

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	Raj Mohammod Malik
2	Designation	Additional Secretary to Govt Tpt. Dept.
3	Department	Transport Dept.
4	Place of posting	Civil Surgeonate
5	Mobile No	9419141806
6	Email ID	malikrajmohd@gmail.com
7	Home District	Reasi
8	Dates of visit	15th & 16th Nov. 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	Channa-A
2	Local Government Directory(LGD) code of the Panchayat	239854
3	Name of CD Block	Channa
4	Name of Tehsil	Channa
5	Name of District	Reasi

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	1
2	No. of hamlets in the Panchayat	9
3	No. of households in the Panchayat	350
4	Population (approx) of the Panchayat	3654. (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	- No one -			
2	Education	HOF - Devan Singh	Teacher	Present	
3	Food, Civil Supplies and Consumer Affairs	- No one -			
4	Forest	Shamsud-Deen	Guard	Present	
5	Health and Medical Education	- No one -			
6	ICDS Department	Rita Devi & all other helpers / monitor	BWA / BWH	Present	
7	Irrigation and Flood Control Department				
8	Jal Shakti Department	Ab. Gayam Supervisor	DHE / Jal Shakti	Present	
9	Power Development Department	Jamal Deen	Jani Man Contractor	Present	
10	Public Works Department	- No one -			
11	Revenue	Asif Ali Khan & Mohd. Xasir	Patwari	Present	
12	Rural Development and Panchayat Raj	Rashid Deen - VLV Abdul Gayam - GRS	VLV GRS	Present	
13	Skill Development	- No one -			
14	Social Welfare Department	- No one -			
15	Youth Services and Sports Department	- No one -			
16	Others				
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) Govt building/private	Prt.			
	b) New/need repairs	new			
	II. Furniture (Y/N)	X			
	III. Computer/printer (Y/N)	X			
	IV. Internet (Y/N)	No			
	V. Telephone (Y/N)	No			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	No			
	VII. Water (Y/N)	Yes			
	VIII. Electricity (Y/N)	Yes			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building / Private Building
	a) Kindergarten	Nil		Nil	Govt
	b) Primary				
	c) Middle				
	d) High				
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building / Private Building
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
5	Bank branch (Y/N)				
6	Availability of ATM (Y/N)				
7	Khidmat center/ CSC (Y/N)				
8	Patwarkhana (Y/N)				
9	Village haat (Y/N)				
10	Playground (Y/N)				
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
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				
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)				
	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	
17	List of Underutilized Buildings- names	Name		Year of construction	

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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 Department Welfare			Exact no of targets & beneficiaries could not be provided. But as per the discussion with PRIs & Gram-Sabhas, people were fully aware of the benefits under different schemes.
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			
8	Daksh Kisan	Agriculture Department			
9	Kisan credit card	Agriculture Department			
10	PM Kisan Sammanidhi	Agriculture Department			
11	Employment Saturation (PMEGP, Tejaswani, Nukin, Mission Youth, Himmayel, etc)	Employment Department			
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			
14	No of Households electrified	PDD			
15	PMAY- Gramin	RDD& PR			
16	SSM Gramin- IHHL functional (Household toilets)	RDD& PR			
17	ODF Plus villages (No)	RDD& PR			
18	Targeted Sock pit completed	RDD& PR			
19	JKRLM: I. Number of Self Help Groups formed II. Number of Households involved	RDD& PR			
20	Land Passbook Saturation	Revenue Department			
21	Pending Mutations	Revenue Department			
22	Domicile Certificates	Revenue Department			
23	Persons identified drug addicts	BDO/ Sarpanch			
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch			
25	Drugs Addicts rehabilitated	BDO/ Sarpanch			
26	Golden Health Card under Ayushman Bharat	Health Department			
27	Janani suraksha yojana	Health Department			
28	Status under Anaemia Mukht	Health Department			
29	Status under Leprosy Mukht	Health Department			
30	Number of Ayushman Melas organized at Health & Wellness centres /CHCs under Ayushman Bharat	Health Department			
31	Number of Ayushman Sabas held	Health Department			
32	Out of School Children brought to Schools	School Department Education			
33	Number of students still out of Schools	School Department Education			
34	Persons educated through bridge courses	School Department Education			
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	- Nil -
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	The people of the area vehemently demanded for the PHC-centre or Sub-centre and this facility would be beneficial to at least 10,000 Population.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	P.S. Gramsoli.
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	Yes
4	Enrolment of the School a) Boys b) Girls	
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	The School Building in dilapidated condition and must be repaired on urgent bases.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari center	Bagia.
2	Number of children enrolled a) Boys b) Girls	
3	Status of Building (Private/ Govt.)	Prt.
4	Availability of Helper/ worker	Yes.
5	Maintenance of record of children	
6	Availability of sufficient ration	No Sufficient Ration
7	Availability of timely Ration	Not up to the mark.
8	Availability of Functional toilet	No
9	Availability of tap connection	No (JIM-Scheme in full Scheme.)
10	Availability of electricity connection	Yes.
11	Number of children stunted	01
12	Number of children wasted	02
13	Any Other	
14	Remarks of the Visiting Officer	Nutrition in AWCS is made available. Very off 20m. No ensured timely availability of nutrition from P.R.s. P.R.s also told that sufficient funds for the purchase of nutrition are not timely made available to them.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	- Nil -
2	Government / Private	-
3	Name of the dealer (in case of Private)	-
4	No of registered beneficiaries	-
5	No of beneficiaries drawing Ration from the store	-
6	Whether store is functioning through Aadhar biometric system	-
7	Whether record/register maintained in the store	-
8	Availability of ration	-
9	Any Other	-
10	Remarks of the Visiting Officer	CAPD-store is not available in the Pgt. because of bad road connectivity. CAPD-store available in adjoining Pgt. Channa-B. People used to collect Ration from there only.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	- Nil -
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	Jtk Bank Branch be made available in Nihal Chandra Shikori. People had to suffer on account of non-availability of Jtk Bank branch for any other Bank - Baranah.

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Ketli.
2	Condition of Amrit Sarovar	Still under tendering process.
3	Details of repair undertaken, if any	& incomplete.
4	Utilization of Amrit Sarovar	-
5	Any Other	-
6	Remarks of the Visiting Officer	Pyl - has no local available sources of water and these should be stored and utilized optionally.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	Ketli & Hiss - Channa.
2	Condition of Playground	Good.
3	Utilization of Playground	optionally utilized. During day school timing children make use of these playgrounds and in the evening - locals used to play volleyball.
4	Any Other	
5	Remarks of the Visiting Officer	

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Partwarkhana	Sengri (outside Pyl)
2	Government/ Private building	Govt.
3	Land passbook saturation	Yes
4	Pending mutations	Almost nil
5	Any Other	-
6	Remarks of the Visiting Officer	The frequency of field visits by the lower rung of Revenue officials be increased. and territorial land disputes be resolved among the people.

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Bagie
2	Name of the beneficiary	Shabir Hussain
3	Status of the house (completed/ in-use/ under-construction)	Completed
4	Any Other	
5	Remarks of the Visiting Officer	N/A

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Giansoli
2	Name of the beneficiaries	Bhar Din
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	Not available in the pvt.
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	People were made aware about approaching the concerned quarter for opening khidmatcenter/csc.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes, but not good.
2	Transport	No
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Satisfactory
6	Sports facility (Playground)	Satisfactory
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. Nashamukt. (along w liquor addiction)
	2. Skits, Songs, Dramas	Yes
	3. Local Folk programme / Show	Excellent
	4. Discussions with PRI and Senior citizens	Yes
	5. Exhibitions	NO
B	Sports Activities	Volley ball & cricket matches were held in H.S.S. Chinnar
	1. Sports Event	No. 16-11-2020
	2. Distribution of sports kit	
C	Inaugurations (If any)	
	PMAY house	under construction with govt pnce.
	Segregation Sheds	
	Amrit Sarovar	
	JJM Assets	Construction activities going on with full swing.
	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	PRIs/People/participants were fully aware despite the fact they too were also well-aware about the initiative of Govt. of making the services online and avail the benefits of the scheme from their comfort level / position.

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Yes.
2	Activities undertaken under the Theme (as per instruction manual)	
3	Status of activities undertaken	
4	Visible impact of the Activities	
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes.
6	How many activities of SDG have been covered under GPDP	
7	Bottlenecks, if any, faced in the achievement of SDG Theme	
8	Remarks of the Visiting Officer on the status SDG Theme	

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Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands / Grievances addressed by the Administration	
	1	Govt. Degree College at HSS Channa
	2	Road Connectivity
(Demands)	3	Electricity connections to the households (remaining)
	4	Establishing of PSH at Channa
	5	opening of Bahul Branch in village Channa Shikari
B	Impact of B2V1 to B2V4	
	1	No significant impact has been observed =
	2	
	3	
	4	
	5	
C	Challenges in the Panchayat	
	1	Road Connectivity - (fair weather only) was the biggest challenge
	2	Self employment Scheme loans are not timely provided to the beneficiaries.
	3	
	4	
	5	
D	Suggestions if any	
	1	
	2	
	3	
	4	
	5	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	Education / RDD / PHE.
2	Revenue Deptt.
3	
2	LEAST RESPONSIVE DEPARTMENTS
1	Horticulture
2	Health & Medical Deptt.
3	Forest. (No afforestation activity undertaken)

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	Fragile electricity connections (wooden poles & wires) which pose danger to the life of the people.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	- Genuine PMAY- deletions (Beneficiaries) - Road connectivity, Electricity, Health sub centre - Govt Degree College at HSS. Channai which would cater to the needs of 20 Panchayats of the area which are cut by Anas River - a tributary of Churnab.
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)	
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	07.
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Visiting officer stayed in the Pdt for two days & three nights.

Signature of Sarpanch

Name: Lurjab Singh

Signature of the Visiting Officer

Name: Raj Mohammod Halik