

Tujan-B

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	ZAHoor MAQBooL WANI
2	Designation	Sub-Divisional Agriculture Officer
3	Department	Agriculture
4	Place of posting	Sub-Div Pattan
5	Mobile No	9419038725
6	Email ID	waniizehoomaqbool@gmail.com
7	Home District	Baramulla
8	Dates of visit	9th & 10th of Nov 2023

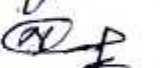
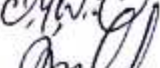
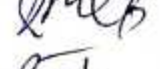
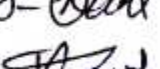
B. Locational details of Panchayat: (to be pre-filled, information to be taken from the previous phases booklets/summarized excel sheet uploaded on jkpanchayat.jk.gov.in (to be validated by the visiting officer and missing details to be filled))

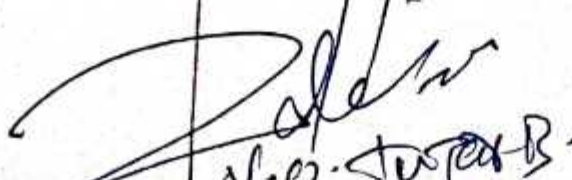
S.No	Particulars	
1	Name of the Panchayat	Tujar-B
2	Local Government Directory(LGD) code of the Panchayat	
3	Name of CD Block	Tujar shariq
4	Name of Tehsil	Zainagar Boma
5	Name of District	Baramulla

C. Panchayat Profile:

S.No	Particulars	
1	No. of revenue villages in the Panchayat	01
2	No. of hamlets in the Panchayat	11
3	No. of households in the Panchayat	4100 512
4	Population (approx) of the Panchayat	4100/-

S/No.	Name of Employee	Desig.	Tujan-B - Date 10-11-2023	Department	Contact	Signature
01	Naseer-ul-Islam	GRS (RDO)	7006597449			JA
02	Gh. Mohi uddin Sofi	Secretary P.T. (RDO)	9906782746			GA
03	Zakoor Ahmed Lone	Lumberdar (Revenue)	7006392000			N. H. H.
04	Jan Mohd Malik	Lumberdar Tujan-B (Revenue)	7006803972			Jah
05	Mr. Mohd. Sultan Pradeo	Teacher (Education) as BLO	7006067598			Pradeo
06	Hilal-Ahmed. Pir	Junior melli (social forestry)	9596149923			Sub
07	Tajid Ahmed wani	Teacher. First line worker PH Yambergalwain	9797879436			Ph. Yamb.
08	Abdul Hamid-Lone	Teacher (Education)	7006725300			Q
09	Jahangir Ahmed Malik	As also (BLO) ALMCPHE Tujan-B	8491975253			Sam
10	Mohd. Atif Lone	Arigustun (Sopore)	6006366864			Atif
11	Gh. Hassan Shirech	Handicrafts	8899988119			Shirech
12	Imtiaz Ahmad Shah	Teacher Education	9906514548			Imtiaz
13	Mohammad Akbar Bhat	Teacher Education	7889493682			AKB
14	Ab. Rashid Lone	Education Teacher (BLO)	7006218342			Ab. Rashid
15	Mohd Abdullah teli	Sheep Husbandry Asst	7051781200			Abdullah
16	Firdous Hojiz	A.W.W	7006079434			Firdous
17	Zoona Ji	A.W.W	91907074203			Zoona
18	Suleena Shams	A.W.W	9906668264			Suleena
19	Zainab Oahan	NRUM (CC)	8899060206			Zainab
20	Shabnum Hamid	NRUM (CDEO)	9149458368			Shabnum
21	Naza Begum	NRUM (CIP President)	9682519513			Naza
22	Asmat Maqbool	NRUM (Kashmiri Sani)	8899629260			Asmat
23	Insha Shafi	NRUM (Community mobilizer)	6006827051			Insha

Name of Employee		Desig.	Department	Contact	Signature
01	Yasmin Ahmad Mubeena Tufar	ASHA worker / Health ASHA worker / Health		9541973461 8492849550	
02	Shoukat Tufar	Chowkidar Tufar		8493031330	
04	Mr. Hassan Ali	Local (social committee)		9596699676	
05	Farooq Ali Lone	Executive		9622691576	
06	Abdullah Ali Lone	Food- (BVP) Animal Husbandry		9906754373	
07	ISHFAQ NABI	Dept of Agriculture		7889954455	
08	Neelofar Jahan	Craft Assist. Social welfare		7777911947	
09	Tamiz Ahmad Ali	Food & Supplies		9797413191	
10	Fazal Ahmad Ali	Food & Supplies			
11	Mohammad Yaseen Shah	(Horti Tech) Horticulture		7889806614	
12	Dr. Iqbal Bhat	Medical officer		7780714691	
13	Fazal Ahmad	PHC - Tufar Sharif		7006308400	
14	Rubina Iqbal	do		7780803740	
15	Ab Rashid Shik	AEO Tufar (Agriculture)			
16	Deerzoda Firdous Ahmad	Fishing - F-3		9596647918	
17	Zaid Ahmad Lone	Dominant Answered Be		7780816766	
18	Ab. Mujib	Pattani Revenue		7889716500	
19	Ashiq Hussain DOR	P.D.D		7780806947	
20	IRSHAD AHMAD LONE	MODEL CSC (operator)		7006237343	


V.O. Tufar B.

24 | Ateqa Begum | Forest (maler) | 9596214583

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Subsidiary

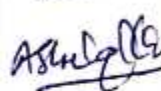
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No of Employee		Desig.	Department	Contact	Signature
Ker - ul - Islam		GRS (ROD)		700697447	
01	Achammad Yaseen Rhet	Horti-Tech (Horticulture)		7089806014	
02	Kareem Ahmad. Mir	Animal Husbandry Dept.		9906754373	
03	En Hassan. Akongar	So. Vety. Pharmacist		95966 97678	
04	M. Abdelah. Tefi	Social Conservation (Mali)		7051781200	
05	Neelofar Jahn	Sheep Husbandry		7777911947	
06	Mohd. Attay Lone	Asst		6006366564	
07	Farooq Ali Lone	Craft Assistant / Social welfare		9622691516	
08	Mohd. Sultan Firdous	Irrigation Flood Control		7006061598	
09	Ab. Rashid Lone	F. P Tefu B. Food.		7006218342	
10	Javid Ahmad coani	Teacher (Education) (BLO)		7797879436	
11	Ab Rashid shah	Teacher edu. BLO = 15		45966 47918	
12	Ishtiaq Nabi	Teacher Point person PH Jembergalwin		7889952145	
13	Abdul Hamid Lone	Fisheries - F. S		7006725300	
14	Jahangir Ahmad Malik	Agriculture (JAE)		8491975253	
15	Safena Ahmad	Teacher Education		9541973461	
16	Rubina wani	ALM (P.H.E Tujar shah)		7780803740	
17	Zehra Ahmad Lone	ASHA worker / Health		7006392800	
18	Chauki Ahmad	AEO: Agriculture		8493031330	
19	Mubeena Ji Tufar	Lumberdas (Revenue)		8492849580	
20	Firdous Hojib	Cholerae		700679434	
21	Zeen Bagum	ASHA worker / Health		9070748063	
22	Saleema Shamus	A.W.W.		9906668264	
23		A.W.W.			

Tujan-B. Date 11-11-2023

Name of Employee	Designation	Department	Contact	Signature
Lat Ahmad Makhdomo	J. Mali	Social forestry	9596149923	
Ashiq Saleem Khan	NYC. Geology & Mining	Dept. Bla.	8899282550	
Aijaz Ahmad Kar	NYC Geology & Mining	Dept. Bla	9149466817	
Ab. Majid	Patwari Revenue		7889716500	
 V.O. Tujar B.				

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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			
	b) New/need repairs	Need repairs			
	II. Furniture (Y/N)	Yes Dilapidated			
	III. Computer/printer (Y/N)	Yes			
	IV. Internet (Y/N)	Yes			
	V. Telephone (Y/N)	No			
	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	01	22	02	Govt
	b) Primary	01	26	03	Govt
	c) Middle	01	111	09	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 Anganwari 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)	Yes			
6	Availability of ATM (Y/N)	Yes			
7	Khidmat center/ CSC (Y/N)	Yes			
8	Patwarkhana (Y/N)	No			
9	Village haat (Y/N)	No			
10	Playground (Y/N)	No			
11	Ration shop (Y/N)	No. of Ration Shop	No. of Registered beneficiaries	Connected with online biometric system or not	
		02	860	860	
12	Government offices- details, whether functional or not	Functional			
		No. of Govt Offices	Functional		
13	Amrit Sarovars - details, location, condition	Agriculture, ROP, Sheep and animal husbandry			
		Details	Location	Condition	Utilization
		Budhah Pond	Tujan Sarovar		
14	Uniqueness of Panchayat in terms of tourism, culture, heritage, potential, etc	Nil			
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	
		Body of Shikha near PHG building			
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 Welfare Department	292	292	nil
2	Widow pension	Social Welfare Department	26	26	nil
3	Disability pension	Social Welfare Department	36	36	nil
4	Status under Stunting Mukht	Social Welfare Department	nil	NA	NA
5	Status under wasting Mukht	Social Welfare Department	nil		
6	Equipment's provided to Specially abled persons (implants, tricycles etc)	Social Welfare Department	04	04	nil
7	Digital Services provided	IT/ BDO/ CSC	—		
8	Daksh Kisan	Agriculture Department	—		
9	Kisan credit card	Agriculture Department	100%	100%	nil
10	PM Kisan Sammanidhi	Agriculture Department	—		
11	Employment Saturation (PMEGP, Tejasvani, Mumkin, Mission Youth, Himmayat, etc)	Employment Department	—	—	—
12	Primary Agriculture Credit Society (PACS) formation	Cooperative Department	—	—	—
13	JJM Implementation	Jal Shakti Department	—	—	—
	i. No of Household provided FHTC		—		
	ii. Har Ghar Jal village(s) certified (No.)		—		
14	No of Households electrified	PDD	580	530	U/P
15	PMAY- Gramin	RDD& PR	14	14	
16	SBM Gramin- IHHL functional (Household toilets)	RDD& PR	—	—	
17	ODF Plus villages (No)	RDD& PR	—	—	
18	Targeted Sock pit completed	RDD& PR	143	143	
19	JKRLM:	RDD& PR			
	i. Number of Self Help Groups formed		06		
	ii. Number of Households involved		120		
20	Land Passbook Saturation	Revenue Department	1102	1022	—
21	Pending Mutations	Revenue Department	—	—	—
22	Domicile Certificates	Revenue Department	527	527	—
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	11890	9050	—
27	Janani suraksha yojana	Health Department	nil	nil	—
28	Status under Anaemia Mukht	Health Department	nil	nil	—
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 Education Department	nil	—	—
33	Number of students still out of Schools	School Education Department	nil	—	—
34	Persons educated through bridge courses	School Education Department	nil 02	02	—
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	PHC Tujar
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff	
a) Doctor		04
b) Paramedical		10
4	No of patients attended during the month	400 400
5	Status of medicine availability	adequate partial
6	Special medical camp held, if any	Diabetic camp (screen)
7	Status of Immunization	Full
8	Participation of health worker in Village Health and Nutrition Day	Yes
9	Institutional deliveries in Panchayat (Current Year)	140
10	Non- Institutional deliveries in Panchayat (Current Year)	30
11	Other	Dental services / Abc / Grotokem cards.
12	Remarks of the Visiting Officer	Abulance is not available and There are too much complains about Doctors not attending 24x7 duty.

II. Education Institutions:

S. No	Particulars	Status
1	Name of Education Institutions	Girls middle school Tujar
2	Type of building (Govt./ Private)	Govt.
3	Availability of Staff as per sanctioned strength	09
4	Enrolment of the School	
a) Boys = 43		111
b) Girls = 68		15 > 26
5	Availability of play ground	No.
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	Satisfactory but the condition of schools are not up to date

III. Anganwari Center:

S. No	Particulars	Status
1	Location of Anganwaricenter	Bullipora Tijar
2	Number of children enrolled a) Boys b) Girls	25 23
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	NO
11	Number of children stunted	nil
12	Number of children wasted	nil
13	Any Other	nil
14	Remarks of the Visiting Officer	Satisfactory but needs of the house is their low salary should be enhanced and crediting in the time

IV. CAPD Store:

S. No	Particulars	Status
1	Location of CAPD Store	Bullipora Tijar
2	Government / Private	Private
3	Name of the dealer (in case of Private)	Farooq Ahmad Lone
4	No of registered beneficiaries	380
5	No of beneficiaries drawing Ration from the store	380
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	nil
10	Remarks of the Visiting Officer	Satisfactory

V. Bank/ Extension counter:

S. No	Particulars	Status
1	Location of Bank/ Extension counter	State Bank
2	No of Accounts in the branch	16000 16000
3	No of persons applied under various self-employment schemes	150
4	No of cases sanctioned under various self-employment schemes	140
5	No of cases in whose favour Loan has been disbursed under various self-employment schemes	140 140
6	Availability of ATM	Yes
7	Any Other	KCC Loans
8	Remarks of the Visiting Officer	Satisfactory

VI. Amrit Sarovar:

S. No	Particulars	Status
1	Location of Amrit Sarovar	Budshah pond Tijar-B
2	Condition of Amrit Sarovar	Good
3	Details of repair undertaken, if any	Nil
4	Utilization of Amrit Sarovar	Drinking facilities and Aquaculture
5	Any Other	Flood Drainage
6	Remarks of the Visiting Officer	Satisfactory needs improvement drainage to be done

VII. Playground:

S. No	Particulars	Status
1	Location of Playground	NA
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 Partwarkhana	NA
2	Government/ Private building	NA
3	Land passbook saturation	1022
4	Pending mutations	165
5	Any Other Demure certificates	580
6	Remarks of the Visiting Officer	Needs at least a partwarkhana in the village

IX. PMAY house:

S. No	Particulars	Status
1	Location of PMAY house constructed	Kanipore Tujm
2	Name of the beneficiary	Mohammed Sultan Hajem
3	Status of the house (completed/ in-use/ under-construction)	Completed.
4	Any Other	
5	Remarks of the Visiting Officer	The great step taken by RGD for the poor people to give the shelter

X. Soak pits/Compost pits:

S. No	Particulars	Status
1	Location of Soakpits/ compost pits	Shahid pore Tujm
2	Name of the beneficiaries	Abdel Ahsed Lone
3	Status of the Soakpits/ compost pits (completed/ in-use/ under-construction)	Completed/ in-use
4	Any Other	
5	Remarks of the Visiting Officer	Satisfaction

XI. Khidmatcenter / CSC:

S. No	Particulars	Status
1	Location of Khidmatcenter/ CSC counter	Nandpora Tujm
2	No of online services provided by the CSC	05
3	No of persons approached for services	107
4	Any Other	
5	Remarks of the Visiting Officer	The service provided by them is marvelous, needs Adhaar centre will prove a great step to this Khidmatcenter/ CSC

XII. Observation of field officer on basic amenities:

S. No	Particulars	Observations
1	Connectivity Road	Yes
2	Transport	Yes
3	Electricity	Yes
4	Drinking water	Yes
5	Cleanliness	No
6	Sports facility (Playground)	
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	—
	4. Discussions with PRI and Senior citizens	—
	5. Exhibitions	—
B	Sports Activities	Yes
	1. Sports Event	Yes already by RPI
	2. Distribution of sports kit	
C	Inaugurations (If any)	Yes already by RPI
	PMAY house	Yes
	Segregation Sheds	Yes
	Amrit Sarovar	Yes
	JJM Assets	Yes
	Compost/ Soak Pits	Yes
	PMGSY / MGNREGA works	—
	Any other	
	Distribution of certificates	Nil
D	Self Employment Schemes	1022
	Land Pass books	Domicile = 592
	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	Yes

QUESTIONNAIRE FOR B2V5

Schedule-VI
(SDG THEME ADOPTED BY THE PANCHAYAT)

S. No	Particulars	Status
1	SDG Theme adopted by the Panchayat	Poverty free and enhanced livelihood village
2	Activities undertaken under the Theme (as per instruction manual)	Job cards provided and distributed to the eligible beneficiaries.
3	Status of activities undertaken	100% Job card provided
4	Visible impact of the Activities	The activities undertaken by the Panchayat under the selected theme has an obvious impact. People are benefited by the activities.
5	Have Gram Panchayat Development Plan (GPDP) prepared and uploaded	Yes
6	How many activities of SDG have been covered under GPDP	07
7	Bottlenecks, if any, faced in the achievement of SDG Theme	No
8	Remarks of the Visiting Officer on the status SDG Theme	Satisfactory

Schedule-VII
(IMPACT OF B2V1 TO B2V4 PHASES)

14. 3-11-1968
HOMERIDGE
14. 3-11-1968

QUESTIONNAIRE FOR B2V5

Schedule-VIII

i. OVERALL PERCEPTION OF FUNCTIONING OF GOVERNMENT DEPARTMENTS

1	BEST PERFORMING DEPARTMENTS	
1	ROP	
2	Agriculture	
3	ICDS	
2	LEAST RESPONSIVE DEPARTMENTS	
1	R and B	
2	Forest	
3		

ii. FEEDBACK ON UT INITIATIVES

Satisfactory =

iii. GENERAL ASSESSMENT OF THE VISITING OFFICER

S. No	Particulars	Status
1	Any major complaint brought to the notice of the Visiting Officer	The crises of drinking water and irrigation water by which they are suffering mostly.
2	Major/ urgent public demands that was/ were reflected earlier but have not been addressed so far:	The bridge constructed by R&B was not constructed in a good manner infact not in a used condition
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)	There should be the permanent position to the MGNREGA staff as they are suffering a lot because of their salary and unsecure future
4	Overall Rating of Govt functioning as given by the Panchayat (Scale of 0 to 10)	10
5	Certificate from Sarpanch that the visiting officer has stayed in the panchayat for 2 days	Yes

M. B. Shetty
SARPANCH
Signature of Sarpanch

[Signature]
Signature of the Visiting Officer

Name.....

Name.....