

Bhaywal

Block Nagro

## INSTRUCTION MANUAL FOR B2V5



7<sup>th</sup> to 16<sup>th</sup> 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. KK CHOPRA
2	Designation	XEN PHE (H)
3	Department	PHE
4	Place of posting	Kathua
5	Mobile No	7006902338
6	Email ID	Kamelchopra1804@gmail.com
7	Home District	
8	Dates of visit	08-11-2023 to 09-11-2023

### 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	BHARWAL Hq NAROLI AN.
2	Local Government Directory(LGD) code of the Panchayat	<del>00448</del> 240912
3	Name of CD Block	NAGRI
4	Name of Tehsil	NAGRI, KATHUA
5	Name of District	KATHUA

### C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	4.
2	No. of hamlets in the Panchayat	7
3	No. of households in the Panchayat	424 (Census 2011)
4	Population (approx) of the Panchayat	2287 (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	LALCHAND	AEA	P	
2	Education	KUSHAL KANTRA	Teacher	P	
3	Food, Civil Supplies and Consumer Affairs				
4	Forest	Taqi Hussain	FG	P	
5	Health and Medical Education	Pankaj	N NPHW	P	
6	ICDS Department				
7	Irrigation and Flood Control Department				
8	Jal Shakti Department				
9	Power Development Department	Anish Sharma	Supervisor	P	
10	Public Works Department				
11	Revenue				
12	Rural Development and Panchayat Raj	Shivani	Pvt Sec	P.	
13	Skill Development				
14	Social Welfare Department	Rashika		P	
15	Youth Services and Sports Department				
16	Others				
17	Cooperative	Sutinder Kuma	Sr. Asst	P	
18	Education	Neelam Bori	Teacher	P	
19		Jagdeep	-	P	
20		Iqbal	-	P	



# 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 Repair			
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	Yes			
	IV. Internet (Y/N)	Yes			
	V. Telephone (Y/N)	Yes			
	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				
	b) Primary				
	c) Middle	3	92		Govt
	d) High	3	158	2	Govt
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		4			Govt
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
				1	3
5	Bank branch (Y/N)	N	N	N	N
6	Availability of ATM (Y/N)	N	N	N	N
7	Khidmat center/ CSC (Y/N)	N	N	N	N
8	Patwarkhana (Y/N)	N	N	N	N
9	Village haat (Y/N)	Y	Y	Y	Y
10	Playground (Y/N)	Y	Y	Y	Y
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	
		3		Y	
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Agriculture.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Nil -			
	ii. Number of Asset captured	Nil			
	iii. Please mention assets	Nil			
	1.	Nil			
	2.	Nil			
	3.	Nil			
	4.	Nil			
	5.	Nil			
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction		
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 PENDING
1	Old Age pension	Social Department Welfare	68	68	-
2	Widow pension	Social Department Welfare	10	10	-
3	Disability pension	Social Department Welfare	03	03	-
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	03	03	-
7	Digital Services provided	IT/ BDO/ CSC	1 CSC	-	-
8	Daksh Kisan	Agriculture Department	200	88	People not approach under provision
9	Kisan credit card	Agriculture Department	310	270	-
10	PM Kisan Sammanidhi	Agriculture Department	310	265	-
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmat, etc)	Employment Department	6	2	People NA-
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	-	-	-
13	JIM Implementation	Jal Shakti Department	-	-	-
	I. No of Household provided FHTC				
	II. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	424	424	-
15	PMAY- Gramin	RDD& PR	62	62	-
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	120	116	Pending verification
17	ODF Plus villages (No)	RDD& PR	-	-	-
18	Targeted Sock pit completed	RDD& PR	25	25	-
19	JKRLM:	RDD& PR	-	-	-
	I. Number of Self Help Groups formed		NIL	NIL	-
	II. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	-	-	-
21	Pending Mutations	Revenue Department	-	-	-
22	Domicile Certificates	Revenue Department	1500	1500	-
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	30	30	-
27	Janani suraksha yojana	Health Department	45	45	-
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	4	4	-
31	Number of Ayushman Sabas held	Health Department	2	2	-
32	Out of School Children brought to Schools	School Department Education	15	5	-
33	Number of students still out of Schools	School Department Education	265	250	-
34	Persons educated through bridge courses	School Department Education	NIL	NIL	-
35	Household using clean cooking fuel (LPG)	FCS & CA	424	424	-



## QUESTIONNAIRE FOR B2V5

Schedule-IV  
(FIELD VISITS IN THE PANCHAYAT)

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & Wellness Centre
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff a) Doctor b) Paramedical	a) Nil b) Paramedical
4	No of patients attended during the month	135
5	Status of medicine availability	adequate.
6	Special medical camp held, if any	T B awareness camp
7	Status of Immunization	100 %
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	19
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil.
11	Other	
12	Remarks of the Visiting Officer	Satisfactory working

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	PS Narvelion, PS Rappur, PS T-S, N.S.T.S, H.S Narvelion, H.S Rappur
2	Type of building (Govt./ Private)	Govt
3	Availability of Staff as per sanctioned strength	20
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'	Sports, Cultural Activities
10	Other	
11	Remarks of the Visiting Officer	Schools Bulky needs Repairs.

# QUESTIONNAIRE FOR B2V5

## Schedule-IV (FIELD VISITS IN THE PANCHAYAT)

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & Wellness Centre
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff a) Doctor b) Paramedical	a) Nil b) Paramedical
4	No of patients attended during the month	135
5	Status of medicine availability	adequate.
6	Special medical camp held, if any	TB awareness camp
7	Status of Immunization	100 %
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	19
10	Non- Institutional deliveries in Panchayat (Current Year)	Nil -
11	Other	
12	Remarks of the Visiting Officer	Satisfactory working.

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	PS Navallion, PS Pappur, PS T-S, MS T-S, MS Navallion, MS Sanferipal
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	20
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'	Sports, Cultural Activities
10	Other	
11	Remarks of the Visiting Officer	Schools Building needs repairs.

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Nareollan, Taxof Samji
2	Number of children enrolled	
	a) Boys	12
	b) Girls	14
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	

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Nareollan
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	Sh. Bakshish Singh
4	No of registered beneficiaries	1100
5	No of beneficiaries drawing Ration from the store	800
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Proper
9	Any Other	
10	Remarks of the Visiting Officer	



### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Narellion, Taxafsonji
2	Number of children enrolled	
	a) Boys	12
	b) Girls	14
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	

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Narellion
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	Sh. Bakshish Singh
4	No of registered beneficiaries	1100
5	No of beneficiaries drawing Ration from the store	800
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Proper
9	Any Other	
10	Remarks of the Visiting Officer	

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	P.O.
7	Any Other	—
8	Remarks of the Visiting Officer	—

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Nil
2	Condition of Amrit Sarovar	Nil
3	Details of repair undertaken, if any	Nil
4	Utilization of Amrit Sarovar	Nil
5	Any Other	Nil
6	Remarks of the Visiting Officer	Nil.

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	not available
2	Condition of Playground	- NA -
3	Utilization of Playground	- NA -
4	Any Other	- NA -
5	Remarks of the Visiting Officer	

VIII. Partwarkhana:

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

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Nawollian
2	Name of the beneficiary	Chanchito Devi
3	Status of the house (completed/ in-use/ under-construction)	Under Const.
4	Any Other	
5	Remarks of the Visiting Officer	Nil.

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Samper Sapla
2	Name of the beneficiaries	Dasekhan Kumar
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed.
4	Any Other	
5	Remarks of the Visiting Officer	Nil.

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Nawollian
2	No of online services provided by the CSC	20
3	No of persons approached for services	200 approx.
4	Any Other	
5	Remarks of the Visiting Officer	

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Road constructed.
2	Transport	Yes (only local).
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	Not Good.
6	Sports facility (Playground)	improper.
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	Executed.
	2. Skits, Songs, Dramas	Executed.
	3. Local Folk programme / Show	Executed.
	4. Discussions with PRI and Senior citizens	Executed.
	5. Exhibitions	—
B	Sports Activities	
	1. Sports Event	Football Match in School.
	2. Distribution of sports kit	—
C	Inaugurations (If any)	
	PMAY house	PMAY House.
	Segregation Sheds	—
	Amrit Sarovar	—
	IJM Assets	—
	Compost/ Soak Pits	—
	PMGSY / MGNREGA works	MGNREGA work.
	Any other	—
D	Distribution of certificates	—
	Self Employment Schemes	—
	Land Pass books	Land Pass Book.
	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	Awareness Shared /

# QUESTIONNAIRE FOR B2V5

Schedule-VI  
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Clean Green, Poverty free
2	Activities undertaken under the Theme (as per instruction manual)	1) Plantation Drive 2) various Skill Dev Courses started 3) Employment under MGNREGS
3	Status of activities undertaken	1) Job Card Holder getting Emp. Under MGNREGS 2) People are participating in plantation Drive
4	Visible impact of the Activities	
5	Have Gram Panchayat Development Plan (GDP) prepared and uploaded	In Progress (Plan prepared, But not uploaded)
6	How many activities of SDG have been covered under GDP	only one.
7	Bottlenecks, if any, faced in the achievement of SDG Theme	- Nil -
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	Road from City to Panchayat has been constructed	
2	Tube well allotted.	
3	Tap connection allotted to Panchayat.	
4		
5		
B	Impact of B2V1 to B2V4	
1	Major problems of the Panchayat were addressed & resolved.	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Panchayat funds are not sufficient for Dev. of Panchayat	
2	Dump of Garbage found.	
3		
4		
5		
D	Suggestions if any	
1	Panchayat require proper D2D collection of waste.	
2		
3		
4		
5		



# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	AGRICULTURE
2	RDD
3	Education
2	LEAST RESPONSIVE DEPARTMENTS
1	Revenue
2	Social welfare
3	

## 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	School Buildings need Repair or new class room Required.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Const of Steel Bridge at W. No-4. Const of Boundary wall at Shamisthan that W. No-2 Const of Boundary wall along with floor at Jani Cha Const of Boundary wall at K. P. G. P. Ghar. Const of Culvert from H/O B. Lal to vernadai.
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)	3
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch

Name... Veena Devi

Signature of the Visiting Officer

Name... Sh. KK Chopra