Revenue	Rinku Kumar	Patwari	P	
12	Rural Development and Panchayati Raj	Dev Raj	Panchyat Secretary	P	
13	Skill Development				
14	Social Welfare Department	Sarishta Sharma	Craft Teacher	P	
15	Youth Services and Sports Department	Mamta Devi Mamta Jamwal	NYC NYC	P P	
16	Others	Attendance regsiteer Attached			
17					
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) Govtbuilding/private	Govt. Building			
	b) New/needingrepairs	Needing repair			
	II. Furniture(Y/N)	Y			
	III. Computer/printer(Y/N)	N			
	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	02	25	Nil	Govt
	c) Middle	01	27	02	Govt.
	d) High				
	e) Higher Secondary				
	f) College				
3	AnganwadiCentre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		09	125	09/09	Pvt
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		01	N	N	01
5	Bankbranch(Y/N)	N	N	N	N
6	Avallability of ATM (Y/N)	N	N	N	N
7	Khidmatcenter/ CSC (Y/N)	N	N	N	N
8	Patwarkhana(Y/N)	Y			
9	Village haat (Y/N)	N			
10	Playground(Y/N)	Y			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		01	488	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional	
		05		All	
13	Amrit Sarovars – details, location, condition	Details	Location	Condition	Utilization
		01	Asre Chack	Govt	Curing of Skin
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Nil			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	N			
	ii. Number of Asset captured	N			
	iii. Please mention assets				
	1.				
	2.				
16	List of Incomplete Buildings- names, year of construction	Name		Year of construction	
		GMS Rattanpur, PMS Saharan, Panchyat Ghar		PMS	
17	List of Underutilized Buildings- names	Name		Year of construction	
		PMS Sahara, Buliy Chack, Cooperative Store, GMS Rattanpur		2003, 1970-71, 2003	

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				
2	Widow pension	Social Welfare Department	120	120	
3	Disability pension	Social Welfare Department	12	12	
4	Status under Stunting Mukht	Social Welfare Department	10	10	
5	Status under wasting Mukht	Social Welfare Department	No such case		
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Welfare Department			
7	Digital Services provided	IT/ BDO/ CSC			
8	Daksh Kisan	Agriculture Department			
9	Kisan credit card	Agriculture Department			
10	PM Kisan Sammanidhi	Agriculture Department	505	250	Land ownership, age factor
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department	330	330	Nil
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	350	210	Under process
14	No of Households electrified	PDD			
15	PMAY- Gramin	RDD & PR			
16	SBM Gramin- IHHL functional (Household toilets)	RDD & PR	Nil		
17	ODF Plus villages (No)	RDD & PR	350	350	
18	Targeted Sock pit completed	RDD & PR	06		
19	JKRLM: I. Number of Self Help Groups formed II. Number of Households Involved	RDD & PR	00 22 350	00 22 112	Not interested, Employed
20	Land Passbook Saturation	Revenue Department			
21	Pending Mutations	Revenue Department	350	350	
22	Domicile Certificates	Revenue Department	00	00	
23	Persons Identified drug addicts	BDO/ Sarpanch	Total Office Data	14500/9700	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	00		
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	02		
26	Golden Health Card under Ayushman Bharat	Health Department	00		
27	Janani suraksha yojana	Health Department	2560	2278	Army personnel
28	Status under Anaemia Mukht	Health Department	44	25	MH Cases
29	Status under Leprosy Mukht	Health Department	00		
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	00		
31	Number of Ayushman Sabas held	Health Department	01		
32	Out of School Children brought to Schools	School Department Education	0200		
33	Number of students still out of Schools	School Department Education	00		
34	Persons educated through bridge courses	School Department Education	00		
35	Household using clean cooking fuel (LPG)	FCS & CA	00		

QUESTIONNAIRE FOR B2V5

Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	NTPHC Saharan
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	01 02
4	No of patients attended during the month	120
5	Status of medicine availability	Yes
6	Special medical camp held, if any	01
7	Status of Immunization	100%
8	Participation of health worker in Village Health and Nutrition Day	100%
9	Institutional deliveries in Panchayat (Current Year)	Nil
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil
11	Other	
12	Remarks of the Visiting Officer	Record was well Maintained, No sweeper, No pharmacist

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	GMS Rattanpur, PMS Saharan & Bulley Chack
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	09/11
4	Enrolment of the School a) Boys b) Girls	27 25
5	Availability of play ground	PMS Saharan
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'	Painting, Games, Quiz, Pledge
10	Other	
11	Remarks of the Visiting Officer	PMS Saharan & Bulley Chack are dubbed in GMS Rattanpur, Combined data is projected

III. AnganwariCenter:

S. No	Particulars	Status
1	Location of Anganwaricenter	Snghe Chack-A,
2	Number of children enrolled a) Boys b) Girls	
3	Status of Building (Private/ Govt.)	Pvt
4	Availability of Helper/ worker	08/08
5	Maintenance of record of children	Maintained
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	Nil
12	Number of children wasted	Nil
13	Any Other	
14	Remarks of the Visiting Officer	No salary to helpers & workers for six months, No remuneration for Poshan & Recharge

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Saharan
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Naresh Gupta
4	No of registered beneficiaries	488
5	No of beneficiaries drawing Ration from the store	Yes
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	Delivered timely to all the beneficiaries. No specific grievance related to distribution of Ration.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Main Bazar Gajansoo
2	No of Accounts in the branch	2300
3	No of persons applied under various self-employment schemes	76
4	No of cases sanctioned under various self-employment schemes	45
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	45
6	Availability of ATM	Yes
7	Any Other	NA
8	Remarks of the Visiting Officer	Delivery of schemes are ensured at time.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Asrey Chack
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	No
4	Utilization of Amrit Sarovar	General Purpose
5	Any Other	
6	Remarks of the Visiting Officer	Needs renovation

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	PMS Saharan
2	Condition of Playground	Very poor
3	Utilization of Playground	Under utilised
4	Any Other	
5	Remarks of the Visiting Officer	Needs massive development

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	Panchayat Ghar Saharan
2	Government/ Private building	Govt
3	Land passbook saturation	350
4	Pending mutations	00
5	Any Other	
6	Remarks of the Visiting Officer	Needs more synchronisation between Patwarkhana and Tehsil office

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	
2	Name of the beneficiary	25 hours are under construction
3	Status of the house (completed/ in-use/ under-construction)	
4	Any Other	
5	Remarks of the Visiting Officer	

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Rathua
2	Name of the beneficiaries	Govt. land
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:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Gajansoo
2	No of online services provided by the CSC	All Govt services
3	No of persons approached for services	
4	Any Other	
5	Remarks of the Visiting Officer	Kidhmat centre is not established in the Panchayat House people to Ganjansoo

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Satisfactory
2	Transport	Satisfactory
3	Electricity	Wiring needs renovation
4	Drinking water	Satisfactory
5	Cleanliness	Satisfactory
6	Sports facility (Playground)	Needs Improvement
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	
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	
	2. Distribution of sports kit	
C	Inaugurations (If any)	
	PMAY house	
	Segregation Sheds	
	Amrit Sarovar	
	JJM Assets	
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	
	Any other PRI capex budget	Construction of lane Rattanpur main road to Saraswati Vidya
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	Village with Good Governance
2	Activities undertaken under the Theme (as per Instruction manual)	Gram Panchayat and monthly meetings.
3	Status of activities undertaken	On going
4	Visible impact of the Activities	Public awareness
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	04
7	Bottlenecks, if any, faced in the achievement of SDG Theme	Peoples participation very low in meeting awareness camps.
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	
	2	
	3	
	4	
	5	
B	Impact of B2V1 to B2V4	
	1	
	2	
	3	
	4	
	5	
C	Challenges in the Panchayat	
	1	Development
	2	Education
	3	Transport
	4	Electricity
	5	Cleanliness of darins
D	Suggestions if any	
	1	Drainage system
	2	Road connectivity
	3	Repair & replacement of LT wires/ Transmission
	4	
	5	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Agriculture / R D D
2	Education
3	health
2	LEAST RESPONSIVE DEPARTMENTS
1	Youth & Sports
2	Floriculture
3	

ii. FEEDBACK ON UT INITIATIVES

People are usually satisfied but timely delivery and awareness of the schemes are the issues.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Pending payment non-release and Capex Budget (PRI) & MGNREGA
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Drainage channel and road connectivity
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)	Awareness and effective implementation of the various schemes are needed in the Panchayat.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	01
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes

Signature of Sarpanch

Name.....

Sham Kumar
Sarpanch
Panchayat Mahila Sahas
Gita Mah

Signature of the Visiting Officer

Name.....

Dr. Rakesh Bharti
Asst. Professor