

Gotapora

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	Er. Umesh Basuvar Day
2	Designation	Assistant Engineer
3	Department	PMESY Budgam
4	Place of posting	Chelloora
5	Mobile No	8492000961
6	Email ID	darumer123@gmail
7	Home District	Srinagar
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	Gotapora
2	Local Government Directory(LGD) code of the Panchayat	241462
3	Name of CD Block	Soibugh
4	Name of Tehsil	Narbal
5	Name of District	Budgam

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	02
2	No. of hamlets in the Panchayat	03
3	No. of households in the Panchayat	650
4	Population (approx) of the Panchayat	3100 - 3550

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	Kaiser Ah.	AEA	P.	
2	Education	Eph. Mohd Khan	Teacher	P.	
3	Food, Civil Supplies and Consumer Affairs	Mushtaq Ah.	Store Keeper	P.	
4	Forest	Mohd Anwar	Forester	P.	
5	Health and Medical Education	Dr. Gulzar Ahmad	HO	P.	
6	ICDS Department				
7	Irrigation and Flood Control Department	Eph. Mohi ud din Farooq Ah.	Helper	P.	
8	Jal Shakti Department				
9	Power Development Department	Bilal Ah.	Line man	P.	
10	Public Works Department	Tahiq. Ah. Rishi	W/S	Present	
11	Revenue	Suhail Ah.	Revenue	P.	
12	Rural Development and Panchayat Raj	Aaqib Gull	MTS	P.	
13	Skill Development	Absent			
14	Social Welfare Department	Bashir Ah.	Social worker	P.	
15	Youth Services and Sports Department	Zaboor-W-Islam	PET	P.	
16	Others				
17	Horticulture	Kamran Sofi	HTC	P.	
18	ED bank waqar	Jawad Khan	BM	P.	
19	Employment department	Absent			
20	Urban development	Absent			

9).

QUESTIONNAIRE FOR B2V5

Schedule-II

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

1	Infrastructure of Panchayat Ghar				
	a) Govt building/private	New			
	b) New/needing repairs	No			
	II. Furniture (Y/N)	Yes			
	III. Computer/printer (Y/N)	No			
	IV. Internet (Y/N)	No			
	V. Telephone (Y/N)	Yes			
	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 education	Govt. funding / Private funding
	a) Kindergarten	01	35	02	Govt. 100%
	b) Primary	03			
	c) Middle				
	d) High				
	e) Higher Secondary				
	f) College				
3	Anganwadi Centre	No. of Anganwadi Centres	Total Children Enrolled	Anganwadi Worker employed	Govt. funding / Private funding
		08	973	X	Govt. 100%
4	Healthcare facility	No. of health centres	No. of staffs	No. of health & wellness workers	Govt. funding / Private funding
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	
		Yes	714	714	
		02			
12	Government offices- details, whether functional or not	No. of Govt Offices	Functional		
13	Amrit Sarovars - details, location, condition	Details	Location	Condition	Govt. funding / Private funding
		X	X	X	X
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Non Applicable.			
15	i. Whether Panchayat assets captured on e-Gram SampdaApp (Y/N)	Yes			
	ii. Number of Asset captured	25			
	iii. Please mention assets	School			
	1.	Anganwadi			
	2.	Poles			
	3.	Culverts			
	4.	Roads			
	5.				
16	List of Incomplete Buildings- names, year of construction	Name	Year of construction	Year of completion	
		Panchayat Ghar	2023	2023	
17	List of Underutilized Buildings- names	Name	Year of construction	Year of completion	
		NA		X	

QUESTIONNAIRE FOR B2V5

Schedule-III (STATUS OF IMPLEMENTATION OF SCHEMES IN THE PANCHAYAT)

S. No.	NAME OF THE SCHEME	DEPARTMENT	TOTAL / TARGET BENEFICIARIES / PERSONS IN THE VILLAGE	TOTAL BENEFICIARIES WHO AVAILED THE BENEFITS OF THE SCHEME	REASON FOR PENDING
1	Old Age pension	Social Department Welfare	84	84	Nil
2	Widow pension	Social Department Welfare	15	15	Nil
3	Disability pension	Social Department Welfare	32	32	Nil
4	Status under Stunting Mukh	Social Department Welfare	-	-	-
5	Status under wasting Mukh	Social Department Welfare	-	-	-
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Department Welfare	07	07	Nil
7	Digital Services provided	IT/ BDO/ CSC			
8	Eksh Kisan	Agriculture Department	03	03	Nil
9	Kisan credit card	Agriculture Department	395	89	Not interested
10	PM Kisan Samanviti	Agriculture Department	354	354	Nil
11	Employment Saturation (PMEGP, Tejaswini, Mankin, Mission Youth, Himayat, etc)	Employment Department	No one from dept. attended		
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	No one present from dept.		
13	JDM Implementation	Jal Shakti Department			
	I. No of Household provided FHTC				
	II. Har Ghar Jal village(s) certified (No.)				
14	No of Households electrified	PDD	315	315	Nil
15	PMAY- Gramin	RDD& PR	47	0	Not eligible
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	545	496	Not eligible
17	ODF Plus villages (No)	RDD& PR	01	01	Not eligible
18	Targeted Sock pit completed	RDD& PR			
19	JKRIM:	RDD& PR			
	I. Number of Self Help Groups formed				
	II. Number of Households involved				
20	Land Passbook Saturation	Revenue Department	100%	98%	Not eligible
21	Pending Mutations	Revenue Department	Nil	Nil	Nil
22	Domicile Certificates	Revenue Department	21	21	Nil
23	Persons identified drug addicts	BDO/ Sarpanch	Nil	Nil	Nil
24	Awareness camps for de-addiction conducted	BDO/ Sarpanch	Yes	X	X
25	Drugs Addicts rehabilitated	BDO/ Sarpanch	X	3372	Not eligible
26	Golden Health Card under Ayushman Bharat	Health Department	3550	31	Nil
27	Jansamaraksha yojana	Health Department	31	100%	Nil
28	Status under Anaemia Mukh	Health Department	100%	Nil	Nil
29	Status under Leprosy Mukh	Health Department	10	10	Nil
30	Number of Ayushman Mats organized at Health & Wellness centres /OHCs under Ayushman Bharat	Health Department	02	02	Nil
31	Number of Ayushman Sabas held	Health Department	Nil	Nil	Nil
32	Out of School Children brought to Schools	School Department Education	Nil	Nil	Nil
33	Number of students still out of Schools	School Department Education	Nil	Nil	Nil
34	Persons educated through bridge courses	School Department Education	Nil	Nil	Nil
35	Household using clean cooking fuel (LPG)	FCS & CA	Information not available with department		

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	All health related units are catered by a wellness centre at Panchayat Bhadgaon
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)	A wellness centre needs to be established at this Panchayat on priority.
10	Non- Institutional deliveries in Panchayat (Current Year)	
11	Other	
12	Remarks of the Visiting Officer	→ Establishment of Health Institution on priority.

II.

Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	LMS Gotapora
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	07 till → 08.
4	Enrolment of the School a) Boys b) Girls	B → 27 G → 33 } → 60.
5	Availability of play ground	No
6	Availability of drinking water	No
7	Availability of electricity	Yes
8	Availability of functional toilets	Yes
9	Activities undertaken under 'My School My Pride'	Sports, Cultural, etc.
10	Other	
11	Remarks of the Visiting Officer	→ There should be availa- of the path for the school. → There should be esta- of Play ground. → Availability of drinking water.

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwari Center	Polapada
2	Number of children enrolled a) Boys b) Girls	B → 112 G → 119 } → 231
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	—
12	Number of children wasted	—
13	Any Other	—
14	Remarks of the Visiting Officer	→ Satisfactory → The salary for the helper & helper's Sal should be disbursed on time. → There is shortage of Nutrition.

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Polapada Mangalarsi
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Mushtaq Ah, Firdas Ah.
4	No of registered beneficiaries	714
5	No of beneficiaries drawing Ration from the store	714
6	Whether store is functioning through Aadhar biometric system	Yes
7	Whether record/register maintained in the store	Yes
8	Availability of ration	Yes
9	Any Other	—
10	Remarks of the Visiting Officer	→ Satisfactory

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	→ Establishment of bank. → Establishment of ATM Priority.
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	
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	Nil
2	Condition of Playground	
3	Utilization of Playground	
4	Any Other	
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	90%
4	Pending mutations	Nil
5	Any Other	Nil
6	Remarks of the Visiting Officer	

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Gota panch.
2	Name of the beneficiary	Shahid Ahmad Dar. S/o
3	Status of the house (completed/ in-use/ under-construction)	Completed.
4	Any Other	Completed.
5	Remarks of the Visiting Officer	Completed. No new PMAY house constructed.

Almalat Panchayat
village
Programme.

X. Soak pits/ Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Near house of Almalat Panchayat.
2	Name of the beneficiaries	Not enclosed.
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	250 completed. 50 ongoing.
4	Any Other	
5	Remarks of the Visiting Officer	Nil

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Not available in
2	No of online services provided by the CSC	G. Panchayat.
3	No of persons approached for services	- 10/4 -
4	Any Other	
5	Remarks of the Visiting Officer	Khidmat center needs to be constructed.

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Connected
2	Transport	Scarcely but available
3	Electricity	Not available, contaminated water
4	Drinking water	Not available, from Kimal used.
5	Cleanliness	Not available
6	Sports facility (Playground)	
7	Any Other	The work on overhead water tank at Arth is going on at Sraib panchayat which is renders the Panchayat road of clean drinking water.

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	-
	3. Local Folk programme / Show	yes
	4. Discussions with PRI and Senior citizens	not held by department
	5. Exhibitions	
B	Sports Activities	
	1. Sports Event	yes
	2. Distribution of sports kit	not distributed not available is not necessary
C	Inaugurations (If any)	
	PMAY house	yes
	Segregation Sheds	yes
	Amrit Sarovar	M.A
	JJM Assets	M.A
	Compost/ Soak Pits	
	PMGSY / MGNREGA works	M.O. PRADEP work but MGNREGA work in progress
	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	

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

S. No	Particulars	1. <u>Segregation</u> status
1	SDG Theme adopted by the Panchayat	1. <u>Segregation</u> and constructed for solid waste management
2	Activities undertaken under the Theme (as per instruction manual)	2. <u>02 No of solar powered street lights</u> only above mentioned Schemes taken up.
3	Status of activities undertaken	visible on ground but
4	Visible impact of the Activities	and all SDG Theme is below requirement visible
5	Have Gram Panchayat Development Plan (GPD) prepared and uploaded	GPD plan 2023-24 uploaded on website, 2024-25 is being finalised.
6	How many activities of SDG have been covered under GPD	02
7	Bottlenecks, if any, faced in the achievement of SDG Theme	none
8	Remarks of the Visiting Officer on the status SDG Theme	SDG Theme's awareness is lacking in the Panchayat concerned department needs to hold camps for awareness and also from PRI regarding same.

QUESTIONNAIRE FOR B2V5

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

S. No	Particulars	Status
A	Demands/ Grievances addressed by the Administration	
1	Modernization of village link (main)	
2	Construction of panchayat.	
3	Shifting of Electric poles.	
4	P-Union, culverts, soakage pits, Segregation	
5	Sheds developed.	
B	Impact of B2V1 to B2V4	
1	Replacement of HT power supply line (improved)	
2		
3		
4		
5		
C	Challenges in the Panchayat	
1	Drinking water facility not available	
2	Damaged middle school at churpaya.	
3	Transport department not providing bus	
4	Service. needs bus service from	
5	Gopalpur. Narsid to Badgam.	
D	Suggestions if any	
1		
2	For proper delivery of services by Government	
3	Staff GPs has speaking salaries which	
4	needs to be reimbursed in their	
5	favour, & enhanced if possible.	

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1. BEST PERFORMING DEPARTMENTS	
1	Agriculture department
2	Rural development department
3	Roads and building department
2. LEAST RESPONSIVE DEPARTMENTS	
1	Police department
2	Revenue department
3	P.D.D.

ii. FEEDBACK ON UT INITIATIVES

Various UT initiatives like PMAY, PMGSY, TJM Amrit Sarovar etc have not been taken up yet. The implementation of initiative must be expedited.

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	Some villages are discharging sewage water into main canal which is source of drinking water to the area.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	1. Land settlement issue. 2. Drinking water facility 3. Damage middle school at Chintara 4. Reconstruction of cooperative building.
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)	Some of the demands from earlier B2V programmes have been met. However the work on overhead water tank at arta needs to be speed up for TJM connection to area.
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	6.5
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	

Signature of Sarpanch

SARPANCH
Panchayat Haina Gopalpora
Name Block Solbuchi Bhangam

Signature of the Visiting Officer

Name Shri. Anil Kumar