

Hasi upper

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. Yes
- ii. Initiatives taken by the Panchayat for using green sources of fuel like solar, biogas. Yes
- 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. Yes
- iv. Has the Climate Resilience Plan been developed for the GP? Yes/No 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 Yes
- vii. Whether schools have their own compost/soakage pits for solid/liquid waste management. Yes/No Yes

2. Healthy village

- i. Are meetings related to Village Health and Sanitation Committee being held regularly? Yes/No Yes
- ii. Do all the eligible individuals been provided the Golden Card? Yes/No Yes
- iii. Are all the Children being immunized as per the Schedule recommended by Govt. of India? Yes/No Yes
- iv. Are all the eligible individuals been vaccinated against COVID-19? Yes/No Yes
- v. Does Gram Panchayat ensure that all pregnant women are getting necessary prenatal check-ups? Yes/No Yes
- vi. Whether all the deliveries were Institutionalized or conducted by trained Midwives? Yes/No Yes

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/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.

- 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
 - 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
 - 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
 - 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.
 - 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	YAR MOHD KHAN
2	Designation	91C Lect.
3	Department	Education
4	Place of posting	HSS Fatehpur
5	Mobile No	7006467194.
6	Email ID	yarmohdkhan5297@gmail.com
7	Home District	Poonch.
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	Hari upper
2	Local Government Directory(LGD) code of the Panchayat	1236
3	Name of CD Block	Surankote
4	Name of Tehsil	Surankota
5	Name of District	Poonch.

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	
4	Population (approx) of the Panchayat	3050

QUESTIONNAIRE FOR B2V5

Schedule-1 (B)

(Details of Officers/ Officials present in the Panchayat)

(To be filled up by the Visiting Officer on a regular basis/For notified Panchayat. All fields to be filled up)

(To be filled up by the Visiting Officer on a regular basis/For notified Panchayat. All fields to be filled up)

S. No	Department	Name	Designation	Present / Absent	Remarks
1	Agriculture	Harijit Raina		Present	
2	Education	Tarun Ahmed	T.O.	"	
3	Food, Civil Supplies and Consumer Affairs	Haji Mustafa		"	
4	Forest	Abdul Hafiz		"	
5	Health and Medical Education	Sukumar Sharma		"	
6	ICDS Department	Abdul Vasim		"	
7	Irrigation and Flood Control Department	—		Absent	
8	Jal Shakti Department	Mohd Khan	Jr. man	"	
9	Power Development Department	Mohd Farid	Jr. man	"	
10	Public Works Department	Shakeel Ali Khan		"	
11	Revenue	—		"	
12	Rural Development and Panchayat Raj	Ghulam Abbas		"	
13	Skill Development	—			
14	Social Welfare Department	Anju Rahana	Jr. Asstt.	"	
15	Youth Services and Sports Department	Mohd Akhtar	REK	"	
16	Others Ag. Raycom	Animal Husbandry	—	—	
17	Sheep Husbandry	Optikhar Ahmed		"	
18	Herbiculture	Thirig Mahmud	HTS-II	"	
19	Wild life	Nazim Hussain	Forest Guard	"	
20					

QUESTIONNAIRE FOR B2V5

Schedule-II

(FIRST HAND INFORMATION ON INFRASTRUCTURE - PANCHAYAT ASSET REGISTER AND ITS UTILIZATION)

1	Infrastructure of Panchayat Ghar	Private				
	a) Govt building/private	NA				
	b) New/needing repairs					
	II. Furniture (Y/N)	Y				
	III. Computer/printer (Y/N)	Y				
	IV. Internet (Y/N)	N				
	V. Telephone (Y/N)	N				
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	N				
	VII. Water (Y/N)	Y				
	VIII. Electricity (Y/N)	Y				
2	Educational institutions	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building	
	a) Kindergarten	—	—	—	—	
	b) Primary	05	247	10	Govt + Private	
	c) Middle	01	71	03	Govt.	
	d) High	NIL	NIL	NIL	NIL	
	e) Higher Secondary	NIL	NIL	NIL	NIL	
	f) College	NIL	NIL	NIL	NIL	
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building	
		02	52	04	Private only.	
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt building	
		NIL	NIL	NIL	NIL	
5	Bank branch (Y/N)	NIL	NIL	NIL	NIL	
6	Availability of ATM (Y/N)	NO	NO	NO	NO	
7	Khidmat center/ CSC (Y/N)	NO	NO	NO	NO	
8	Patwarikhana (Y/N)	NO	NO	NO	NO	
9	Village haat (Y/N)	NO	NO	NO	NO	
10	Playground (Y/N)	Yes	Yes	Yes	Yes	
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not		
		01	501	Yes.		
12	Government offices- details, whether functional or not	No. of Govt Offices		Functional		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization	
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Not	NIL	NIL	NA	
15	I. Whether Panchayat assets captured on e-Gram Sampada app (Y/N)	Yes				
	II. Number of Asset captured	05				
	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				

very attractive tourist spot at Jammu Shalied, madaravos

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	200	170	Under process
2	Widow pension	Social Department Welfare	30	25	Under process
3	Disability pension	Social Department Welfare	70	65	Under process
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	-	04	
7	Digital Services provided	IT/ BDO/ CSC	-	NIL	
8	Daksh Kisan	Agriculture Department	25	21	Under process
9	Kisan credit card	Agriculture Department	200	120	Under process
10	PM Kisan Sammanidhi	Agriculture Department	300	215	"
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himayat, etc)	Employment Department			
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department			
13	JSM Implementation	Jal Shakti Department			
	i. No of Household provided FHTC		350	55	
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	495	300	
15	PMAY- Gramin	RDD& PR			
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR			
17	ODF Plus villages (No)	RDD& PR			
18	Targeted Sock pit completed	RDD& PR	201	100	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed				
	ii. Number of Households involved				
20	Land Passbook Saturation	Revenue Department			
21	Pending Mutations	Revenue Department	NIL	NIL	
22	Domicile Certificates	Revenue Department	3000	2600	out of country
23	Persons identified drug addicts	BDO/ Sarpanch	NIL	NIL	
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	05	05	
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	NIL	NIL	
26	Golden Health Card under Ayushman Bharat	Health Department	3050	2500	Under process
27	Janani suraksha yojana	Health Department	27	21	Under process
28	Status under Anaemia Mukht	Health Department	982	898	Under process
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	04	04	
31	Number of Ayushman Sabas held	Health Department	05	05	
32	Out of School Children brought to Schools	School Department Education	NIL	NIL	
33	Number of students still out of Schools	School Department Education	NIL	NIL	
34	Persons educated through bridge courses	School Department Education	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
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	
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	MS Check Bero Havi
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Sanctioned = 06 Available = 03
4	Enrolment of the School a) Boys 29 b) Girls 43	
5	Availability of play ground	No
6	Availability of drinking water	Yes.
7	Availability of electricity	Yes
8	Availability of functional toilets	No
9	Activities undertaken under 'My School My Pride'	Face Lifting of School Building
10	Other	ICT Lab + Computer available.
11	Remarks of the Visiting Officer	Need of Toilet complex, play ground Drain behind school.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Thabi Hari
2	Number of children enrolled	61 Males 03.
	a) Boys 20	
	b) Girls 17	
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	No
12	Number of children wasted	No
13	Any Other	No
14	Remarks of the Visiting Officer	Need Govt. Building

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Karoun Wala H.No. 01.
2	Government / Private	Private Shop
3	Name of the dealer (in case of Private)	Haji Munshi
4	No of registered beneficiaries	1173
5	No of beneficiaries drawing Ration from the store	1173
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Available
9	Any Other	NIL
10	Remarks of the Visiting Officer	Need Govt. Building

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	
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	
2	Condition of Amrit Sarovar	
3	Details of repair undertaken, if any	
4	Utilization of Amrit Sarovar	
5	Any Other	
6	Remarks of the Visiting Officer	

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Near PS Gaurang Choudharian
2	Condition of Playground	Good
3	Utilization of Playground	Public + Students
4	Any Other	No
5	Remarks of the Visiting Officer	Need big ground more land be included.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	
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	Mohalla Thobi W. no. 03.
2	Name of the beneficiary	Zeemab Noor
3	Status of the house (completed/ in-use/ under-construction)	Completed / in use
4	Any Other	NIL
5	Remarks of the Visiting Officer	Work done upto the mark

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Nazir W No. 3 Thobi
2	Name of the beneficiaries	Nazir Ahmad
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed / in use
4	Any Other	NIL
5	Remarks of the Visiting Officer	Work done satisfactory.

XI. Khidmatcenter / CSC:

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	Not Satisfactory
2	Transport	Available
3	Electricity	Partially Electrified
4	Drinking water	Not upto the mark
5	Cleanliness	Good
6	Sports facility (Playground)	Average
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	No
B	Sports Activities	
	1. Sports Event	Yes
	2. Distribution of sports kit	Yes
C	Inaugurations (If any)	
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	No
	JJM Assets	Yes
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	Yes
	Any other	
D	Distribution of certificates	
	Self Employment Schemes	No
	Land Pass books	No
	Any other	NIL
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)

Particulars	Status
SDG Theme adopted by the Panchayat	1. Clean and green village 2. Healthy village
Activities undertaken under the Theme (as per instruction manual)	Yes
Status of activities undertaken	Satisfactory
Visible impact of the Activities	Yes.
Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	The theme is taken this year
How many activities of SDG have been covered under GPDP	Not yet
Bottlenecks, if any, faced in the achievement of SDG Theme	will check during implementation of the theme.
Remarks of the Visiting Officer on the status SDG Theme	The previous year theme has not been taken

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Provided Segregation Shed	
2	Provided Transformer	
3	Road connectivity upgraded	
4	PMAY Houses built	
5		
B	Impact of B2V1 to B2V4	
1	More roads upgraded / taken	
2	JDM upgraded / taken	
3	More transformer installed in the village	
4	More PMAY Houses built	
5		
C	Challenges in the Panchayat	
1	Needs more effective implementation of JDM schemes	
2	Roads connectivity be upgraded	
3	Health infra structure be there.	
4	Animal Husbandry + Sheep husbandry upgraded	
5		
D	Suggestions if any	
1	Need of Health Centre	
2	Require Pipes for JDM.	
3	Required more poles to the village.	
4	Have potential of Tourism at Jamnashid	
5	Connectivity of Road to Tourism Spot.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

I. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Education
2	R.D.D.
3	C.P.D.
2	LEAST RESPONSIVE DEPARTMENTS
1	R.S.B. (P.W.D.)
2	T.J.M.
3	Health

II. FEEDBACK ON UT INITIATIVES

There are several UT schemes which are very effective like T.J.M., Social Welfare Schemes, Nasha Mukhata Bharat, Sehat Card, KCC, Land Pass book, Health Card are very useful for

III. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	School building for Thobi PS Health Centre for the village
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	upgradation of roads, Health Centre required, school building needs urgent repair work, staff deficiency.
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)	The people are satisfied with the initiative of the Govt Schemes urgent need of Garaga Choudhary School Building New building for PS Thobi Health centre required
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	7.0
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.....