

INSTRUCTION MANUAL FOR B2V5



7th to 16th 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.
- 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 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
- 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/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. - 2

- 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 - 1 ✓
 - 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. 346 ✓
 - v. Number of beneficiaries (out of total eligible population) receiving social protection benefits under Pradhan Mantri Matritva Vandana Yojana - 38 ✓
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	Nasir Ahmed Butt
2	Designation	Assistant Director
3	Department	Food, Civil Supplies & Consumer Affairs
4	Place of posting	Vdhampur.
5	Mobile No	90184600931
6	Email ID	dr.nasir342@gmail.com
7	Home District	Kishtwar
8	Dates of visit	15 th & 16 th November 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	Ladana
2	Local Government Directory(LGD) code of the Panchayat	240374
3	Name of CD Block	Kulwanta
4	Name of Tehsil	Ramnagar
5	Name of District	Vdhampur

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	10
3	No. of households in the Panchayat	460
4	Population (approx) of the Panchayat	2334

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	Amit Sharma	JAEo	P	
2	Education	Roop Singh	Master	P	
3	Food, Civil Supplies and Consumer Affairs	Sat Pal Singh	Dealer	P	
4	Forest	Angrez Singh	Guard	P	
5	Health and Medical Education	Rajni Devi	FMPHW	P	
6	ICDS Department	Babli Devi	Aww	P	
7	Irrigation and Flood Control Department	Ramesh Chander	Daily wages	P	
8	Jal Shakti Department	—	—	—	
9	Power Development Department	Das Raj	Motor Reader	P	
10	Public Works Department	Khem Raj	Daily wages	P	
11	Revenue	Ajit Singh	Numberdar	P	
12	Rural Development and Panchayat Raj	Sushil Sharma	Pvt. Sec.	P	
13	Skill Development	—	—	A	
14	Social Welfare Department	—	—	A	
15	Youth Services and Sports Department	—	—	A	
16	Others Education	Daleep Singh	Teacher	P	
17	Police	Mulla Raj	SPO	P	
18	Education	Sansar Singh	Teacher	P	
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	Govt. building			
	b) New/need repairs	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	06	68	1	Govt.
	b) Primary	06	159	12	Govt.
	c) Middle	03	102	14	Govt.
	d) High	01	149	14	Govt.
	e) Higher Secondary	0	-	-	-
	f) College	0	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		06	227	06	Private
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		01	00	00	00
5	Bank branch (Y/N)	2	-	-	-
6	Availability of ATM (Y/N)	2	-	-	-
7	Khidmat center/ CSC (Y/N)	2	-	-	-
8	Patwarkhana (Y/N)	2	-	-	-
9	Village haat (Y/N)	2	-	-	-
10	Playground (Y/N)	2	-	-	-
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		02	2261	Yes	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		02	02		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		2.	W.No-3	Good	Yes
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)	No			
	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		
		Nil			
17	List of Underutilized Buildings- names	Name	Year of construction		
		Nil			

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 Welfare Department	91	91	-
2	Widowpension	Social Welfare Department	18	18	-
3	Disabilitypension	Social Welfare Department	27	27	-
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	03	03	-
7	Digital Services provided	IT/ BDO/ CSC	-	-	-
8	Daksh Kisan	Agriculture Department	07	07	-
9	Kisan credit card	Agriculture Department	224	224	-
10	PM KisanSammannidhi	Agriculture Department	224	224	-
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	-	-	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	JJM Implementation	Jai Shakti Department	-	-	-
	i. No of Household provided FHTC		-	-	-
	ii. Har Ghar Jai village(s) certified (No.)		-	-	-
14	No of Households electrified	PDD	460	230	-
15	PMAY- Gramin	RDD& PR	160	160	-
16	SBMGrain- IHHL functional (Household toilets)	RDD& PR	-	-	-
17	ODF Plus villages (No)	RDD& PR	01	01	-
18	Targeted Sock pit completed	RDD& PR	-	-	-
19	JKRLM:	RDD& PR	-	-	-
	i. Number of Self Help Groups formed		Nil		
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	874	874	-
21	Pending Mutations	Revenue Department	-	-	-
22	Domicile Certificates	Revenue Department	1600	1330	-
23	Persons identified drug addicts	BDO/ Sarpanch	-	-	-
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes	-	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	-
26	Golden Health Card under Ayushman Bharat	Health Department	2159	2097	Under process
27	Janani suraksha yojana	Health Department	30	30	-
28	Status under Anaemia Mukht	Health Department	-	-	-
29	Status under Leprosy Mukht	Health Department	Not achieved	-	-
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department	02	02	-
31	Number of AyushmanSabras held	Health Department	04	04	-
32	Out of School Children brought to Schools	School Education Department	-	15	-
33	Number of students still out of Schools	School Education Department	73	15	Not applicable
34	Persons educated through bridge courses	School Education Department	-	-	-
35	Household using clean cooking fuel (LPG)	FCS & CA	460	230	Not applicable

QUESTIONNAIRE FOR B2V5

Schedule-IV
(FIELD VISITS IN THE PANCHAYAT)

I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Sub-center Ladana
2	Type of building (Govt. / Private)	Private
3	Availability of Staff a) Doctor b) Paramedical	Only FMPHW
4	No of patients attended during the month	76
5	Status of medicine availability	Yes
6	Special medical camp held, if any	of
7	Status of Immunization	Good
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	38
10	Non- Institutional deliveries in Panchayat (Current Year)	12
11	Other	-
12	Remarks of the Visiting Officer	Inadequate staff.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	High School Ladana
2	Type of building (Govt. / Private)	Govt.
3	Availability of Staff as per sanctioned strength	Sanctioned 14; Available-07
4	Enrolment of the School a) Boys b) Girls	89 60
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	Inadequate staff.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	W.No. 03
2	Number of children enrolled	
	a) Boys	26
	b) Girls	26
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	Nil
12	Number of children wasted	Nil
13	Any Other	-
14	Remarks of the Visiting Officer	Adequate nutrition is provided in AWC.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	W.No.3 & W.No.7
2	Government / Private	Private
3	Name of the dealer (in case of Private)	1. Sat Pal Singh (W.No.3) 2. Khan Mohd S (W.No.7)
4	No of registered beneficiaries	2261
5	No of beneficiaries drawing Ration from the store	1895
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	Upgradation of Pos machine.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Nil in Ladana. Present in Kuluwanta.
2	No of Accounts in the branch	1200
3	No of persons applied under various self-employment schemes	06
4	No of cases sanctioned under various self-employment schemes	05
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	01
6	Availability of ATM	Nil
7	Any Other	-
8	Remarks of the Visiting Officer	Business correspondent of concerned bank shall visit like Pvt. at regular intervals.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	W. No. 3
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	Yes in 2023-24.
4	Utilization of Amrit Sarovar	Yes
5	Any Other	-
6	Remarks of the Visiting Officer	Site needs preservation and cleanliness.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	W. No. 2
2	Condition of Playground	Good
3	Utilization of Playground	Yes
4	Any Other	-
5	Remarks of the Visiting Officer	More playgrounds to be constructed particularly near H.S. Ladana.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Incha (Outside Pvt)
2	Government/ Private building	Private
3	Land passbook saturation	100%
4	Pending mutations	0
5	Any Other	-
6	Remarks of the Visiting Officer	-

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	W.No.3 Suram Chand
2	Name of the beneficiary	
3	Status of the house (completed/ in-use/ under-construction)	Under construction
4	Any Other	
5	Remarks of the Visiting Officer	Needs to be constructed in a time bound manner.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Near Pyl. Ghar.
2	Name of the beneficiaries	Community
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Under construction
4	Any Other	-
5	Remarks of the Visiting Officer	-

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Nil
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	Poor
2	Transport	Inadequate
3	Electricity	Good
4	Drinking water	Inadequate
5	Cleanliness	Satisfactory
6	Sports facility (Playground)	Good
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	-
B	Sports Activities	
	1. Sports Event	-
	2. Distribution of sports kit	-
C	Inaugurations (If any)	
	PMAY house	-
	Segregation Sheds	-
	Amrit Sarovar	-
	IJM Assets	-
	Compost/ Soak Pits	-
	PMGSY / MGNREGA works	-
	Any other	-
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	Yes

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean and Green Village - Satisfactory status
2	Activities undertaken under the Theme (as per instruction manual)	<ul style="list-style-type: none"> • Plantation drive. • Swachta Abhiyan.
3	Status of activities undertaken	Done on monthly basis.
4	Visible impact of the Activities	Good.
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GDP	—
7	Bottlenecks, if any, faced in the achievement of SDG Theme	<ul style="list-style-type: none"> • Inadequate staff • Awareness generation.
8	Remarks of the Visiting Officer on the status SDG Theme	<ul style="list-style-type: none"> • More awareness generation among public.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Construction of 3 nos. of playgrounds. Black topping of road from Kulpasta to Ladana.	
2		
3		
4		
5		
B	Impact of B2V1 to B2V4	
1	① Youths were engaged in sport activities therefore, keeping them away from bad activities like drugs, gambling etc. ② Rural infrastructure improved.	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Road connectivity. Inadequate staff in various offices.	
2		
3		
4		
5		
D	Suggestions if any	
1	① Construction of internal link roads in Pgt. ② Infrastructure facilities in various Govt. institutions need to be improved.	
2		
3		
4		
5		

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	RDD
2	Agriculture
3	FCS & CA
2	LEAST RESPONSIVE DEPARTMENTS
1	Jal Shakti
2	Revenue
3	PMGSY

ii. FEEDBACK ON UT INITIATIVES

iii. GENERAL ASSESSMENT OF THE VISTING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Nil
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Construction of road from Bangial to Ladana via Farnigeri.
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)	Visit is satisfactory but still a lot of work in area of internal road connectivity, infrastructure development and human resource is needed to boost the development in the Panchayat.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	8
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name..... Naeem Ahmed Butt

A.O, FCS & CA

Vdhampur.