

B2V5 Gundipora  
Kakapora.

## 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	Ab. Rashid - Bhat
2	Designation	Asstt. Engineer.
3	Department	PDD; KPDEL.
4	Place of posting	STD Pulwama.
5	Mobile No	7889445238.
6	Email ID	erashidhat@gmail.com
7	Home District	Shopian.
8	Dates of visit	9th & 10th 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	Gundfossa
2	Local Government Directory(LGD) code of the Panchayat	242809
3	Name of CD Block	Kakapora
4	Name of Tehsil	Kakapora
5	Name of District	Pulwama

## C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	03
2	No. of hamlets in the Panchayat	03
3	No. of households in the Panchayat	397
4	Population (approx) of the Panchayat	1837

## 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	Ch. Jeelani Khatun	AEA	Present	
2	Education	Mukhtar - Ch. Mir	Teacher	- do -	
3	Food, Civil Supplies and Consumer Affairs	Hilal Ahmed	SLK	- do -	
4	Forest	Khazir Mohd	F/Gaurd	Present	
5	Health and Medical Education	Sahira Ayoub	MLHP	- do -	
6	ICDS Department	Rubeena / Fozia	AWW	- do -	
7	Irrigation and Flood Control Department	Mohd. Akram Kumar	Helper	- do -	
8	Jal Shakti Department	Aftab - Ahmed	- do -	- do -	
9	Power Development Department	Shamshed Ahmed	M.R.	- do -	
10	Public Works Department	Tajammul Islam	JE	- do -	
11	Revenue	Imran Gul	Patwari	- do -	
12	Rural Development and Panchayat Raj	Sheikh Umar Jamiyaz	VLEW	- do -	
13	Skill Development				
14	Social Welfare Department	Mir Annayat - Jullish	OSC	- do -	
15	Youth Services and Sports Department	Shaukat Rasool	RBL	- do -	
16	Others Horticulture	Ch. Ahmed Khan	Teel - IV	- do -	
17	Animal Husbandry	Mohd. Magbool	AH	- do -	
18	Sheep Husbandry	M. Shafi - Wani	FLS	- do -	
19	NRLM	Rubeena Bashir	Clust.	- do -	
20	Sciculture	Manzoor - Ak - Des	Nursing MD	- do -	



## 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 (damaged)			
	b) New/need repairs	Needs repairs.			
	II. Furniture(Y/N)	Y			
	III. Computer/printer(Y/N)	N			
	IV. Internet (Y/N)	N			
	V. Telephone (Y/N)	N			
	VI. Toilet (CSC/part of panchayat ghar) (Y/N)	Y (damaged)			
	VII. Water (Y/N)	N			
	VIII. Electricity(Y/N)	N			
2	Educational institutes	No. of Schools	Enrollment	Teacher vacancies	Govt Building/ Private Building
	a) Kindergarten				
	b) Primary				
	c) Middle	2	195	Nil	Govt. buildings.
	d) High				
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwari Centres	Total Children Enrolled	Helper / Worker vacancies	Govt Building/ Private Building
		6	150	Nil	01 Center in Govt. building 05 Centers in Private building
4	Healthcare facility	No. of sub centers	No of PHCs	No of health & wellness centers	No of Institute having Govt. building
				1	Nil.
5	Bank branch(Y/N)	N			
6	Availability of ATM (Y/N)	N			
7	Khidmat center/ CSC (Y/N)	N			
8	Patwarkhana(Y/N)	N			
9	Village haat (Y/N)	N			
10	Playground(Y/N)	N			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		1	1837 souls	Y	
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
		11 (offices/ Schools/ Centers)	Y		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Utilization
		Nil			
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	-			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	N			
	ii. Number of Asset captured	1			
	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		
		Irrigation quarters (damaged)	NA		

# 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 Department Welfare			
2	Widow pension	Social Department Welfare	65	65	-
3	Disability pension	Social Department Welfare	19	19	-
4	Status under Stunting Mukht	Social Department Welfare	26	26	-
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	2	-	U/P
8	Daksh Kisan	Agriculture Department	NA	-	-
9	Kisan credit card	Agriculture Department	25	25	-
10	PM Kisan Sammannidhi	Agriculture Department	100%	100%	-
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	154	138	Mutalun issue.
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	NA	-	-
13	JJM Implementation	Jal Shakti Department	NA	-	-
	i. No of Household provided FHTC		All H/Holds	All H/Holds	-
	ii. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	230	315	15 U/P
15	PMAY- Gramin	RDD& PR	3	3	-
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	100%	100%	-
17	ODF Plus villages (No)	RDD& PR	100%	100%	-
18	Targeted Sock pit completed	RDD& PR	1	1	-
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		11	11	-
	ii. Number of Households involved		55	55	-
20	Land Passbook Saturation	Revenue Department	426	426	-
21	Pending Mutations	Revenue Department	113	112	1 U/P
22	Domicile Certificates	Revenue Department	139	139	-
23	Persons identified drug addicts	BDO/ Sarpanch	-	-	-
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	4	4	-
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	-	-	-
26	Golden Health Card under Ayushman Bharat	Health Department	2026	1976	Aadhar issue.
27	Janani suraksha yojana	Health Department	24	24	-
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	10	10	-
31	Number of Ayushman Sabas held	Health Department	10	10	-
32	Out of School Children brought to Schools	School Department Education	01	-	Health
33	Number of students still out of Schools	School Department Education	01	-	Issue
34	Persons educated through bridge courses	School Department Education	-	-	-
35	Household using clean cooking fuel (LPG)	FCS & CA	100%	100%	-



# QUESTIONNAIRE FOR B2V5

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

### I. Health Institutions:

S. No	Particulars	Status
1	Name of Health Institutions	Health & Wellness Center
2	Type of building (Govt. / Private)	Private
3	Availability of Staff a) Doctor b) Paramedical	Nil
4	No of patients attended during the month	CHC/MLHP 3, FmHW 250
5	Status of medicine availability	✓
6	Special medical camp held, if any	✓ (Screening Camps)
7	Status of Immunization	Good
8	Participation of health worker in Village Health and Nutrition Day	✓
9	Institutional deliveries in Panchayat (Current Year)	24
10	Non- Institutional deliveries in Panchayat (Current Year)	0
11	Other	-
12	Remarks of the Visiting Officer	Toilet facility not available. Govt. building be Constructed on identified land.

### II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	M.S. Gundipora & M.S. Kawora bagh.
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	98 97
5	Availability of play ground	✓
6	Availability of drinking water	✓
7	Availability of electricity	✓
8	Availability of functional toilets	✓
9	Activities undertaken under 'My School My Pride'	✓
10	Other	-
11	Remarks of the Visiting Officer	For M.S. Gundipora one oldest building be re-Constructed for safety. At M.S. Kawora bagh water gets logged in ground which need construction drain soakage pit.

### III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Gundipora = 4 no, Kameshabagh = 01 no, Bedibagh = 01 no.
2	Number of children enrolled a) Boys b) Girls	90 60
3	Status of Building (Private/ Govt.)	5 Center in Pvt. buildings, 01 Center in Govt. building.
4	Availability of Helper/ worker	✓
5	Maintenance of record of children	✓
6	Availability of sufficient ration	✓
7	Availability of timely Ration	✓
8	Availability of Functional toilet	✓
9	Availability of tap connection	✓
10	Availability of electricity connection	✓
11	Number of children stunted	Nil
12	Number of children wasted	Nil
13	Any Other	-
14	Remarks of the Visiting Officer	one no. APW Center found closed due to dispute over engagement of helper. Concerned officers to sort out the issue on top priority.

### IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Gundipora (Sub store of Pingle store)
2	Government / Private	Govt.
3	Name of the dealer (in case of Private)	-
4	No of registered beneficiaries	1837 Souls.
5	No of beneficiaries drawing Ration from the store	All
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	Seperate CAPD Store may be sanctioned/opened at Gundipora.

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	Pinglana (JH Bank)
2	No of Accounts in the branch	2500
3	No of persons applied under various self-employment schemes	30
4	No of cases sanctioned under various self-employment schemes	25
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	25
6	Availability of ATM	NA
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	nil
4	Utilization of Amrit Sarovar	/
5	Any Other	/
6	Remarks of the Visiting Officer	/

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	/
2	Condition of Playground	/
3	Utilization of Playground	NA
4	Any Other	/
5	Remarks of the Visiting Officer	C/o Playground approved & land identified. MGNREGA Contractors be directed to take up the execution in hand without delay.

VIII. Partwarkhana:

S. No	Particulars	Status
1	Location of Patwarkhana	NA
2	Government/ Private building	-
3	Land passbook saturation	100%
4	Pending mutations	-
5	Any Other	-
6	Remarks of the Visiting Officer	The Patwarkhana may be Constructed in the G.P.



- ① 1. Intijaz Ah. Bhat S/o Ch. Resool R/o Gundipora  
2. Nisar Ah. Mir S/o Ali- Mohd R/o Gundipora  
3. Bilal Ah. Teli S/o Ch. Mohd R/o Badibagh

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Gundipora = 02 NO
2	Name of the beneficiary	Badibagh = 01 NO.
3	Status of the house (completed/ in-use/ under-construction)	Under Construction.
4	Any Other	-
5	Remarks of the Visiting Officer	-

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	S/pit → Gundipora M.S. (01 NO.) Compost Pit → Gundipora = 2 NO. Badibagh = 1 NO.
2	Name of the beneficiaries	School / Community
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	S/pit → In use Comp. Pit → 02 Completed & 01 NO. Const.
4	Any Other	-
5	Remarks of the Visiting Officer	-

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Nearby CSC at Pinglona
2	No of online services provided by the CSC	400
3	No of persons approached for services	-
4	Any Other	-
5	Remarks of the Visiting Officer	A CSC may be opened in PH on Priority.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Roads other than Pinglona-Gundipora need upgradation
2	Transport	NO transport service operates.
3	Electricity	Satisfactory, but need further improvement.
4	Drinking water	Not sufficient; need upgradation.
5	Cleanliness	Disposal of garbage is main issue.
6	Sports facility (Playground)	Not available.
7	Any Other	Flood prone areas, Irrigation streams need improvement.

# QUESTIONNAIRE FOR B2V5

Schedule-V  
(AWARENESS/ EVENTS / INAGURATION)

## EVENTS / AWARENESS / INAGURATION ORGANIZED DURING THE VISIT OF OFFICER

S. No	Particulars	Status
<b>A</b>	<b>Cultural Events/ Programmes</b>	
	1. Debates and Seminars	
	2. Skits, Songs, Dramas	-
	3. Local Folk programme / Show	-
	4. Discussions with PRI and Senior citizens	-
	5. Exhibitions	Held
<b>B</b>	<b>Sports Activities</b>	
	1. Sports Event	-
	2. Distribution of sports kit	Organised
<b>C</b>	<b>Inaugurations (If any)</b>	
	PMAY house	Inspected
	Segregation Sheds	Inspected
	Amrit Sarovar	-
	JJM Assets	Inspected
	Compost/ Soak Pits	Inspected
	PMGSY / MGNREGA works	Seen
	Any other	-
<b>D</b>	<b>Distribution of certificates</b>	
	Self Employment Schemes	-
	Land Pass books	100% Saturation.
	Any other	
<b>E</b>	Awareness generation on digital services, transparency, Corruption Free, NashaMukt Bharat, Viksit Bharat(Mobile Van) and Flagship Schemes given in the instruction manual	Discussed in detail during meetings with public & frontline workers, for awareness generation.

**QUESTIONNAIRE FOR B2V5**  
Schedule-VI  
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Healthy village
2	Activities undertaken under the Theme (as per instruction manual)	Child friendly village. Awareness regarding immunization, Covid vaccination, check up of preg. women, institutionalised deliveries, enrolment of children in AWC (0-6 Y), organising bal sabahs etc. (provides)
3	Status of activities undertaken	Good.
4	Visible impact of the Activities	Good awareness.
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	The activities be Carried on regular basis to achieve desired results.



# QUESTIONNAIRE FOR B2V5

Schedule-VII  
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Up-gradation of Pinglana-Gundipora road - done.	
2	C/o bridge over nallah Romshi at Badibagh - done.	
3	Raising of ground at Govt. M.S. Kanwarbagh - done.	
4	Up-gradation of lane from m/road to Pathagam - done.	
5	C/o flood P/wall to some portion of nallah Chakri - done.	
B	Impact of B2V1 to B2V4	
1	The above issue projected in B2V - resolved.	
2	Beside some improvement works of elect. network done under PRI.	
3	Various works under PRI, MGNREGA etc executed/	
4	under execution as per GDDP.	
5	Satisfactory awareness about prevailing schemes.	
C	Challenges in the Panchayat	
1	Flood prone area due to nallah Chakri & Romshi.	
2	In-sufficient drinking water supply.	
3	Issues of irrigation Canals & streams.	
4	Dilapidated electric network & roads/lane.	
5	No availability of Hospital, CSC, animal husbandry unit, Playground etc.	
D	Suggestions if any	
1	The major demands/works be taken up under UT/ Distt Sector.	
2	Flood protect. wall be constructed along nallah Chakri & Romshi.	
3	Water supply network be augmented.	
4	Irrigation Canals & streams be up-graded.	
5	All works be planned as GDDP for benefit of majority.	

# QUESTIONNAIRE FOR B2V5

Schedule-VIII

## i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS
1	PDD
2	RDD
3	School Education.
2	LEAST RESPONSIVE DEPARTMENTS
1	Irrigation & Flood Control.
2	PHE
3	Forest.

## 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	Details overleaf.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	Details overleaf
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)	Details overleaf/enclosed.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	6
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	NA

Signature of Sarpanch

Name.....

Signature of the Visiting Officer

Name.....

Ab. Rashid - Bhat  
(AE PDD)



## Major Complaints:-

- I. Scarcity of drinking water.
- II No action taken by Flood Control department for C/o flood protection wall along Nallah Chakki & Romshi.
- III The repairs/improvement of irrigation Canals/streams not done.
- IV The C/o Playground approved under MGNREGA and land identified. But demarcation of land not done/work not taken up in hand.
- V Night duty staff not posted at PHE (mech) plant (at Gundipora).

## Major/Urgent Public Demands:-

- I C/o Flood Protection wall along Nallah Chakki & Romshi.
- II Restoration of water supply from Divas Koul at origin & desilting.
- III Up-gradation of water supply infrastructure.
- IV C/o Play ground at Gundipora (w/o any delay).
- V Shifting of transformers from premises of Mr. Razak. Hejira, at Kanoor Bagh for safety of life & property.
- VI Repairs of damaged Panchayat gas.
- VII shifting of transformer from grave-yard & up-gradation of infrastructure (Electrical) at Badibagh.
- VIII Up-gradation of roads from Badibagh to Kanoorbagh & Gundipora to Jhaloo.
- IX Re-Construction of old school building at Govt. M.S. Gundipora & C/o drain for ground at Govt. M.S. Kanoorbagh.
- X De-silting/dredging of nallah Chakki.
- XI Sanction & issuance of timber by SFC.
- XII C/o building for 'Health & wellness Center' at Gundipora.
- XIII Creation of Sub-centers for Animal Husbandary & Sheep husbandary in G.P.
- XIV opening of CSC at Gundipora.
- XV Sanction & opening of separate CAPD Store in G.P.
- XVI Construction of Patwar Khana at Gundipora.
- XVII Providing & installation of street lights.
- XVIII C/o Culvert over Divas Koul stream.
- XIX Department of employment, Co-operatives & JK Bank should organise employment camps for awareness & registration of unemployed youth.



### (3) Overall Assessment of Visit:-

During BVS Programme there was good participation of people and issues/demands were put forth. The local youth sought the details of various ongoing schemes and same were discussed/provided. The people were satisfied on st. of some demands fulfilled/works executed against those projected in BVS. The demands/burning issues brought to the notice were thoroughly deliberated and also assessed at ground level. On the basis of analysis, some important issues were telephonically taken up with the Concerned officers as detailed hereunder.

⇒ In view of flood threat (flood prone area), 'the C/o flood protection wall along nallah Chaksi & Romshi', was taken up with 'Xen Flood Control Division Kakapora' who intimated that the same has been projected in 2024-25 Programme.

⇒ The burning issue of drinking water was discussed with Xen PHE (Civil) Awantipora who informed that sixteen no. C.I. Pipes are being issued in first instance.

⇒ The grievance regarding 'non-issuance of timber' was discussed with 'SFC Ranger officer Kakapora, for doing the needful.

⇒ The dispute over engagement of A/W worker at Cundipora, was discussed with CPO Kakapora for immediate resolution.

⇒ Headmaster Govt. M.S. Kanoorbagh was also called to ensure smooth functioning of the school.

⇒ RDD officials & MGNREGA Contractors were instructed to take up 'C/o Playground in hand (already approved) without any further delay.

Further it is recommended that the major demands/issues projected, be referred to Concerned departments for incorporation under LT/Direct. Plan etc. for successful implementation on ground.

*[Signature]*