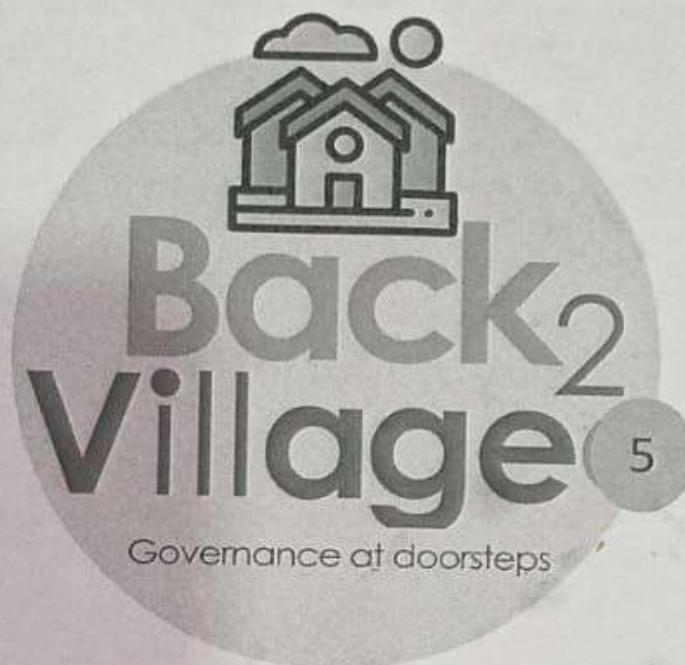


Kawa Lower.

For : Sh. Pardeep Kumar, Visiting Officer,
Visiting
Officer ACP Reasi

INSTRUCTION MANUAL FOR B2V5



7th 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	Sh. Pardeep Kumar.
2	Designation	ACP Reasi
3	Department	RDD
4	Place of posting	Reasi
5	Mobile No	9419214613
6	Email ID	dshud17@gmail.com
7	Home District	Jammu.
8	Dates of visit	10-11-23 and 11-11-23

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	KAWA LOWER
2	Local Government Directory(LGD) code of the Panchayat	240421
3	Name of CD Block	LDH.
4	Name of Tehsil	LDH.
5	Name of District	LDH.

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	07 wards
3	No. of households in the Panchayat	195
4	Population (approx) of the Panchayat	1150 (census 2011)

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	Sh. Harmeet Singh	Jr. E.O.	P	
2	Education	Smt. Anita J	TR.	P	
3	Food, Civil Supplies and Consumer Affairs	1 - Representative		Absent	Absent
4	Forest	Sh. Pardeep Singh	Forest Guard	P	
5	Health and Medical Education	Smt. Archana Bala	FMPHW.	P	
6	ICDS Department	Smt. Sushma	Supervisor	P	
7	Irrigation and Flood Control Department	Sh. Karan Singh	(Gian Kuli). IV class	P	
8	Jal Shakti Department	Sh. Naresh Singh	Ballman (Ball)	P	
9	Power Development Department	Sh. Gaurdhan Singh	Juniors Engineer	P	
10	Public Works Department	Sh. Sat Paul	IV class Employee	P	
11	Revenue	No. Representative on 10/11/23			Absent
12	Rural Development and Panchayat Raj	Smt. Purnam Marwal	GSVKA	P	
		Smt. Polyanika Sharma	GRS	P	
13	Skill Development	Sh. Ravinder Singh	Supintendent	P	
14	Social Welfare Department	Smt. Preeti Khatwa	IT Incharge	P	Medical 2000 for 01/11/23
15	Youth Services and Sports Department	Sh. Sonuab Pandey	REK(DYSSO)	P	
16	Others (Horticulture)	Miss Jyoti Gupta	Technician	P	
17	Animal Husbandry	Dr. Neeru Bhardwaj	Mobile Veterin.	P	
18	P.W.D.	Sh. Sat Paul	IV. Gian Kuli	P	
19	Fisheries	Sh. Shambhal	Fishery Guard	P	
20		Sh. Arun Gaudlot	Fishery Guard	P	

21. PHE (Mech.) Sh. Gian Singh Motor Man. P

22. Employment Deptt Representative absent

23. Co-operative Deptt. Representative absent.



11/11/23.

Revenue Deptt.

Remarks:

Sh. Adeep. Incharge Patwara Present on

11/11/23.

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	Nil. (land allocated for building progress)			
	b) New/needing repairs	-			
	II. Furniture (Y/N)	-			
	III. Computer/printer (Y/N)	No.			
	IV. Internet (Y/N)	No.			
	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	Nil.	-	-	-
	b) Primary	01.	10	-	Govt. (Kindergarten)
	c) Middle	Nil.	-	-	-
	d) High	Nil.	-	-	-
	e) Higher Secondary	Nil.	-	-	-
	f) College	Nil.	-	-	-
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
		02.	-	-	-
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
		No.	NO	NO.	2 (Agriculture)
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 (one)	-	-	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		-	-		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Nil.	Nil	-	-
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Khuls are present constt in panchayat.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	No.			
	ii. Number of Asset captured	Nil			
	iii. Please mention assets	-			
	1.	-			
	2.	-			
	3.	-			
	4.	-			
	5.	-			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
		Agriculture farm under constt.	July 2013 (under constt.)		
17	List of Underutilized Buildings- names	Name	Year of construction		
		-	-		

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	20	20	-
2	Widow pension	Social Welfare Department	15	15	-
3	Disability pension	Social Welfare Department	9	9	-
4	Status under Stunting Mukht	Social Welfare Department	Nil	-	-
5	Status under wasting Mukht	Social Welfare Department	Nil	-	-
6	Equipment's provided to Specially abled persons (Implants, tricycles etc)	Social Welfare Department	Nil	-	-
7	Digital Services provided	IT/ BDO/ CSC	Nil	-	-
8	Daksh Kisan	Agriculture Department	106.09	106.09 (New)	-
9	Kisan credit card	Agriculture Department	106	106	-
10	PM Kisan Sammannidhi	Agriculture Department	115.165	115.165	-
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmat, etc)	Employment Department	02	02	-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	80	35	Aadhaar requirement
13	JJM Implementation	Jal Shakti Department	070	000	-
	i. No of Household provided FHTC		070	in process	-
	ii. Har Ghar Jal village(s) certified (No.)		450	450	-
14	No of Households electrified	PDD	06	06	-
15	PMAY- Gramin	RDD& PR	21	21	-
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	Yes	Yes	-
17	ODF Plus villages (No)	RDD& PR	21	21	12 included
18	Targeted Sock pit completed	RDD& PR	5	5	-
19	JKRLM:	RDD& PR	50	30	(in progress)
	i. Number of Self Help Groups formed		415	415	-
	ii. Number of Households involved		Nil	Nil	-
20	Land Passbook Saturation	Revenue Department	Nil	Nil	-
21	Pending Mutations	Revenue Department	Nil	Nil	-
22	Domicile Certificates	Revenue Department	Nil	Nil	-
23	Persons identified drug addicts	BDO/ Sarpanch	01	01	-
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Nil	-	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	1100	40	under process
26	Golden Health Card under Ayushman Bharat	Health Department	30	20	Aadhaar ready
27	Janani suraksha yojana	Health Department	10	0	-
28	Status under Anaemia Mukht	Health Department	Nil	Nil	-
29	Status under Leprosy Mukht	Health Department	10	10	-
30	Number of Ayushman Melas organized at Health & Wellness centres / CHCs under Ayushman Bharat	Health Department	10	10	-
31	Number of Ayushman Sabas held	Health Department	Nil	Nil	-
32	Out of School Children brought to Schools	School Education Department	Nil	Nil	-
33	Number of students still out of Schools	School Education Department	Nil	Nil	-
34	Persons educated through bridge courses	School Education Department	Nil	Nil	-
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	Remarks
1	Name of Health Institutions		
2	Type of building (Govt./ Private)	Nil.	[No. Health Inst. in P.Yt]
3	Availability of Staff a) Doctor b) Paramedical	Nil =	[Remarks present in nearby P.Yt Bank Upper]
4	No of patients attended during the month	249	
5	Status of medicine availability	Yes / daily base	
6	Special medical camp held, if any	→ PS Dibber	[Camps held in Kawa Upper]
7	Status of Immunization	Yes / per month	
8	Participation of health worker in Village Health and Nutrition Day	Yes (02 in No.)	
9	Institutional deliveries in Panchayat (Current Year) 2023	No.	
10	Non- Institutional deliveries in Panchayat (Current Year)	No	
11	Other	No.	
12	Remarks of the Visiting Officer	No separate Health Centre for Kawa Lower.	

II. Education Institutions:

S. No	Particulars	Status	Remarks
1	Name of Education Institutions	Primary School Dibber	
2	Type of building (Govt./ Private)	Govt.	
3	Availability of Staff as per sanctioned strength	02	
4	Enrolment of the School a) Boys b) Girls	One P.S. Dibber School. 08 — to 10 — 18	
5	Availability of play ground	Yes [Partially]	
6	Availability of drinking water	No.	
7	Availability of electricity	No	
8	Availability of functional toilets	No	
9	Activities undertaken under 'My School My Pride'	Cultural Programmes	
10	Other	(Only two classrooms and Store Room)	
11	Remarks of the Visiting Officer	[Electricity and Drinking Water supply requirement for children/students]	

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Ward No: 2, 1
2	Number of children enrolled a) Boys b) Girls	Boys = 37 (Total) Girls = 48 (Total)
3	Status of Building (Private/ Govt.)	Private
4	Availability of Helper/ worker	Helper
5	Maintenance of record of children	Yes
6	Availability of sufficient ration	Regular (Yes)
7	Availability of timely Ration	Not Timely
8	Availability of Functional toilet	Yes
9	Availability of tap connection	Yes
10	Availability of electricity connection	Yes
11	Number of children stunted	No
12	Number of children wasted	No
13	Any Other	No
14	Remarks of the Visiting Officer	Satisfactory, needs more improvement

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	01 (Shop)
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Sh. Sudesh
4	No of registered beneficiaries	268 (HHs)
5	No of beneficiaries drawing Ration from the store	268 (HHs)
6	Whether store is functioning through Aadhar biometric system	Yes.
7	Whether record/register maintained in the store	No.
8	Availability of ration	Yes
9	Any Other	[Wheat, Rice and Sugar]
10	Remarks of the Visiting Officer	available Satisfactory

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Nil
2	No of Accounts in the branch	Nil
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	Nil
7	Any Other	—
8	Remarks of the Visiting Officer	Not available in Panchayat

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	No. [Ponds are already exist.]
2	Condition of Amrit Sarovar	—
3	Details of repair undertaken, if any	—
4	Utilization of Amrit Sarovar	—
5	Any Other	Fisheries Ponds are there in Pyl.
6	Remarks of the Visiting Officer	Fishery Ponds constructed and No. availability of land Donation as per Pyl. PRI members.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Nil
2	Condition of Playground	—
3	Utilization of Playground	—
4	Any Other	—
5	Remarks of the Visiting Officer	Non-availability of land / No donated land.

VIII. Partwarkhana:

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

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Ward. No. 4, 3/4.
2	Name of the beneficiary	Sh. Ramesh Kumar, Sh. Ramesh K.
3	Status of the house (completed/ in-use/ under-construction)	Sh. Mohan Lal, Sh. Madan Lal. 2 complete, 3 - underconst. 1 case [chronic Defaulter]
4	Any Other	
5	Remarks of the Visiting Officer	Good, works in progress.

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	W. NO. 6, 3, 4, [Individuals]
2	Name of the beneficiaries	Sh. Sanjay and Others
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	In use [Already constructed (individual)]
4	Any Other	
5	Remarks of the Visiting Officer	Good. Individual soakpits are there, community soakpits tendered.

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	No infrastructure for online services and no internet facilities.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Average Condition.
2	Transport	Mini-buses
3	Electricity	Elect. needed in PS Dabber
4	Drinking water	Not sufficient (Tap water)
5	Cleanliness	Needs Improvement
6	Sports facility (Playground)	Nil.
7	Any Other	Improvement of Connectivity Roads.

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	Yes [Deftt. Schemes]
	3. Local Folk programme / Show	Yes [Songs + Dance]
	4. Discussions with PRI and Senior citizens	No
	5. Exhibitions	Yes
B	Sports Activities	No
	1. Sports Event	
	2. Distribution of sports kit	No
C	Inaugurations (If any)	No
	PMAY house	Yes [visit]
	Segregation Sheds	Nil
	Amrit Sarovar	Nil
	JJM Assets	In progress work, inspection
	Compost/ Soak Pits	Only individual, others in progress
	PMGSY / MGNREGA works	Shilapalkam only
	Any other	Capex works. Inspection
D	Distribution of certificates	Medical KITS + NREGA Card Distribution
	Self Employment Schemes	Names suggested for Himayat
	Land Pass books	Nil
	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	NashaMukt Awareness, Jan Dhan Awareness and Jan Bhagidhari Awareness. Vishakarma Scheme Awareness.

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	① Healthy Village. ② Child Friendly Village.
2	Activities undertaken under the Theme (as per instruction manual)	Int theme: Immunization Camps in schools, anganwadi centres. Ind theme: Cultural Programmes, painting, Seminars, Visits to Historical places for children.
3	Status of activities undertaken	1. Camps organised every month in schools. 2. Drawing / Singing Competition in schools.
4	Visible impact of the Activities	1. Healthy children / Students 2. Students came to school and A.W. centres on daily basis.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	GPDP prepared and will be uploaded.
6	How many activities of SDG have been covered under GPDP	⇒ CSC proposed in plan for sanitation.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	⇒ Inadequate facility of Transport in different wards. ⇒ Electricity Not provided in all wards.
8	Remarks of the Visiting Officer on the status SDG Theme	⇒ Good and needs improvement.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Renovation of Bowli Done under Capex Budget 2013.	
2	Lane Drainage constt. under Capex Budget 2013.	
3	Drinking Water facility → JIM scheme under process.	
4	Drinking Water facility → Tapwater under JIM scheme under process.	
5		
B	Impact of B2V1 to B2V4	
1	Feedback collection of data of Govt. schemes.	
2	Awareness of duties and rights of villagers.	
3	Awareness for Women + child development schemes.	
4	Assessing Requirements of Panchayat/villagers.	
5	Functioning of different Departments in co-ordination.	
C	Challenges in the Panchayat	
1	Scarcity of following points →	
2	Electricity and Water Supply in PS Dabber	
3	Non-availability of land for Infra Structure Creation.	
4	Inadequate Transport facility and Roads condition.	
5	Health centre / Veterinary Hospital Not avail.	
	Community Service Centre / Internet facility - Not avail.	
D	Suggestions if any	
1	⇒ To identify state land for Infrastructure/buildings.	
2	⇒ To function in collaboration and co-ordination of all	
3	line departments for well being of villagers.	
4	⇒ Water Supply and Electricity facilities	
5	is must in schools and ensuring less	
	[shut down/cut-down] of electricity supply.	
	⇒ Improvement in socio-economic conditions.	
	⇒ Medical facilities necessities fulfilled	
	of infrastructure created.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1. BEST PERFORMING DEPARTMENTS		
1		Social Welfare Deptt.
2		Education Deptt.
3		Rural Development Deptt.
2. LEAST RESPONSIVE DEPARTMENTS		
1		Employment Department
2		Co-operative Department
3		Revenue Department

ii. FEEDBACK ON UT INITIATIVES

- ⇒ Empowerment of Panchayats / PRT members.
- ⇒ Transparency and Accountability in Execution of Developmental works.
- ⇒ Enhanced Allocation of Budget like Capex Budget, B2V budget and others.
- ⇒ Grass Root Democracy Strengthening.
- ⇒ Digitalisation.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	① Electricity and Drinking Water Supply in PS. Dabber. ② No state land availability for Infrastructure creation.
2	Major/ urgent public demands that was/ were reflected earlier but have/ not been addressed so far:	⇒ PWD Road Widening Vishal to Kawa ⇒ Demand of Veterinary Hospital ⇒ Demand of Community Service Centre.
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)	Overall Public services needs improvement like PHE, Veterinary, Health, Education Infrastructure, PDD and PWD, Revenue for State land infrastructure.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	06/10
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes / Certified.

Signature of Sarpanch

Naib Sarpanch

Name... P. H. Lower Kawa

Block Udampur (J&K)

Sh. Vijay Kumar

Signature of the Visiting Officer

Name... Pardeep Kumar

ACR Reasi