

Hand book on Right to Information Act, 2009

1.1. Please throw light on the Back ground of the Hand book. (Right to Information Act 2009).

This handbook provides information about the functioning of the Department of Ecology, Environment and Remote Sensing, J&K as per the J&K Right to Information Act 2009.

1.2. Objective/Purpose of the hand book.

The objective of this hand book is to disseminate Information about the schemes/ programmes of the Department and also about the Staff performing their duties at different levels.

1.3. Who are the intended users of the hand-book?

The intended users of the handbook are the environmentalists, academic institutions, teaching faculty members, students, civil authorities, NGOs and the citizens of the State in general.

1.4. Organization of information in the hand- book.

The organization of information in the hand book is as per Chapters (From 1 to 18) given in template for the general information of users of handbook.

1.5 Definitions for various terms used in the hand book.

The definitions used in the hand book are given as under:-

- I. **Public Authority** means any Authority or body or Institution of self Government/established or Constituted under the constitution of the State or any other NGO funded by the State. Here, it means the Department of Ecology Environment and Remote Sensing, J&K Government.
- II. **Competent Authority** - means the speaker in case of Legislative Assembly of the State, the Chief Justice of the Honøble High Court in the case of Honøble High Court and the Governor in case of the other authorities established/constituted in J&K.
- III. **Advocate**-means, a person whose name is entered on the role of advocates prepared and maintained by the State, Bar council under the Advocates Act of 1961 (25 of 1961).
- IV. **Appellant**-means the complainant(s).
- V. **Commission**-means the Jammu and Kashmir State Information Commission, Chief Information Commissioner and Information Commissioners appointed under sub section (3) of section 12 of the Act.
- VI **Information** - means any material in any form including records, documents , e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, sampler models, data materials held in electronic form and information related to any private body which can be assessed by a public Authority under any other law for the time being in force.

- VII. Public Information Officer means any officer designated by a public authority under section 5(1) of the Act and includes an Assistant Public Information Officer so designated or notified under section 5(2) of the Act and it also includes the Head of the Public Authority in case no public Information officer is appointed or notified.
- VIII. **Decision includes an order, direction or determination of an issue.**
- IX. **First Appellate Authority**-means an officer so appointed or notified by the Public Authority under the act and includes the head of the department or Chief Executive Officer of the Public Authority if no first appellate authority is appointed or notified by it.
- X. **Regulation**- means regulation framed by the Commission under these rules.
- XI. **Representative**- means a person duly authorized by or on behalf of any of the parties to the proceedings or interveners and may include a person who may not be an advocate.
- XII. **Respondent**- includes an intervener or a third party or a party imp- leded by the Commission.
- XIII. **Rules**- mean the rules framed by the State Government under section 24 of the Act.
- XIV. **Government** _ means the Government of Jammu and Kashmir.
- XV. **Third party**- means a person other than the citizen making a request for information including the Public Authority.

1.6 **Contact person in case somebody wants to get more information on topics covered in the hand book as well as other information also.**

The contact persons of the department are as follows:-

DCF (HQ) who so ever is sitting on the chair has been designated as Public Information Officer (P.I.O) for Direction office of Department of Ecology, Environment and Remote Sensing, J&K and Environmental Soil Conservationist, Jammu who so ever is sitting on the chair as Public Information Officer (P.I.O) for Jammu Region and Mass Media Officer, Kashmir who so ever is sitting on the chair as Public Information Officer (P.I.O) for Kashmir Region. For details refer chapter 08.

1.7 **Procedure and fee structure for getting information not available in the hand book.**

Written procedure and fee structure for getting information not available in the hand book is that a request has to be made to the respective Public Information Officer with an application fee of Rupees Ten only by way of cash against proper receipt or by through Indian postal Order (IPO) or a Demand Draft or banker's cheque payable to the Mass Media Officer, Kashmir (for Kashmir region only) and the Environment Soil Conservationist, Jammu (for Jammu Region only) of the Department of Ecology Environment and Remote Sensing; J&K Govt. It is also provided:-

- (i) That a request for obtaining information under sub Section (1) of Section 6 shall be deemed to be made duly accompanied by prescribed application fee if it is written on Non -Judicial Stamp paper of Rupees Ten (10/-only).
- (ii) For providing information under sub Section (1) of Section.7, the fee shall be charged by way of cash against proper receipt or by Indian Postal Order or demand draft or banker's cheque payable to the Officers of the Public Authority mentioned at para-1.7 at the following rates:-

- ❖ Rupees two for each page (in A4 or A3 size paper) created or copied.
 - ❖ Actual charges or cost price of copy in larger size paper.
 - ❖ Actual cost or price for samples or models
 - ❖ For Inspection of records, no fee for the first hour and a fee of Rupees five for each fifteen minutes (or fraction thereof).
- (iii) For providing the information under sub Section (5) of Section 7 subject to the provisions relating to the persons Below Poverty Line in the section, the fee shall be charged by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Accountø Officer of the Public Authority at the following rates:-
- a. For information provided in diskette or floppy, Rupees Fifty per diskette or floppy; and
 - b. For information provided in printed form at the price fixed for such publication or Rupees two per page for photo copy for Extracts from the Publications.
- (iv) Notwithstanding anything contained in these rules elsewhere, the fee/cost/ charges for providing information under Section 7 (3) shall be determined by the Chief Public Information Officer ó where considered necessary on the basis of estimates of cost which shall be realistically drawn up and intimated to the applicant together with estimate of fee under Section 7 (1) and Section 7 (5) of the Act.

CHAPTER 2

2 Particulars of Organization, Functions and Duties:-

2.1 Objective/Purpose of the Public Authority :

A: Our Vision & Mission:- The Department of Ecology Environment & Remote Sensing, J&K is actively engaged in overall environmental-education, assessment, monitoring, protection and awareness building among the people of J&K. A multi-dimensional approach is being adopted by the Department for promotion, conservation & preservation of environment of this State.

B: Our Aims, Objectives & Activities:- The aims, objectives and activities of this Department are as follows:-

- a) Dissemination of environmental information.
- b) Creating awareness among public in general and students in particular about environmental issues and promote such programmes so as to make J&K State Clean, Green & Pollution free.
- c) Development of environment & bio-diversity parks for nature lovers, general public so as to imbibe habit of conservation of natural resources and respect for the laws of nature.
- d) Organizing tree-plantation programmes in schools, colleges, residential areas, parks, industrial areas, etc.
- e) To enforce suitable policy interventions to reduce air pollution.
- f) Promoting ethos of conservation of water by minimizing the use of water and curtailing wastage of water.
- g) Promoting rain water harvesting systems in all sectors such as domestic, schools and various other institutions, etc.
- h) Motivating the citizens to imbibe habits and life styles supportive of minimum waste generation, segregation of waste at source, disposing off the waste at the nearest collection point, composting of horticulture and kitchen waste for making manure which could be used in kitchen gardens, nurseries, parks, etc.
- i) Sensitizing the citizens to "Say No to Polythene & Plastics". In J&K, the use of Non-Biodegradable polythene Carry bags stands banned from May 2009 under the J&K Non-biodegradable (Management, Handling & Disposal) Rules 2009. The citizens are encouraged to use eco-friendly alternatives like jute, cloth, willow wicker baskets, handcrafted biodegradable containers, etc.
- j) Educating the citizens about re-use of waste by promoting the concept of 3Rs, i.e.; Reduce, Re-use & Recycle.
- k) Promotion of "Clean Technology" concept, such as solar energy, in domestic and industrial sectors as a tool of alternate source of energy.
- l) To arrange/provide financial assistance to the NGOs for promotion, conservation and preservation of environment. Similar assistance is also provided to prominent eco-club schools for undertaking various eco-friendly activities for dissemination of clean environmental practices and habits after receiving funds from the Govt. if provided.

Research Activities:-

- m) The Department of Ecology, Environment & Remote Sensing, J&K has a well-equipped hi-tech GIS/ Remote Sensing Lab at Srinagar, which is engaged in need-based environmental surveys and Geo-informatics System (GIS) based data generation on natural resources for developing efficient decision support system for scientific and sustainable development in key sectors like, forestry, agriculture, horticulture, soil conservation, irrigation, PHE, health, education, urban development, lakes/rivers/waterways, etc. The Department if asked also conducts Environment

Impact Assessment (EIA) studies in respect of potentially eco-sensitive and fragile areas and advises the State Government about the environment-related issues and also submits recommendations for remedial/corrective measures which are essentially required to mitigate the adverse impact on the environment. The Remote Sensing Labs. of the Department at Srinagar has a technically-qualified team of Scientists & Scientific Assistants. The Labs. are technically and financially aided by the National Remote Sensing Centre (NRSC), Hyderabad, which is a unit of the Indian Space Research Organization (ISRO).

2.2 Mission/Vision Statement of the Public Authority.

The mission /Vision of the Public Authority is

To make the people of the State aware about environmental issues that may lead to environmentally sustainable development as detailed under para-2.1 above.

2.3 Brief History of the Public Authority.

The Public Authority i.e the Department of Ecology Environment and Remote Sensing came into existence in the year 1987. Subsequently Remote Sensing Labs. From the Directorate of Soil Conservation were transferred to this Department. The posts of Scientists, Junior Scientist, Scientific Assistants, Laboratory Assistants, etc were created in the year June, 1988.

2.5 Duties of Public authority: - Please refer para-2.1.

2.5 Main Activities /Functions of the Public Authority

- ❖ The environment wing is actively creating awareness in schools, colleges and universities by organizing debates, symposia, painting competition on environment related topics. Charts, posters, booklets, and pamphlets and other environment related material is published, and distributed among the students, teaching faculty members, and also among the masses by involving panchayat members, town area committee members and NGOs.
- ❖ The Department has constructed three parks in Jammu region and six in Kashmir region. The environmental parks have become attraction centers where group of students and locals of Jammu and Srinagar cities visits to enjoy nature, and alongside, learn about environmental issues.
- ❖ With the limited resources, the Department has formed eco-clubs in schools/colleges where the publicity material is supplied by the department with the aim of creating awareness about the preservation of environment.

The Department of Ecology, Environment & Remote Sensing has undertaken more than forty five projects which stands completed with the help of sponsoring agencies like, National Remote Sensing Centre (NRSA) and Ministry of Environment and Forests, Govt. of India.

For further details, please refer para-2.1 above.

2.6 List of services being provided by the Public Authority with a brief of write up on them.

Following services are provided by the Public Authority:

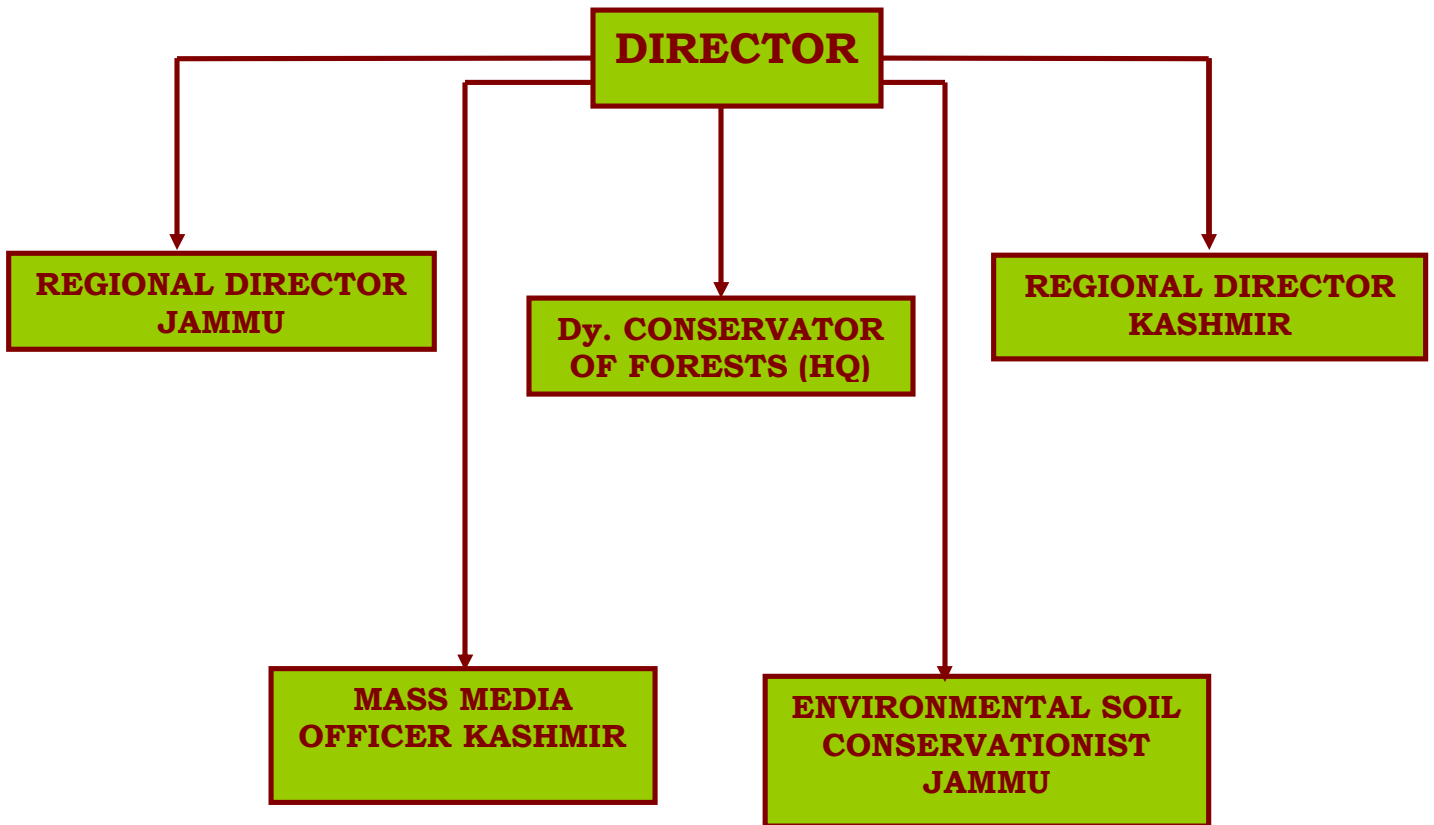
(i) Environment Parks

The Public Authority has constructed three environmental parks in Jammu region and Six in Kashmir region where morning walkers, students and environmentalists frequently visit these parks.

(ii) There is one library in the office complex of the Public Authority.

2.7 Organizational structure at various levels, namely State, Directorate, Region District, Block etc.

The organizational structure of the Department is as under.



Two Regional Directors ó One for Jammu and the other for Kashmir have been posted by the Government to head each region.

The Remote Sensing Labs. are presently being manned by Junior Scientists, Scientific Assistants and Project-mode Resource Personnel/ Research Assistants of the department.

2.8 Expectation of the Public Authority from the Public for enhancing its effectiveness and efficiency: The Expectation of the Public Authority is to get feedback and suggestions for protection and preservation of environment.

2.9 Arrangements and Methods made for seeking public Participation.

The Department of Environment and Remote Sensing is making efforts to educate the people living in the State through various programmes about environmental issues facing the State.

2.9 Mechanism available for Monitoring.

The environmental issues are monitored closely through administrative means, research and surveys, NGOs, media, public meetings, awareness camps, interaction with academicians, professionals, etc.

Official Addresses:-

S.No.	Office Address	Contact Numbers
1.	<p>Head Office (moves with the Darbar):-</p> <ul style="list-style-type: none"> ➤ Summer Months (May-Oct) at Srinagar:- Department of Ecology Environment & Remote Sensing, J&K, SDA Housing Colony, Bemina Srinagar, Kashmir (J&K). ➤ Winter Months (Nov-April) at Jammu Deptt. of Ecology Environment & Remote Sensing, J&K Paryavaran Bhawan, Forest Complex, Gladni, Transport Nagar, Narwal, Jammu. 	<p>Director/APCCF: Sgr. (O) PBX 0194- 2490823 Tele/fax: Direct # 0194- 2494585</p> <p>Jammu: (O) 0191-2474553</p>
2.	<p>Regional Director, Jammu (Non-Move Office) Address: Deptt of Ecology Environment & Remote Sensing, Paryavaran Bhawan, Forest Complex Gladni Transport Nagar, Narwal, Jammu.</p>	(O) 0191-2470085
3.	<p>Regional Director, Kashmir (Non-Move Office) Deptt of Ecology Environment & Remote Sensing, SDA Housing Colony, BeminaSrinagar-Kmr.</p>	(O) 0194-2494231 (Fax) 0194-2490823
4.	<p>Mass Media Officer, Kmr. (Non-Move Office) Deptt of Ecology Environment & Remote Sensing, SDA Housing Colony, BeminaSrinagar-Kmr.</p>	(O) 0194-2490823 (Fax) 0194-2490823
5.	<p>Environment Soil Conservationist , Jammu (Non-Move Office) Address: Deptt of Ecology Environment & Remote Sensing, Paryavaran Bhawan, Forest Complex Gladni Transport Nagar, Narwal, Jammu.</p>	(O) 0191-2490777
6.	<p>DCF Hqrs (move offices) (address same as at S.No.1)</p>	(O)0191-2490037 (Jammu) (O) 0194-2494585 (Srinagar) Fax: 0191-2490037 (Jammu)

2.12 Morning hours and Evening hours of Different Offices of Jammu and Srinagar.

		<u>Winter Session</u>	<u>Summer Session</u>
❖ Director	Morning hours of the office	= 10 A M	10 AM
	Closing hours of the office	= 4 PM	4 PM
❖ Regional Director, Jammu	Morning hours of the office	= 10 AM	8 AM
	Closing hours of the office	= 4 PM	2 PM
❖ Regional Director, Kashmir	Morning hours of the office	= 10:30AM	10 AM
	Closing hours of the office	= 4:30 PM	4 PM
❖ Mass Media Office, Srinagar	Morning hours of the office	= 10:30AM	10 AM
	Closing hours of the office	= 4:30 PM	4 PM
❖ E.S.C (J)	Morning hours of the office	= 10 AM	8 AM
	Closing Hours of office	= 4 PM	2 P M

CHAPTER 3**Powers and Duties of officers and Employees**

Detail of powers and duties of officers and employees of the organization

Designation	Director (Chief Conservator of Forests)	
Powers	Administrative	<p>Being Major Head of the Department Director of the organization</p> <ol style="list-style-type: none"> i. Can transfer; call explanation, charge sheet, suspend/Re-in-state, employees up to rank of Forest Range Officer. ii. Can issue order for Insitu promotions. iii. Can fill-up 50% vacant posts of promotion quota by way of promotion from Junior Assistant to Sr. Assistant, Forest Guard to Deputy Forester, Deputy Forester to Forester, Senior Assistant, to Head Assistant, the class IV to Junior Assistant/Lab Assistant through D P C, on the recommendation of committee under the provision of existing rules.
	Financial	<ol style="list-style-type: none"> i. Controls the Budget of Plan and Non Plan schemes of the Department ii. Can issue the Administrative Approval for the works up to 200 lakhs. iii. Can withdraw funds allotted under any particular scheme from any of his Drawing and Disbursing Officers whose work is found substandard (Quality wise). iv. Can issue sanction for non refundable with drawl up to 75% of the amount in GPF account in respect of the official who has completed 25 years of regular service up to rank of Range Officer. v. Can issue Sanction for medical Re- imbursement of its employees, subject to the verification of the expenditure from the concerned authority of Health Department. vi. Being of APCCF rank and under the Forest Department, has full powers for granting T.S
	Other	No specific powers given by the Government other than Chief Conservator's power.
	Duties	<ol style="list-style-type: none"> i. To get the Environmental Impact Assessment conducted as and when required, and asked by different Agencies/departments/Govt. ii. To create awareness on environmental issues through electronic, and print media. iii. To get the awareness programmes organized in

		<p>schools, colleges, and universities on environmental issues by way of debates, symposia, painting competitions etc.</p> <p>iv. To get the awareness camps organized at the village/ town level meets organized by the Deptts like Agriculture, Horticulture, Animal Husbandry, and in village fairs.</p> <p>Supporting staff with Director in Direction office: ACF-1; P.A- 1; Accountant- 1; Junior Assistant- 4; Total : 7 The supporting staff assists the Director in performing Administrative, Financial and other duties required to be performed by the Director, as a Major Head of the Department.</p>
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The Regional Director of respective region shall exercise powers as per their rank and status as the Controlling Officers of their region, available with their counterparts in the Forest department.

**Deputy Conservator of Forests (Head Quarter)
(DDO for Head Office)**

Administrative Powers:-

- i. The salary of any staff member posted under his administrative control can be withheld deduct as per law by him if the staff member does not perform his duties to the best satisfaction of DCF (HQ).
- ii. Can place a 4th class employee under suspension for unauthorized absence from Govt. duty, misbehavior, misconduct and for negligence in performing duties on the establishment of prima facie charges, pending enquiry.
- iii. Can recommend termination of services of any employee to the competent authority if charges framed in the charge sheet are proved against him and the charges are of serious nature

Supporting Staff with DCF (HQ):- The number of supporting staff with the DCF (HQ) is 28. The supporting staff assists the DCF (HQ) in implementing the Programmes of the Department of Ecology, Environment and Remote Sensing J&K State.

**Designation: Environment Soil Conservationist (ESC) , Jammu.
(DDO for Jammu Region)**

Administrative powers:

- i. Can withhold the salary/increment of staff posted under his charge if the performance of duty by any staff members is not found satisfactory.
- ii. Can place a 4th class employee under suspension for unauthorized absence, misbehavior, misconduct and for negligence in discharge of Government duty.
- iii. Can recommend termination of services of any employee under him, if charges leveled in charge sheets are of serious nature and found correct against him.

Mass Media Officer, Kashmir (Hqrs. at Srinagar).

(DDO for Kashmir Region)

Administrative powers:

- i. Can withhold the salary/increment of staff posted under his charge if the performance of duty by any staff members is not found satisfactory.
- ii. Can place a 4th class employee under suspension for unauthorized absence, misbehaviors, misconduct and for negligence in discharge of Government duty.
- iii. Can recommend for termination of services of any employee under him if charges leveled in charge sheets are of serious nature and found correct against him.
- iv. Can sanction the Earned leave if due, up to three months for the staff up to the rank of Forester/Junior Assistant.
Can sanction the leave on medical ground subject to the certification by the competent Doctor.

Other powers: - No specific powers granted; exercises powers of DCF, available in the Forest department.

The supporting staff posted with the mass media officer, Srinagar assists him in exercising Administrative /Financial powers, and duties assigned to him.

Present Staff Strength in the Department of Ecology, Environment and Remote Sensing, J&K:-

Directorate Office

S.No	Designation of Officers/officials	No. of Posts
1.	Addl. Pr. CCF/ Director	1
2.	DCF (HQ)	1
3.	I/c Scientist	1
4.	Jr. Scientist	1
5.	Technical Officer	1
6.	Scientific Assistant	1
7.	Accountant	1
8.	Chauffeur / Driver	1
9.	Laboratory Assistant	2
10.	Jr. Assistant	4
11.	Jr. Assistant (Off)	1
12.	Chainman	1
13.	Orderly	3
14.	Helper	11

Mass Media Office, Kashmir		
S. No	Designation of Officers/officials	No. of Posts
1	Regional Director, Kashmir	1
2	Mass Media Officer, Kashmir	1
3	Environmental Forester	1
4	Supervisor / Range Manager	1
5	Sr. Asstt.	1
6	Phot Lab. Asstt.	1
7	Jr. Asstt.	1
8	Orderly	1
9	Helper	27
Environmental Soil Conservationist, Jammu		
S.No	Designation of officers / Officials	No. of Posts
1	Regional Director, Jammu	1
2	Environmetnal Soil Conservationist, Jammu	1
3	Range Officer	1
4	Supervisor-I	1
5	Sr. Assistant	2
6	Jr. Assistant	1
7	Jr. Assistant (Off)	1
8	Forest Guard	1
9	Field Supervisor	1
10	Orderly	2
11	Helper	17

Abstract of Staff Position:-		
S.No	Designation of officers/officials	No of Post
1.	Director,	1
2.	Regional Director,	2
3.	DCF (HQ)	1
4.	Scientist	1
5.	Junior Scientist	1
6.	Scientific Assistant	1
7.	Mass Media Officer	1
8.	Environmental Forester	1
9.	Environmental Soil Conservationist	1
10.	Technical Officer	1
11.	Range Officer	1
12.	Accountant	1
13.	Supervisor / Range Manager	2
14.	Sr. Asstt.	3
15.	Jr. Asstt.	6
16.	Jr. Asstt. (Off)	2
17.	Lab Assistant	2
18.	Chainman	1
19.	Chauffer/ Driver	1
20.	Photo Lab. Assistant	1
21.	Field Supervisor	1
22.	Forest Guard	1
23.	Orderlies	6
24.	Helpers	55
	Total:	94

Chapter 4

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

4.1 Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

Name /Title of Document :-

Rules: - The Rules for Subordinate Services were notified vide S R O No 298 dated 15th September 2006 and Rules for Gazetted Service were notified vide SRO 22 dated:-28th July, 2009.

Strength and composition of the Service.

❖ The Sanctioned strength and composition of the organization is as under:-

S.No	Designation of the Posts	Sanctioned strength	Posts filled	Vacant	Sanction No. & Date of Creation
1	Director	1	1	Nil	Govt. Order No:- EE (Adm)-4 of 1987 dated:- 04/03/1987
2	Scientist	3	1	2	Govt. Order No:- 13-EE (Adm) of 1988 dt:- 17/06/1988
3	Junior Scientists (R.S)	3	1	2	Govt. Order No:- 13-EE (Adm) of 1988 dt:- 17/06/1988
4	Mass Media Officer	1	1	Nil	Govt. order No:- 338-FST of 1989 dt:- 15/11/1989
5	Environmental Soil Conservationist	1	1	Nil	Govt. order No:- 338-FST of 1989 dt:- 15/11/1989
6	Scientific Officer	1	Nil	1	Govt. Order No:- EE-48 of 1987 dt:- 14/09/1987
7	Environmental Forester	1	1	Nil	Govt. Order No:- 338-FST of 1989 dt:- 15/11/1989
8	Environmental Engineer	1	Nil	1	Govt. Order No:- 338-FST of 1989 dated:- 15/11/1989
9	Scientific Assistant (R.S)	4	1	3	Govt. order No.13-EE(Adm)of 1988 dt.17.6.1988
10	P.A	1	Nil	1	Govt. order No.16-EE of 1987 dt.22.4.1987
11	Draftsman	1	Nil	1	Govt. Order No 10-FST of (GR) of 1990 Dt:30.01.1990
12	Cartographer	1	Nil	1	Govt. Order No 10-FST of (GR) of 1990 Dt:30.01.1990
13	Surveyor	1	Nil	1	Govt. Order No;322-FST of 1989 Dt;25.10.1989

S.No	Designation of the Posts	Sanctioned strength	Posts filled	Vacant	Sanction No. & Date of Creation
14	Senior Assistant	2	2	Nil	Govt. Order No:- 16-EE of 1987 dated:- 22/4/1987 Order No:- 13-EE(Adm) of 1988 dt:- 17/6/1988
15	Junior Assistants	7	5	2	Govt. order No:- 13-EE(Adm) of 1988 dt:- 17/6/1988 Order No:- 322-FST of 1989 dated:- 25/10/1989 Order No:- 338-FST of 1989 dated:- 15/11/1989
16	Driver	1	1	Nil	Govt. Order No:- 13-EE(Adm) of 1988 dt:- 17/6/1988
17	Photo Lab. Assistant	1	1	Nil	Govt. order No:- 322-FST of 1989 dated:- 25/10/1989
18	Patwari	1	-	1	Govt. order No:- 322-FST of 1989 dated:- 25/10/1989
19	Lab. Assistants	2	2	Nil	Govt. Order No:- 13-EE (Adm) of 1988 dt:- 17/6/1988
20	Research fellow	2	-	2	Govt. Order No:- 13-EE (Adm) of 1988 dt:- 17/6/1988
21	Chainman	1	1	Nil	Govt. Order No:- 322-FST of 1989 dated:- 25/10/1989
22	Orderlies	7	5	2	Govt. Order No:- 16-EE of 1987 dated:- 22/04/1987 Order No:- 13-EE(Adm) of 1988 Dt:17.6.1988 Order No:-338-FST of 1989 Dated 15.11,1989 Order No.322-FST of 1989 Dated 25.10.1989
23	Helpers***	31	31	Nil	Govt. order No.:443-FST of 1998 dt.24.11.1998 Order No.17-FST of 2004 dt.15.01.2004
	Total:	75	54	21	

(Note: The State Government has posted two Regional Directors, Jammu & Kashmir respectively in January 2010)

From where one can get copy of rules.

Copy of these Rules can be obtained from the Direction Office or from office of the respective Regional Directors or from the offices of the M.M.O, Kashmir, E.S.C, Jammu, D.C.F Hqrs on all working days during the office hours.

BRIEF WRITE ON MANUAL AND RECORDS:**ANNEXURE-A****PROJECTS ACCOMPLISHED**

A number of projects have been accomplished by the Department which are listed here as under:

S. No.	Project	Sponsoring /user Agency	Scientists involved	year	Objective
1	Water Quality Mapping of Dal and Wular lakes Phase-I & phase-II	Space Application Centre, Ahmadabad	Dr. M.A.Kawoosa Mr.SAR Shah Dr. Hanifa Bano Dr. Tasneem Keng	1987	To develop methodology for map and monitoring the water quality of lakes
2	Snow-Melt Run off studies on Lidder and Sind Basins in Kashmir using remote sensing	DST, GOI	Mr. N.A. Kakroo Dr. Hanifa Bano	1991	To conduct hydrological modelling of the area
3	Land-use/ Land Cover Mapping of J & K State	N.R.S.A., Hyderabad	Mr. G.M.Naik Mr. G.C.Singh Mr. H. Rashid Mr. Shakil Ahmed	1993	To generate district- wise Land use / Land cover maps of the state using IRS 1A/1B hard copy satellite imageries
4	Ground Water Targeting in Kashmir Valley	State Govt.	Mr. S.A.R.Shah	1993	To develop expertise in Remote Sensing application for groundwater
5	Environmental Impact study of Kishan Ganga H.EP	Power Development Department	S.A.R Shah G.A Malik N.A Kakroo	1993	To collect environmental base line data for project area.
6	Environmental Impact Assessment of Cement Plants of Khrew-Khanamoh region using GIS approach.	Departmental activity	H.Rashid	1994	To develop a methodology for assessing the impact of cement plants on the neighbouring environment of Khrew-Khanamoh
7	Management Action Plan of Wular Lake	Departmental activity	G.A Malik, Dr. Hanifa and S A Ramshoo	1994	To formulate a comprehensive eco-development plan for the Wular Lake
8	Mapping for Integrated Mission for sustainable development of Doodganga and Chenani watersheds	NRSA, Hyderabad	Mr. G. C. Singh, Mr. H. Rashid Dr. Hanifa Bano Mr. S.A.R. Shah Dr. Tasneem Keng Dr. Tanveer Ahmad	1995	To generate an integrated database on Doodganga and Chenani watersheds
9	Forest Mapping of Udhampur District	State Govt.	Dr. Hanifa Bano	1995	To conduct vegetation analysis of the area
10	Urban land-use and sprawl mapping of Srinagar city	State Govt.	Mr. H. Rashid	1996	To analyze the sprawl of the city of Srinagar using old maps and SPOT satellite imagery
11	Environmental Management Plan of Hokersar Game reserve	State Govt.	Mr. H.Rashid	1996	To conduct detailed analysis of land cover and seasonal water spread dynamics for generating an environmental Management Plan for the area

12	Environmental Change Detection of Anchar Lake	State Govt.	Mr. H.Rashid	1996	To develop a methodology by which lakes could be monitored with the help of multivariate satellite imageries.
13	Mapping of Flood Affected Areas in Kashmir Valley	State Govt.	Dr. Hanifa Bano	1996	To map the flooded areas in Jhelum valley
14	Mapping of Horticultural Land use in Pulwama District	State Govt.	Dr. Hanifa Bano	1996	To identify various horticultural plantations
15	Management Plan of Dachigam National Park	State Govt.	Dr. Hanifa Bano	1996	To develop methodology for generating base data on Dachigam national Park
16	Geo environmental study of Dal lake and its catchment.	UEED	S.A.R Shah	1996	Geo environmental appraisal of Dal lake catchment area
17	EIA and EMP of Baghlihar HEP	PDC	S.A.R Shah(PI)	1997	Preparation of EIA and EMP including CAT of project area
18	Integrated Watershed Mapping of National Highway- 1A	State Govt.	Mr. H. Rashid	1997	To generate data on the microwatersheds along National Highway-1A for formulating ecological rehabilitation plan for the same
19	Geological Mapping of Ladakh region	State Govt.	Mr. S.A.R. Shah	1997	Remote Sensing application for Mineral prospecting.
20	Eco-monitoring of Manasbal Lake and its surrounds.	State Govt.	Dr. Tasneem Keng Mr. G.C.Singh	1998	To identify the various ecological problems of the lake and its surrounds.
21	Directory of lakes and water bodies of Jammu & Kashmir using remote sensing data	Departmental activity	Dr. Hanifa Nasim	1998	To map out spatial extent of lakes as depicted on the SOI sheets
22	Nation wide Wasteland Mapping Project	NRSA	Dr. Hanifa Bano Mr. G. C. Singh Mr. H. Rashid Mr. SAR Shah Dr. Tasneem	1999	To prepare map and report of wasteland categories of J&K
23	Evaluation of waterfowl habitat in Hokersar wetland reserve	Indian Institute of Remote Sensing, Dehradun	H. Rashid	2001	To conduct a detailed GIS based analysis of the area and to evaluate its suitability as habitat for waterfowl.
24	Limnological studies of Wular Lake	State Govt.	Dr. Tasneem Keng	2001	To generate a detailed data/ baseline information for helping in monitoring future management of the lake body.
25	Medicinal Plants of Kashmir Valley and their distribution	State Govt.	Dr. Tasneem Keng Dr. Hanifa Bano	2002	To generate a database on medicinal plants

26	EIA, EMP and SMP of Sawalkote HEP	Power Development Corporation	S.A.R Shah G.C Singh Dr. Haniefah Dr. Tasneem Dr. Tanveer Mauli Manzoor	2002	To prepare EIA, EMP and SMP reports of Sawalkote HE Project area
27	Survey of Potential and actual area under Sericulture through remote sensing & GIS	Central Silk Board G.O.I.	Dr. Hanifa Bano Mr. G.C.Singh Dr. Tasneem Keng and Mr. Kuldeep Mehta	2004	To generate a spatial database on existing and potential areas under sericulture
28	Environmental Sensitivity Zonation of Srinagar city-A	Indian Institute of Remote Sensing, NRSA	Mr. H. Rashid	2004	To conduct environmental sensitivity zonation of the city of Srinagar.
29	Desertification Status Mapping of Leh	SAC Ahmedabad	Mr. S.A.R Shah, Mr. G.C Singh, Dr. Hanifa	2004	To prepare DSM map and report of Leh.
30	Impact of Human settlements on some rural lakes of Kashmir	Ministry of Environment & Forest, G.O.I, New Delhi	Dr. Tasneem Keng	2004	To identify the causes and impacts of human activities around water bodies and develop a conservation strategy.
31	Wasteland updation Mapping of J & K State	NRSA, Hyderabad	Mr. H. Rashid Mr. SAR Shah Dr. Hanifa Bano Dr. Tasneem Keng Mr. R.D. Sharma	2004	To generate updated district-wise digital database on waste land maps for a national wasteland mapping exercise.
32	EIA and EMP of Nimu-bazgo H.E.P	NHPC	S.A.R Shah with University professor's team	2005	Preparation of EIA and EMP including CAT of project area
33	Mapping of Khushalsar wetland using High resolution remote sensing data and GIS	Departmental activity	Mr. H.Rashid Dr. Tasneem Keng	2005	To assess the land use in and around Khushalsar Lake of the city
34	Detailed Urban Land use mapping for Zonal Plan preparation of Zakura Gulabgh area of Srinagar	Srinagar Development Authority	Mr. H.Rashid	2006	To provide a detailed urban land use map of the area for zonal plan preparation by SDA.
35	GIS based forest density stratification and time series analysis using digital image processing and GIS techniques.	MOEF, New Delhi	H. Rashid	2006	To study the changes in Forest cover in J&K from 1994 to 2004

36	National (Natural) Resources Information System	SAC, Ahmedabad	Mr. H. Rashid, Dr. Hanifa Bano, Mr. SAR Shah, Dr. Tasneem Keng Dr. Tanveer Ahmed Khan	2007	To generate GIS database on the natural resources of J&K
37	Methane Gas Emission from the Paddy fields of Kashmir	SAC, Ahmedabad	SAR Shah Dr. Tasneem Keng	2008	To study the emission of green house gasses in the paddy lands of Kashmir
38	Bio-diversity conservation of Tsomorari and Tsoker wetland	SAC, Ahmedabad	SAR Shah	2009	To study the high altitudinal lakes of Tsomorari and Tsoker
39	Detailed Land-use/Land cover and Water spread mapping of the Dal Lake using Quick Bird imagery	Lakes and Waterways Development Authority	Humayun Rashid	2010	To delineate water spread of the Dal Lake
40	Eco-sensitivity zonation mapping of the protected areas	State Wildlife Protection Department	Humayun Rashid	2010	To assist the Wildlife Protection Department in delineating the ecosensitive zones around the protected areas.
41	Mapping of the Rural Road Connectivity under PMJSY Project	State Plan	Dr. Hanifa Nasim	2010	To identify and map out road roads constructed under PMJSY Project
42	NRC-Land use/Land cover 50 K National Mapping Project	NRSC, Hyderabad	Humayun Rashid and Dr. Hanifa Nasim	2011	To generate Land cover database on 1:50,000 scale
43	NRC-Land use/Land cover 50 K National Wasteland Mapping Project	NRSC, Hyderabad	Dr. Tasneem Keng	2011	To generate wasteland database on 1:50,000 scale
44	Biodiversity Characterization at Landscape Level	NRSC, Hyderabad	Humayun Rashid	2011	To generate vegetation type database on four districts of J&K as part of a national Biodiversity Project
45	Land Degradation Mapping Project	NRSC, Hyderabad	Shri SAR Shah	2011	To generate database on degraded lands of J&K as part of a national project
45	Rajiv Gandhi Drinking water Mission Project (Phase-III)	NRSC, Hyderabad	Shri SAR Shah	2011	To generate database on ground water resource of J&K as part of a national project

46	Identification of wastelands in J&K State for industrial use	Departmental activity	Dr. Tasneem Keng	2011	To identify the potential wastelands that could be utilized for industrial activity in the State.
47	Updation of directory of lakes and water bodies of Jammu & Kashmir using remote sensing data	Departmental activity	Dr. Hanifa Nasim	2011	To conduct a comparative analysis of the spatial extent of lakes as depicted on the SOI sheets and latest satellite imagery
48	National Wasteland Change Analysis Project	NRSC,Hyderabad	Dr. Tasneem	2011	To highlight the changes in wastelands since the first cycle mapping of wastelands
49	Snow Avalanche and Landslide Mapping	State Plan	SAR Shah	2011	To map out the snow avalanche prone areas
50	Application of remote sensing and GIS in Sericulture Development ó A case study of Bandipur and Reasi districts	NESAC, Shilong	Dr. Hanifa and Dr. Tasneem Keng	2012	To identify potential areas for development of mulberry and to develop a network of sericulture information linkage and knowledge system
51	National Urban Information System(NUIS)	NRSC, Hyderabad	Dr. Hanifa, Mr. SAR Shah and Dr. Tasneem	2012	To generate detailed database on 22 towns of J&K State
52	Measuring Physical Accessibility to Healthcare Network and Population Coverage Modeling in J&K State using Geo-informatics	Health & Medical Education Department	Mr. Humayun Rashid	2012	To delineate existing catchment areas of the health facilities in J&K State and to scale up the network for the uncovered population so that patients are able to access the basic facilities within travel time of 60 minutes.
53	Classification of Lakes and wetlands of J&K as per Wetland Rules of 2010	Departmental activity	Dr. Hanifa and Dr. Tasneem	2012	To classify the water bodies as per wetland Rules of 2010 for facilitating management and conservation.
54	Environmental Impact Assessment and Environmental Management Plan of Sonamarg Tourist Resort	Departmental activity	Mr. SAR Shah	2012	To underline the carrying capacity of the tourist resort and to formulate the Environmental Management Plan (EMP) for the area

ANNEXURE-B**PROJECTS IN HAND (ONGOING)**

S. No.	Project	Sponsoring /user Agency	Principal Investigator/Co-Investigator(s)	Year	Objective
1	Space Based Forest Cover Watch using very high resolution satellite imagery	State Plan	Humayun Rashid	2010	To monitor the changes if any in the forest cover over time using temporal satellite data
2	Land use/Land cover 50K Second Cycle Mapping	NRSC, Hyderabad	Humayun Rashid and Dr. Hanifa	2012	To detect the changes in landuse/ land cover since the first cycle mapping
3	Space Based Information Support for Decentralized Planning(SIS-DP) Project	NRSC, Hyderabad	Dr. Tasneem Keng	2012	To generate detailed geo-spatial database for microlevel planning
4	Establishment of State Spatial Data Infrastructure (SSDI-JK)	DST, GoI and State S&T Department	Humayun Rashid	2012	To standardize the geospatial data and to develop a Geoportal for online access by the user departments for improved microlevel planning
5	Monitoring of Wular Lake	WDA	Dr. Tasneem Keng, Humayun Rashid	2012	To provide near real time geospatial information for assisting in monitoring the works under the centrally sponsored conservation Project on Wular Lake
6	Groundwater Mapping under Rajiv Gandhi National Drinking water Mission Phase-IV Project	NRSC, Hyderabad	Dr. Tasneem Keng	2012	To zero-in on the ground water prospects in the state using remote sensing technology
7	Geospatial Monitoring of 10-K Priority Areas in J&K using high resolution satellite images	State Plan	Humayun Rashid	2012	To provide near real time processed and value added temporal satellite images for assisting in planning and monitoring the various priority Areas identified by Honøble Chief Minister, J&K

8	Soil Resource Mapping	NRSC, Hyderabad	Majid Farooq	2013	The objective of Soil Resource Mapping is to demarcate and identify Priority watershed in the catchment areas on 1:50,000 scale. It provides information on physiography, slope, soil deptt, Surface texture, Land use, land cover, surface condition and existing management practices.
9	National Mission For Sustainable Himalayan Ecosystem (NMSHE)	Ministry of Science & Technology, GoI, New Delhi	Majid Farooq	2014	To establish Climate Change Centre in J&K State

From where one can get copy of Manual and Records.

One can visit the library of the organization or request the DCF (HQ) to supply a copy of the above reports.

CHAPTER 5

Particulars of any arrangement that exists for consultation with or presentation by members of the public in relation to the Formulation of its policy or implementation thereof.

Formulation of policy

Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in the following format.

S.No	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation.
1	State Environment Policy		The State Environment Policy is currently under preparation. Draft policy will be placed on the web site of the organization for seeking public opinion. Also, seminars/workshops will be held for seeking public opinion.

Implementation of Policy:

Whether there is any provision to seek consultation /participation of public or its representatives for implementation of policies?

S.No	Subject/Topic	Is it mandatory to ensure policy participation (yes/No)	Arrangements for seeking Public Participation.
1	-	-	The public opinion will be sought in implementation of the proposed policy.

CHAPTER 6**A statement of the categories of documents that are held by it or under its control**

- 6.1** Use the format given below to give the information about the official documents. Also mention the place where the documents are available for reference at secretariat level, directorate level, others
- 6.2** (Please mention the level in place of writing others).

S.No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by under control
1.	Recruitment Rules	<p>Subordinate Service Rules: These rules prescribe mode of recruitment and pay scales of different categories of Sub Ordinate Service employees.</p> <p>Gazetted Service Rules: These rules prescribe mode of recruitment and pay scales of different categories of Gazatted Service employees</p>		

Chapter-7

A Statement of boards, council, committees and other bodies constituted as its part.

7.1 Please provide information on boards, councils, Committees and other Bodies related to the public authority in the following format:

- ❖ Name and address of the affiliated body- No Board, Council, Committee or other body has been constituted so far.
- ❖ Type of Affiliated Body ó Not Applicable
- ❖ Brief introduction of the Affiliated Body ó Not Applicable.
- ❖ Role of the affiliated body- Not Applicable
- ❖ Structure and Member Composition- Not Applicable
- ❖ Head of the Body- Not Applicable
- ❖ Address of main office and its Branches- Not Applicable
- ❖ Frequency of Meetings- Not Applicable
- ❖ Can public participate in the meetings- Not Applicable
- ❖ Are minutes of the meetings prepared- Not Applicable
- ❖ Are the minutes available to the public: Not Applicable

Chapter 8

The names, designations and other particulars of the Public Information officers.
Please provide contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public Authority in the following format.

Name of the Public Authority as on today:

The Directorate of Ecology, Environment & Remote Sensing, J & K State.

S.No	Name	Designation	STD	Phone No Office/Home	FAX	E-Mail	Address
1.	Sh.Firdous Ahmed Mir,	Dy. Conservator of Forests HQ/PIO, Direction office	0194 0191	2490823 2490037	2490823 2474553		SDA Colony Bemina Srinagar / Paryavaran Bhawan, Transport Nagar, Gladini, Narwal Jamm
2.	Sh. Suresh Chugh, IFS	APCCF/Director. 1 st Appellant Authority, Direction Office	0194 0191	2494585 2474553	2494585 2474553	dirjkers@gmail.com	SDA Colony Bemina Srinagar / Paryavaran Bhawan, Transport Nagar, Gladini, Narwal Jamm
3.	Sh. Muzaffar Jan Bazaz	Mass Media Officer, Kashmir/ PIO, Kashmir	0194	2490823	2490823	-	SDA Housing Colony, Bemina, Srinagar.
4.	Sh. Ab. Rashid Mir, IFS	Regional Director, Kashmir/1 st Appellant Authority, Kashmir	0194	2494231	2494231		SDA Housing Colony, Bemina, Srinagar.
5.	Mrs. Neha Mehta	Environmental Soil Conservationist, Jammu/ PIO Jammu.	0191	2490777	2490777	escjmu@redismail.com	Paryavaran Bhawan, Forest Complex, Gladni, Transport Nagar, Narwal, Jammu
4.	Sh. Q. D.Malik, DCF	Regional Director, Jammu/1 st Appellant Authority, Jammu	0191	2470085	2470085		Paryavaran Bhawan, Forest Complex, Gladni, Transport Nagar, Narwal, Jammu

CHAPTER 9

Procedure followed in Decision making process.

9.1 What is the procedure followed to take a decision for various matters (A reference to secretariat manual and business rules and other rules / regulation etc can be made).

The officers at various levels take decisions in accordance with the duties and responsibilities assigned to them from time to time and follow the procedures laid down in General Financial Code.

9.2 What are the arrangements to communicate the decision to the Public?

The decisions are communicated through electronic and print media from time to time. Also, the decisions shall be placed on the website of the Department which is as under (jkdears.com)

9.3 Who are the officers at various levels whose opinions are sought for the process of decision making;-

The officers whose opinions are sought while taking decision are.

- ❖ Director, Ecology, Environment and Remote Sensing, J & K State.
- ❖ Regional Director, Ecology, Environment and Remote Sensing, Jammu region.
- ❖ Regional Director, Ecology, Environment and Remote Sensing, Kashmir Region.
- ❖ DCF (HQ).
- ❖ Environmental Soil Conservationist, Jammu.
- ❖ Mass Media Officer, Kashmir.
- ❖ Office/Field staff.

9.5 Who is the final authority who wets the decision?

The Director, Environment and Remote Sensing is the final authority to vet the decisions within the organization. However, final authority for various decisions lies with the State Government through Forest Administrative Department.

9.6 Please provide information separately in the following format for the important matter on which the decision is taken by the Public Authority.

SNo:1	Subject on which the decision is taken	Implementation of schemes of the Department						
	Guide line/Direction if any	Approved norm of the schemes						
	Process of Execution	Approved separately in respect of each scheme						
	Designation of officers involved in decision making	Director, Regional Directors, DCF(HQ), ESC Jammu, MMO Kashmir etc.						
	Contact information of Officers as on today.	<table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;"><u>Designation</u></th> <th style="text-align: left;"><u>Phone/fax</u></th> <th style="text-align: left;"><u>Mobile</u></th> </tr> </thead> <tbody> <tr> <td>Director</td> <td>0194-2494585 0191-2474553</td> <td>9419195708</td> </tr> </tbody> </table>	<u>Designation</u>	<u>Phone/fax</u>	<u>Mobile</u>	Director	0194-2494585 0191-2474553	9419195708
<u>Designation</u>	<u>Phone/fax</u>	<u>Mobile</u>						
Director	0194-2494585 0191-2474553	9419195708						

		<p>Regional Director, 0191-2490037 9419166291 Jammu</p> <p>Regional Director Kashmir, 0194-2494231 9797792585</p> <p>DCF HQ 0194- 2490823 9419028106 0191- 2490037</p> <p>ESC Jammu.0191 - 2490777 9469004888</p> <p>MMO Sgr. 0194-2490823 9419442323</p>
	<p>If not satisfied by the decision where and how to appeal.</p>	<p>If the applicant is not satisfied with the decision of the Department after exhausting all the channels, he/she can approach the Administrative Department, Forest, Civil Secretariat, Srinagar/Jammu.</p>

CHAPTER – 10**Directory of Officers and Employees****10.1 Please provide information on the following format of all officers/employees.**

S.No	Name of the Officer/Official	Designation	STD Code	Phone No office	Phone Landline	Phone Mobile	Fax No	E.Mail	Address
1.	Suresh Chugh, IFS	Director	0191	2474553 2490823		9419195708	2490823	Sur3294@rediffmail.com	5, New Rehari, Jammu, J&K
2.	Q.D.Malik, DCF	Regional Director Jammu	0191	2470085		9419166291	2470085		
3.	A.R.Mir, IFS	Regional Director, Kashmir	0194	2494231		9797792585	2494231		
4.	Firdous Ahmed Mir	DCF HQ	0194 0191	2490823 2490037		9419028106	2490823 2474553		
5.	Neha Mehta, SFS	ESC Jammu	0191	2490777		9469004888	2490777	escjmu@rediffmail.com	
6.	Muzaffar Jan Bazaz	Mass Media Officer	0194	2490823		9419442323	2490823	-	
7.	Himayun Rashid	I/c Scientist	0194	490602		9419537572	2490602	rshumayun@yahoo.com	Rajbagh, Srinagar.
8.	Zahoor Ahmed Akhoun	Environmental Forester	0194	2490823			2490823		
9.	Dr. Tasneem Keng	Scientific Assistant	0194	2490823		9419404293	2490823	tasneemkeng@gmail.com	Raj Bagh, Srinagar.
10.	Gh. Hussan Mir	A.E (TO)	0194	2490823		9419001918	2490823	-	Gulberg Colony, Hyderpora, Srinagar
11.	Majid Farooq	Scientific Assistant	0194	2490823		9419551345	2490823		
12.	Kartar Chand	Range Officer Jammu	0191	2490777		9419143660	2490777	-	Village Mahal Shahan, Post office Ramgarh, Samba, Jammu
13.	Mohammedd Ashraf Kraipak	Sup-I Srinagar	0194	2490823		9469388803	2490823	-	Pamposh Colony, Natipora, Srinagar
14.	Irshad Ahmad Mir	Sup-I Jammu	0191	2490777		9419140667	2490777	irshadmirmasoom@gmail.com	105, Upper Gujjar Nagar, Jammu
15.	Ajaz Ahmed Bhat	Accountant	0194	2490823		9419900419 9797670419	2490823	ajaz_ah2006@yahoo.co.in	

Chapter-11

The Monthly Remuneration received by each of its officers/officials including the system of compensation as provided in Regulation of Dy. Conservator of Forests HQ.

S. No	Name of the officers/officials	Designation	Monthly Remuneration	Compensation/Compensatory allowance			Procedure to determine the remuneration as given in regulation
				C.C.A	B.A	C.A	
1	Suresh Chugh, IFS	APCCF/ Director	1,45,959	-	-	-	As per Govt. Rule
2	Ghulam Hassan Mir	Technical Officer	74,508	120	-	--	As per Govt. Rule
3	Firdous Ahmed Mir	DCF (HQ)	74,148	120	--	--	As per Govt. Rule
4	Humayun Rashid	I/c Scientist	78,204	120	--	-	As per Govt. Rule
5	Dr. Tasneem Keng	Jr. Scientific	74,676	120	--	--	As per Govt. Rule
6	Majid Farooq	Scientific Assistant	43,794	120	--	--	As per Govt. Rule
7	Ajaz Ahmad Bhat	Accountant	32,947	120	--	--	As per Govt. Rule
8	Abdul Ali Pala	Jr. Asstt.	32,979	120	--	--	As per Govt. Rule
9	Atiqa Bano	Jr. Asstt.	31,857	120	--	--	As per Govt. Rule
10	Fayaz Ah. Khan	Jr. Asstt.	25,880	65	--	--	As per Govt. Rule
11	Ghulam Ah. Bhat	Jr. Asstt.	26,702	65	--	--	As per Govt. Rule
12	Anisa Bakshi	Jr. Asstt (Off).	22,846	25	--	1060	As per Govt. Rule
13	Mohd. Latif Thakur	Driver	51,879	120	--	--	As per Govt. Rule
14	Majabeen Bano	Lab. Asstt.	31,269	120	--	--	As per Govt. Rule
15	Syed Nazir alvi	Lab. Asstt.	31,269	120	--	--	As per Govt. Rule
16	Gowhar Ahmad	Chainman	25,311	35	--	--	As per Govt. Rule
17	Dani Ram	Orderly	24,558	25	--	--	As per Govt. Rule
18	M. Abdullaha Sheikh	Orderly	23,046	25	--	--	As per Govt. Rule
19	Chandi Ji Bhat	Orderly	24,970	25	--	1010	As per Govt. Rule
21	Mohd. Yaqoob Khan	Helper	21,748	25	--	--	As per Govt. Rule
22	Maheen Khan	Helper	18,532	25	--	--	As per Govt. Rule
23	Ab. Hamid Bhat	Helper	22,584	25	--	--	As per Govt. Rule
24	Mohd. Ashraf Shah	Helper	18,753	25	--	--	As per Govt. Rule
25	Fareeda Bano	Helper	18,753	25	--	--	As per Govt. Rule
26	Shakeel Ah. Kawoosa	Helper	20,379	25	--	--	As per Govt. Rule
27	Ajaz Ah. Misgar	Helper	19,232	25	--	--	As per Govt. Rule
28	Subina Akhtar	Helper	19,026	25	--	--	As per Govt. Rule
29	Ghulam Nabi Bhat	Helper	22,888	25	--	--	As per Govt. Rule
30	Farooq Ah. Dar	Helper	21,482	25	--	--	As per Govt. Rule
31	Mohd Hussain	Helper	18,942	25	--	--	As per Govt. Rule

The Monthly Remuneration received by each of its officers/officials including the system of compensation as provided in Regulation of Mass Media Officer, Kashmir

S. No	Name of the officers/officials	Designation	Monthly Remuneration	Compensation/Compensatory allowance			Procedure to determine the remuneration as given in regulation
				C.C.A	B.A	C.A	
1	Ab. Rashid Mir, IFS	Regional Director, Kashmir	80164	120	--	-	As per Govt. Rule
2	Muzaffar Jan Bazaz	M.M.O	42599	120	--	--	As per Govt. Rule
3	Zahoor Ahmed Akhoon	Environmental Forester	54516	120	--	--	As per Govt. Rule
4	Mohd Ashraf Kraipak	Range Manager	44839	120	--	--	As per Govt. Rule
5	Shafiq Khan	Sr. Asstt.	33033	120	--	--	As per Govt. Rule
6	Mohd. Nazir Wani	Jr. Asstt.	30870	120	--	--	As per Govt. Rule
7	Riyaz Ah. Khan	P.L. Asstt.	32424	120	--	--	As per Govt. Rule
8	Ruqiya	Jr. Asstt	22700	35	--	--	As per Govt. Rule
9	Mohd. Amin Sheikh	Orderly	23228	25	--	--	As per Govt. Rule
10	Farooqa Akhter	Helper	18952	25	--	--	As per Govt. Rule
11	Fayaz Ahmad Dar	Helper	18952	25	--	--	As per Govt. Rule
12	Ali Mohd. Gabroo	Helper	18952	25	--	--	As per Govt. Rule
13	Gh. Mohd. Laway	Helper	18952	25	--	--	As per Govt. Rule
14	Nisar Ah. Parray	Helper	18952	25	--	--	As per Govt. Rule
15	Ab. Hamid Raina	Helper	18040	--	--	--	As per Govt. Rule
16	Gulzar Ah. Bhat	Helper	18952	25	--	--	As per Govt. Rule
17	Tariq Ah. Andrabi	Helper	18952	25	--	--	As per Govt. Rule
18	Muzaffar-ul-Haq	Helper	20506	25	--	--	As per Govt. Rule
19	Ali Mohd. Wagay	Helper	21160	--	--	--	As per Govt. Rule
20	Ab. Rashid Dar	Helper	21682	25	--	--	As per Govt. Rule
21	Gh. Nabi Wani	Helper	18217	25	--	--	As per Govt. Rule
22	Javeed Ahmad Mir	Helper	18440	--	--	--	As per Govt. Rule
23	Ab. Aziz Sofi	Helper	22228	25	--	--	As per Govt. Rule
24	Mohammad Maqbool Dar	Helper	18180	--	--	--	As per Govt. Rule
25	Gh. Hassan Hajam	Helper	21871	25	--	--	As per Govt. Rule
26	Ab. Rashid Malla	Helper	21514	25	--	--	As per Govt. Rule
27	Firdous Ah. Dar	Helper	21535	25	--	--	As per Govt. Rule
28	Mohd. Rafiq Dar	Helper	21556	25	--	--	As per Govt. Rule
29	Amir-din Sheikh	Helper	21871	25	--	--	As per Govt. Rule
30	Mohammad Ashraf Reshi	Helper	21514	25	--	--	As per Govt. Rule
31	Mohd. Amin Bhat	Helper	23515	25	--	--	As per Govt. Rule
32	Bashir Ah. Rather	Helper	18160	--	--	--	As per Govt. Rule
33	Nazir Ahmed Mathanji	Helper	21094	25	--	--	As per Govt. Rule
34	Manzoor Ahmad Dar	Helper	16520	--	--	--	As per Govt. Rule
35	Showkat Ahmad Mahajan	Helper	18805	25	--	--	As per Govt. Rule
36	Sheikh Shahnawaz	Helper	19267	25	--	--	As per Govt. Rule

The Monthly Remuneration received by each of its officers/officials including the system of compensation as provided in Regulation of Environmental Soil Conservationist, Jammu.

S. No	Name of the officers/officials	Designation	Monthly Remuneration	Compensation/Compensatory allowance			Procedure to determine the remuneration as given in regulation
				C.C.A	B.A	C.A	
1	Q.D.Malik, DCF	Regional Director, Jammu	59,592	120	--	1800	As per Govt. Rule
2	Neha Mehta, SFS	E.S.C	42,105	120	--	--	As per Govt. Rule
3	Kartar Chand	Range Officer	48,090	120	--	800	As per Govt. Rule
4	Irshad Ahmad Mir Masoom	Supervisor-I	46,623	120	--	--	As per Govt. Rule
5	Hency Gurtoo	Sr. Asstt.	32,382	120	--	--	As per Govt. Rule
6	Kusam Lata Bhat	Sr. Asstt.	32,382	120	--	--	As per Govt. Rule
7	Varinder Singh	Field Asstt.	32,540	65	--	--	As per Govt. Rule
8	Dolly Kumari Khar	Jr. Asstt.	17,681	35	--	--	As per Govt. Rule
9	Dev Raj	Forest Gaurd	24,968	35	--	--	As per Govt. Rule
10	Phoola Bhat	Jr. Asstt. (officiating)	20,634	25	--	1220	As per Govt. Rule
11	Pinki Zutshi	Orderly	21,879	25	--	890	As per Govt. Rule
12	S.Sukhbir Singh	Orderly	18,680	--	--	--	As per Govt. Rule
13	Aurangaib	Helper	21,428	25	--	--	As per Govt. Rule
14	Prayrana Devi	Helper	21,178	25	--	--	As per Govt. Rule
15	Raminder Singh	Helper	20,548	25	--	--	As per Govt. Rule
16	Jia Lal Sharma	Helper	20,548	25	--	--	As per Govt. Rule
17	Sunder Sham	Helper	19,054	25	--	--	As per Govt. Rule
18	Hardeep Singh	Helper	18,994	25	--	--	As per Govt. Rule
19	Rakesh Gupta	Helper	18,994	25	--	--	As per Govt. Rule
20	Rita Koul	Helper	19,054	25	--	--	As per Govt. Rule
21	Pankaj Chabra	Helper	18,994	25	--	--	As per Govt. Rule
22	Banarsi Dass	Helper	15,676	25	--	--	As per Govt. Rule
23	Paramjit Singh	Helper	20,884	25	--	--	As per Govt. Rule
24	Kuldeep Singh	Helper	21,220	25	--	--	As per Govt. Rule
25	Karan Singh	Helper	18,994	25	--	--	As per Govt. Rule
26	Vijay Kumar	Helper	18,994	25	--	--	As per Govt. Rule
27	Bashir Ahmad	Helper	18,994	25	--	--	As per Govt. Rule
28	Kewal Krishan	Helper	18,994	25	--	--	As per Govt. Rule
29	Ramesh Kumar Pandit	Helper	18,973	25	--	--	As per Govt. Rule

Chapter 12

The Budget allocated to each agency (particulars of all Plans) proposed expenditures and reports on disbursement made.

For Public Authorities responsible for developmental. Constructions and technical works.

Detail of activities done by DCF (HQ) during the year 2014-15 upto Dec 2014.

S.No	Name of scheme/Head	Activity	Starting date of activity	Planned date of activity	Amount Proposed (₹ in lacs)	Amount sanctioned (₹ in lacs)	Amount Released Disbursed No.of Installment	Actual Exp. For last year
1	Maintenance of Capital Assets	-	4/2014 to 12/2014	4/2014 to 12/2014	0.32	0.32	0.32	0.32

Detail of activities done by Mass Media Officer kashmir during the year 2014-15 upto Dec 2014.

S.No	Name of scheme/Head	Activity	Starting date of activity	Planned date of activity	Amount Proposed (₹ in lacs)	Amount sanctioned	Amount Released Disbursed No.of Installment (₹ in lacs)	Actual Exp. For last year
1.	Inf.Publicity Awareness	Mass Media Activities in Kashmir Division	4/2014 to 12/2014	4/2014 to 12/2014	3.24	3.24	3.24	2.37
2.	Dev.of Env. Parks	Maintenance of Env. Parks	4/2014 to 12/2014	4/2014 to 12/2014	7.11	7.11	7.11	3.54
3.	Maintenance of Capital Assets	Charges of sweeper and Gardener Computer Operator, Maintenance of Govt. Assets	4/2014 to 12/2014	4/2014 to 12/2014	1.32	1.32	1.32	1.11
4.	Machinery & Equipment	To repair Machinery and Equipment	4/2014 to 12/2014	4/2014 to 12/2014	0.60	0.60	0.60	0.36
5.	Setting up of Remote Sensing Cell	Upgrading Remote Sensing Cell	4/2014 to 12/2014	4/2014 to 12/2014	0.00	0.00	0.00	0.00
6.	Env. Training Research Education	To Provide Environment Training	4/2014 to 12/2014	4/2014 to 12/2014	0.00	0.00	0.00	0.00

Detail of activities done by ESC Jammu during the year 2014-15 upto Dec 2014

S.No	Name of scheme/Head	Activity	Starting date of activity	Planned date of activity	Amount Proposed (₹ in lacs)	Amount sanctioned (₹ in lacs)	Amount Released Disbursed No.of Installement	Actual Exp. For last year
1.	Inf.Awareness & Publicity	Mass Media Activities in Jammu Division	4/2014 to 12/2014	4/2014 to 12/2014	24.75	2.50	In three installments	1.97
2.	Maintenance of Env.Park	Dev. Of Env. Park Raika	4/2014 to 12/2014	4/2014 to 3/2014	29.50	7.06	In six installments	31.17
		Dev. Of Env. Park Bhawani Nagar			15.83			
		Development of Environment Park Nowshera			68.50			
		Development of Nursery Sidhra			4.84			
		Total			118.67			
3.	Maintenance of Capital Assets	Maintenance of premises of department of Env. & R.S. Deptt	4/2014 to 12/2014	4/2014 to 12/2014	10.00	3.10	In three installments	2.25
4.	CAMPA	Organising of Envl. Programmes Printing of Publicity material, organising of plantation drive / cleanliness	4/2014 to 12/2014	4/2014 to 12/2014	5.00 unspent in 2013-14, revalidated in 2014-15	5.00	In two installments	Nil
					10.00	Nil	Nil	Nil
					50.00	Nil	Nil	Nil
5.	Env.Tgr. Res. Edu.	Printing of awareness material and procurement of mementoes for Envl. Programmes	4/2014 to 12/2014	4/2014 to 12/2014	13.94	0.25	In one installment	0.60
6.	Machinery and Equipments	Purchase of electronic cash register / one genset portable for Awareness programmes Electronic Transformer for Bhawani Nagar Park	4/2014 to 12/2014	4/2014 to 12/2014	3.00	0.20	In one installment	1.25
7.	Setting up of Remote Sensing Cell	Maintenance of Remote sensing cell	4/2014 to 12/2014	4/2014 to 12/2014	1.00	Nil	Nil	4.09

Monthly Expenditure Summary for the month of 12/2014
Directorate of Ecology & Environment MAJOR HEAD -5425 - Plan

GN-2
₹ In lacs

Sr. No	Object	Budget Released	Expenditure Ending 11/2014	Expenditure during 12/2014	Total Expenditure Ending 12/2014
1	2	3	4	5	6 (4+5)
	II-Capital	Capital	Capital.	Capital	Capital
1	Eco. Environment Board	0.00	0.00	0.00	0.00
2	Maintenance of Capital Assets	5.00	1.29	2.93	4.22
3.	Setting of Remote Sensing Cell.	0.50	0.00	0.00	0.00
4.	Dev .of wetland/water bodies	0.00	0.00	0.00	0.00
5	Inf.& Awareness Pub.	9.50	2.83	0.13	2.96
6	Env.Impact Assessmnt	1.00	0.00	0.00	0.00
7	Dev.Of Env.parks	22.50	7.51	0.35	7.86
8	Watch Enforcement	0.00	0.00	0.00	0.00
9	Survey Monitoring Dissemination	1.00	0.00	0.00	0.00
10	Env.Trg.Research Edu	1.00	0.00	0.00	0.00
11	Renovation of old ponds of Jammu	0.00	0.00	0.00	0.00
12	Env.centres & Eco Clubs	0.00	0.00	0.00	0.00
13	Afforestation of Jehlum catchment	0.00	0.00	0.00	0.00
14	Survey of Natural/ Medicinal plants	0.00	0.00	0.00	0.00
15.	Purchase of Vehicles	0.00	0.00	0.00	0.00
16.	Machinery & Equipments	0.75	0.56	0.37	0.56
	Sub-Total:-	41.25	12.19	3.41	15.60
17.	Additionality for R.S. Projects	0.00	0.00	0.00	0.00
	Grand Total =	41.25	12.19	3.41	15.60

Sd/-
APCCF/Director
Environment & Remote Sensing
J&K

Monthly expenditure summary for the month of 12/2014**Directorate of Ecology & Environment Major Head- 5425 - Plan GN-O (₹ in lacs)**

S.No	Code	Object Head	Budget Released	Expenditure ending 11/2014	Expenditure during 12/2014	Total expenditure ending 12/2014
1	2	3	4	5	6	7
		II-Capital	Capital	Capital	Capital	Capital
1	06	Land Acquisition	0.00	0.00	0.00	0.00
2	11	Ongoing works	40.50	11.63	3.41	15.04
3	16	New works	0.00	0.00	0.00	0.00
4	21	Machinery & Equipments	0.75	0.56	0.00	0.56
5	26	Raw materials/drugs	0.00	0.00	0.00	0.00
6	31	Subsidy/Insentive	0.00	0.00	0.00	0.00
7	36	Loan	0.00	0.00	0.00	0.00
8	41	Grant/Share Capital	0.00	0.00	0.00	0.00
9	46	Upgradation grant	0.00	0.00	0.00	0.00
		Sub-Total	41.25	12.19	3.41	15.60
10		Addl. For R.S. Project	0.00	0.00	0.00	0.00
		Total	41.25	12.19	3.41	15.60

Sd/-
APCCF/Director
Environment & Remote Sensing
J&K.

Monthly Expenditure Summary for the month of 12/2014

GN-0

Department of Ecology, Environment & Remote Sensing

MAJOR HEAD- 3435- Non Plan
₹. in lacs

S.No	Detailed Head	Budget Released	Expenditure ending 11/2014	Expenditure during 12/2014	Total Expenditure Ending 12/2014
1	2	3	4	5	6
	I-Revenue				
1	Salaries (Comm)	446.50	245.57	48.25	293.82
2	Travel Expenses	4.13	3.60	0.31	3.91
3	Telephone	1.13	0.80	0.15	0.95
4	Office Expenses	3.75	3.50	0.70	3.65
5	Electricity Charge	4.00	1.62	0.00	2.32
6	Rent Rate / Taxes	1.88	0.09	0.00	0.09
7	Books and Periodicals	0.98	0.30	0.00	0.30
8	POL	3.00	2.06	0.29	2.35
9	Machinery & Equipment	0.94	0.36	0.00	0.36
10	Training	0.75	0.43	0.00	0.43
11	Maintenance & Repairs	1.69	0.88	0.07	0.95
12	Professional & Spl. service charges	0.94	0.54	0.01	0.54
13	Medical Reimbursement	2.25	0.00	0.00	0.00
14	Advertisement Publicity	0.75	0.00	0.00	0.00
15	Research Survey	3.75	0.00	0.00	0.00
	Total	476.44	259.75	49.93	309.68
16	Leave Encashment	12.00	6.84	0.00	6.84
17	Pensionary Charges	2.27	1.07	0.13	1.20
18	Panchayati Raj	0.08	0.00	0.00	0.00

Sd/-
APCCF/Director
Environment & Remote Sensing
J&K.

This is as per progress reports of DDOs concerned.

Chapter 13

The manner of execution of subsidy programme:-

No subsidy programme is implemented by the Department of Environment and Remote Sensing J&K State.

❖ Name of programmer/Scheme	Not applicable
❖ Objective of the programmer/Scheme.	Not applicable
❖ Physical/Financial targets of the programme.	Not applicable
❖ (for the last year }	Not applicable
❖ Eligibility of Beneficiary	Not applicable
❖ Pre-requisites for the benefit.	Not applicable
❖ Procedure to avail benefits of the programme.	Not applicable
❖ Criteria for deciding eligibility.	Not applicable
❖ Detail of the benefits given in the program.	Not applicable
❖ Where to apply or whom to contact in the office.	Not applicable
❖ For applying.	Not applicable
❖ Application format.	Not applicable
❖ List of attachments.	Not applicable
❖ Formats of attachments certificate/documents.	Not applicable
❖ Where to contact in case of process related.	Not applicable
❖ Complaints.	Not applicable
❖ Details of the available funds .	Not applicable
❖ District Level /Block level.	Not applicable

CHAPTER 14**Particulars of Recipients of concessions, permits or authorizations granted by it.**

No concessions, permits or authorizations are granted by the Department.

14.1 Please provide the information as per the following format.

❖ Name of the programme.	Not Applicable
❖ Type (concession/permit/authorization.	Not applicable
❖ Objective.	Not applicable
❖ Target set for last year.	Not applicable
❖ Eligibility.	Not applicable
❖ Criteria for eligibility.	Not applicable
❖ Pre requisites.	Not applicable
❖ Procedure to avail benefits.	Not applicable
❖ Time limit for concession.	Not applicable
❖ Application format.	Not applicable
❖ List of attachments.	Not applicable
❖ Format of attachments	Not applicable

CHAPTER 15

Norms set by it for the discharge of its functions.

Work Programmes are implemented as per approved specifications in respect of each scheme by the Department of Ecology, Environment and Remote Sensing.

CHAPTER 16

Information available in an electronic form.

The Website of the Deptt is www.jkdears.com and is in the process of up graduation..

CHAPTER 17

Particulars of the Facilities available to the citizens for obtaining information.

The Department disseminates information to the public through electronic and print media.

- ❖ **Office Library** :- The office library of the department is in the Paryaavaran Bhawan Office Complex, Jammu.

The 2nd Library is in the Environmental Park at Raika (on Narwal-Sirdra National Highway), Jammu.

- ❖ **Drama and Shows** :-No drama/shows have been organized, but the Department proposes to contact Department of Culture and Arts to prepare drama /shows related to the environment.

CHAPTER - 18

Other useful information

18.1. Frequently Asked Questions and their Answers by Public.

The department has so far not received any question from public about its functioning. A list of frequently asked questions and their answers will be prepared once questions from public are received.

18.2. Related to seeking information.

- ❖ Application Form: - The Application form can be had from the office of P.I.O's office.
- ❖ Fee: Rupees Ten (Rs.10/-) for a written complaint in cash or through Postal draft in favour of the Accountant of the department.
- ❖ How to write a precise information request, (few tips):
Tips of precise information can be had from the office of the Public information Officer.
- ❖ Right of the citizen in case of denial of Information and procedure to appeal:-
In case of denial of information to the applicant by the Public information officer, the applicant can approach to appellate Authority. In case both P.I.O and appellate authority deny information, the applicant can approach Information Commissioner.

With relation to training imparted to the public by public Authority

- ❖ Name of training programme with brief description:
No training on Environment related programmes has been organized by the Department of Ecology, Environment and Remote Sensing. J&K, so far.
- ❖ Time period for training programme/Scheme: Not applicable
- ❖ Objective of the training- Not applicable
- ❖ **The Physical and Financial Targets of the year 2014-15 is as under.**
- ❖ Eligibility for training Not applicable
- ❖ Pre-requisite for training Not applicable
- ❖ Financial and other form of help Not applicable
- ❖ Description of help Not applicable
- ❖ Procedure of giving help Not applicable
- ❖ Contact Information for applying Not applicable
- ❖ Application fee Not applicable
- ❖ Application forms. Not applicable
- ❖ List of Enclosure Not applicable
- ❖ Procedure of application Not applicable
- ❖ Selection procedure Not applicable
- ❖ Time table of training programme Not applicable
- ❖ Process to inform trainee about the
Training schedule Not applicable
- ❖ Arrangement made by the Public
- ❖ Authority for creating public awareness Not applicable
About training programme
- ❖ List of beneficiary of training programme Not applicable

18.4 **With relation to training imparted to public by Public Authority**

- ❖ Name of training programme with
- ❖ Brief description. Not applicable
- ❖ Time period for training programme/
- ❖ Schedule. Not applicable
- ❖ Objective of training Not applicable

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