



**GOVERNMENT OF JAMMU AND KASHMIR
PHE/I&FC DEPARTMENT**

HANDBOOK UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT,2009 WITH RESPECT TO PUBLIC HEALTH ENGINEERING, IRRIGATION AND FLOOD CONTROL DEPARTMENT.

Chapters	Contents	Page No
Chapter-1	Introduction	2
Chapter-2	Particulars of Organization, Functions and Duties	3-6
Chapter-3	Officer Powers and Duties of s and Employees	8-10
Chapter-4	Law, Rules, Regulations, Guidelines for discharging functions	11
Chapter-5	Names, Designations and other particulars of Public Information Officers (PIOs) and 1 st Appellate Authority	12-13
Chapter-6	Monthly remuneration of officer/ officials of PHE/I&FC Department.	14-15

Chapter-1

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT PHE/I&FC DEPARTMENT

INTRODUCTION

The J&K Right to Information Act, 2009 passed by the Jammu and Kashmir State Legislature on 20.03.2009 received the assent of Hon'ble Governor, J&K on 20th March, 2009. The Act provides for the people of the State to secure access to information under the Control of Public Authorities, and to promote transparency and accountability in the working of every public authority, the constitution of the J&K State Information Commission and for matters connected therewith or incidental thereto.

The Jammu and Kashmir Right to Information Rules, 2010 notified vide SRO 199 dated 29th April, 2010 were subsequently replaced by the Jammu and Kashmir Right to Information Rules, 2012 notified vide SRO 279 dated 30th August, 2012.

The objective of this handbook is to provide information to the intended users regarding different functions and services being provided by the PHE/I&FC Department.

Chapter-2

Particulars of Organization, Functions and Duties

The following subjects are assigned to the PHE/I&FC Department.

1. Public Health Engineering Department, Jammu/ Kashmir
2. Irrigation and Flood Control Department, Jammu/ Kashmir
3. Ravi Tawi Irrigation Complex, Jammu
4. Communication and Capacity Development Department

The PHE/I&FC Department is the nerve centre of the administration of its subordinate offices and makes it more responsive service provider to public at large. The department is headed by the Minister Incharge for PHE/I&FC.

The Department plays a key role in the formulation of policies and plans for the sustained, Need base development in the State for providing the public utilities to the inhabitants of the state.

The PHE/I&FC Department works through following main sections in Civil Secretariat:

1. Gazetted Section;
2. Non-Gazetted Section;
3. HRM Section
4. Planning Section;
5. Accounts Section
6. Legal Section.
7. RTI Section and
8. Vigilance Section

1. Gazetted Section

The section is headed by Additional Secretary (A) and following issues are being dealt by this Section:-

- Establishment/Cadre Management (Gazetted)
- Issuance of NDCs and other related work of the Gazetted Cadre
- Placements/ postings of the Gazetted Cadre.

2. Non-Gazetted Section

The section is headed by Additional Secretary (I) and following issues are being dealt by this Section:-

- Establishment/Cadre Management (Non-Gazetted State cadre)
- Postings of Non-Gazetted Cadre including JEs and Draftmens
- Issues to related to DRWs, Need Base, Casual Labours, ITI Trained, Land Donors and CP Workers.

3. HRM Section

The section is headed by Additional Secretary (A) and following issues are being dealt by this Section:-

This section deals with the following:-

- Fixing of Seniorities of different Cadre Officers.
- Updation of Recruitment Rules.
- Regularization of officers through PSC/ DPCs.
- APRs/ IPRs.

4. Planning & Statistics Section

This section headed by Joint Director (Plg), PHE/I&FC Department is assisted by Assistant Director. This Section deals with the collection of data required for framing policies by the Government; implementation of the State Plan of the Department and Centrally Sponsored Schemes of Government of India. This section also deals with the Monitoring of different Schemes being executed in the department.

5. Accounts Section

The section is headed by FA/ CAO (Finance) and deals with the issues pertaining to the accounts/financial matters of PHE/I&FC Department.

6. Legal Section

The Section is headed by a Assistant Legal Remembrancer, deals with the legal issues/cases and gives opinion/advice on legal matters pertaining to the PHE/I&FC Department directly or indirectly. The Section also provides advice on the policy formulation of the Government which may become subject matter of litigation before any Competent Court of the State/Country.

7. RTI Section

Any citizen can seek information pertaining to PHE/I&FC Department in terms of the relevant provisions of J&K Right to Information Act-2009 and the rules notified there under.

The details of 1st Appellate Authority, PIOs of PHE/I&FC Department, Civil Secretariat is given in Chapter-4.

8. Vigilance Section

The Vigilance Section headed by Addl. Secretary to Government, (I) looks after all the Vigilance related matters of the Department being Chief Vigilance Officer (CVO).

Departments under the Administrative Control of PHE/ I&FC

The major Departments under the Administrative control of PHE/I&FC Department are as under:-

1. PHE, Jammu /Kashmir

The Department of Public Health Engineer has 02 Divisional Heads in PHE department Jammu and PHE Department Kashmir. Each Division is headed by a Chief Engineer PHE Jammu/ Kashmir who is assisted by Superintending Engineer at District Level and Executive Engineers at Divisional Level. A team of officers consisting of AEEs AEs and Junior Engineer assist the Executive Engineers to perform day to day functions.

Functions of PHE Department

- To provide Portable Drinking water to the urban and rural population of the state.
- To formulate and execute the water supply schemes under Capex, State Sector and Centrally Sponsored schemes.
- To monitor the water quality and conduct the necessary tests of water samples of different water sources.

Irrigation & Flood Control Department

The Department of I&FC has 02 Divisional Heads in I&FC department Jammu and PHE Department Kashmir. Each Division is headed by a Chief Engineer I&FC Jammu/ Kashmir who is assisted by Superintending Engineer at District Level and Executive Engineers at Divisional Level. A team of officers consisting of AEEs AEs and Junior Engineers assist the Executive Engineers to perform day to day functions.

Functions of I&FC Department

- To provide Irrigation facilities to the farmers as per availability of water sources.
- To protect the life and public property from the Floods.
- To formulate and execute the Irrigation and Flood Protection Works under Capex, State Sector and Centrally Sponsored schemes.

RTIC Department

The Department of Ravi Tawi Irrigation Complex is headed by Chief Engineer, Head quartered at Jammu. He is assisted by Superintending Engineer, Executive Engineers, AEEs, AEs and JEs .

Functions of RTIC Department

- To provide Irrigation facilities to the farmers falling under the Ravi-Tawi Command area of Jammu, Samba and Kathua Districts as per availability of water.
- To formulate and execute the Irrigation projects under Capex, State Sector and Centrally Sponsored schemes.

Communication and Capacity Development Unit

The CCDU is headed by an Executive Director and other field staff under the Administrative Control of PHE/I&FC Department. The main duties and functions of the CCDU are:-

- To provide on spot training of Water Testing through Field Water Testing Kits to the general Public.
- To cause awareness among the general masses through print and electronic media about the optimum use of water resources.
- Training of Staff, PRIs and other public functionaries for capacity building purposes.

State Water Resources Regulatory Authority

The State Water Regulatory Authority is constituted under Section 139 of J&K Water Resources (Regulation and Management) Act, 2010. The SWRRA functions as per the mandate of the Act and J&K Water Resources (Regulation and Management) Rules, 2011.

Chapter-3

Powers and Duties of Officers and Employees

The PHE/I&FC department plays a key role in providing public utilities i.e. Portable Drinking Water, Water for Irrigation Facilities and to protect the life and property of the people through flood protection works. The cases involving policy decisions and the cases relating to different Subordinate Departments are placed before the competent authority for necessary approval and appropriate orders.

The department is headed by a Minister of Cabinet rank and a Minister of State. In the bureaucratic hierarchy at the Administrative Department level, the department is headed by Administrative Secretary who may be of the rank of Principal Secretary/ Commissioner Secretary/ Secretary. Presently the Department is Headed by Administrative Secretary, **Shri M. Raju, IAS** who is assisted by the following team of officers dealing with different subjects as mentioned below:

Mr. Mohammad Ishaq Shah (KAS), Additional Secretary to Government deals with following subjects:-

1. All matters related to Non- Gazetted Section as well as Legal matters
2. Matters related to DRW's, Casual Labours/ Consolidated/ Adhoc/ Contractual.
3. Administrative Inspections.
4. Non-Gazetted Recruitment Ruels,
5. SWRRA, Daily Wagers, DRCW/ITI/Land cases/CP/HR/Seasonal Workers.
6. PACPUC Committees.
7. AEBAS (Attendance)
8. All Non-Gazetted legal Cases.
9. Matters regarding SSRB.
10. Forest clearance cases.
11. Vigilance Cases/ Departmental Vigilance Officer.
12. COS issues and Parliamentary questions/matters relating to legislative business.
13. Assembly Business.
14. HGs Correspondences.
15. Public Grievances and
16. Matter related to Shri Amarnathji Shrine Board (SASB).

Mr. Ashok Kumar Sharma (KAS), Additional Secretary to Government deals with following subjects:-

1. All matters related to Gazetted/ Admin Section as well as legal Matters
2. All SRO-43 Cases
3. Gazetted Recruitment Rules
4. Shahpur Kandi Barrage
5. State Water Policy
6. HCM/HM/HMOS/CS/GoI Correspondence
7. Grievance Cell Monitoring
8. Retirement notifications
9. No Demand Certificates in case of Housing, Estates, ARI etc.
10. All Gazetted Legal Cases
11. Public Service Guarantee Act
12. 1st Appellate Authority under RTI Act
13. PSC Issues including DPCs/ Selection Lists of Gazetted.
14. HRM Section and
15. Matters related to Shri Mata Vaishno Devi Shrine Board (SMVDSB).

Mr. Manoj Kumar, Joint Director (PD&M) deals with the following subjects:-

1. All Planning and Development matters
2. Nodal Officer for all Development Schemes of PHE/I&FC and other Departments
3. Any other work assigned by the Administrative Secretary.

Mr. Mushtaq Ahmad Mir, FA/CAO (Finance) in the Department deals with the following subjects:-

1. Account Matters
2. CP Workers, Needbase, Casual Labours
3. Any other work assigned by the Administrative Secretary

Mr. Kuldeep Kumar Gupta, Under Secretary to Government deals with the following subjects:-

1. All matters pertaining to Non-Gazetted establishment.
2. Aadhar Based Biometric registration of Casual Workers.
3. Monitoring of VIP references
4. Administrative Inspections
5. Firm up figures of Casual Workers, details during last 3 years through treasuries.
6. Types of daily wagers/DRCW/ITI/Land Cases/CP/HR/Seasonal
7. SWRRA

8. PIO of concerned Section
9. Vigilance Section and
10. Public Grievances.

Mr. Mohammad Amin Shah, Under Secretary to Government deals with the following subjects:-

1. All matters related to Gazetted/ Admin Section as well as legal Matters
2. All SRO-43 Cases
3. Gazetted Recruitment Rules
4. HCM/HM/HMOS/CS/GoI Correspondence
5. HCMs Grievance Cell Monitoring
6. Retirement notifications
7. No Demand Certificates in case of Housing, Estates, ARI etc.
8. All Gazetted Legal Cases
9. Public Service Guarantee Act
10. PSC Issues including DPCs/ Selection Lists of Gazetted.
11. HRM Section
12. PIO of concerned Section

Mr. Shabir Ahmad Deedad, Assistant Legal Remembrancer

1. All Legal Matters of the department.
2. List of cases segregated into writ petitions, PIL, Contempt with latest status.
3. To make a policy template on similar legal cases to be approved by Hon'ble Minister/ Law Department for placing the same before Court for their disposal in light of a uniform policy.
4. PIO of concerned Section

Mr. Chowdhary Iqbal, Assistant Director (PD&M) deals with the following subjects:-

1. Planning and Development matters
2. Any other work assigned by the Administrative Secretary.
3. PIO of Finance and Planning Section

Chapter – 4

Laws, Rules, Regulations, Instructions, Guidelines for discharging functions

Following is the list of various Rules, Regulations, Instructions and Guidelines on the basis of which various wings of the Industries and Commerce Department perform their functions:-

1. J&K Civil Service and CCA Rules
2. J&K Budget Manual
3. J&K Secretariat Manual
4. J&K Business Rules
5. Jammu and Kashmir Water Resources (Regulation and Management) Act., 2010
6. Jammu and Kashmir Water Resources (Regulation and Management) Rules, 2011
7. Public Service Guarantee Act
8. Recruitment Rules Gazetted/ Non- Gazetted issued and amended from time to time.

Chapter – 5

The names, designations and other particulars of the Public Information Officers

1st Appellate Authority

1.	Name	Shri Ashok Kumar Sharma
2.	Designation	Addl. Secretary to Government
3.	Phone/Mobile No.	9419212044
4.	e-mail	pheifc436@gmail.com
5.	Address	PHE/I&FC Department, Civil Secretariat, Jammu/Srinagar

Public Information Officers

1.	Name	Shri Mohammad Amin Shah
2.	Designation	Under Secretary to Government
3.	Subjects assigned	Gazetted matters and SRO 43
4.	Phone/Mobile No.	7051609733
5.	e-mail	pheifc436@gmail.com
6.	Address	PHE/I&FC Department, Civil Secretariat, Jammu/Srinagar

1.	Name	Shri Kuldeep Gupta
2.	Designation	Under Secretary to Government
3.	Subjects assigned	Non- Gazetted matters
4.	Phone/Mobile No.	
5.	e-mail	pheifc436@gmail.com
6.	Address	PHE/I&FC Department, Civil Secretariat, Jammu/Srinagar

1.	Name	Shri Chowdhary Iqbal
2.	Designation	Assistant Director Planning
3.	Subjects assigned	Planning and Finance
4.	Phone/Mobile No.	
5.	e-mail	pheifc436@gmail.com
6.	Address	PHE/I&FC Department, Civil Secretariat, Jammu/Srinagar

1.	Name	Shri Shabir Ahmad Deedad
2.	Designation	Public Law Officer
3.	Subjects assigned	Legal Matters
4.	Phone/Mobile No.	
5.	e-mail	pheifc436@gmail.com
6.	Address	PHE/I&FC Department, Civil Secretariat, Jammu/Srinagar

Chapter-6

Monthly remuneration received by each of the officer/ officials and employees of PHE/I&FC Department

S. No	Name of Officer/Official	Designation	Pay Band	Grade Pay
1	M.Raju	Secretary	37400-67000	8700
2	Mushtaq Ahamd Mir	FA/CAO	37400-67000	7600
3	Sh. Mohammad Ishaq	Addl.Secy	15600-39100	7600
4	Ashok kumar sharma	Addl.Secy	15600-39100	6600
5	Pankaj Kumar Sharma	OSD	15600-39100	6600
6	Sh.Manooj Kumar	JDP	15600-39100	6600
7	Sh.Tarun Sharma	Pvt.Secy	9300-34800	4800
8	Sh. Jaffar Hassan Samoon	S.E(I.W.T)	9300-34800	5600
9	Sh.Sanjeev Sharma	PRO	9300-34800	5200
10	Kuldeep Kumar Gupta	under Secy	9300-34800	5600
11	Mohammad Amin Shah	under Secy	9300-34800	4800
12	Sh.Pridaman Krishan Bhat	A.A.O	9300-34800	4600
13	Sh.Ramesh Kumar Bhat	S.O	9300-34800	4600
14	Sh.Anil Kumar Sharma	S.O	9300-34800	4600
15	Sh.Mohammad Ashraf Shah	S.O	9300-34800	4600
16	Sh.Gulzar Ahmad Dar	S.O (Sts)	9300-34800	4600
17	Sh.Vijay Kumar	S.O (Sts)	9300-34800	4600
18	Sh.Gh.Mohammad Wagay	Sr.Steno	9300-34800	4600
19	Sh.Sunil Kumar Sharma	Sr.Steno	9300-34800	4600
20	Sh.Vinod Kumar Bhat	Sr.Steno	9300-34800	4200
21	Sh.Fareeda Khan	Head Asstt	9300-34800	4200
22	Veer ji Bhat	Head Asstt	9300-34800	4200
23	Sh.Mohammad Ashraf Shah	Head Asstt	9300-34800	4200
24	Sh.Mudasir Ahmad Shah	Sts.Asstt.	9300-34800	4200
25	Sh.Jugmohan Singh	Head Asstt	9300-34800	4200
26	Sh.Naresh Kumar	Sr.Asstt.	5200-20200	2400
27	Sh. Vishal	Head Asstt	9300-34800	4200
28	Sh.Arshad Ahmad Bhat	Sr.Asstt.	5200-20200	2800
29	Sh.Kawal jeet Singh	Jr.Asstt.	5200-20200	1900
30	Vijay Kumar (Contractual)	Addl. PRO	5200-20200	11376
31	Joginder singh	Jamadar	5200-20200	1400
32	Sh. Ajay kumar	Orderly	5200-20200	1400

33	Mohammad Iqbal Choudary	A.D	9300-34800	4800
34	Piyush Dhotra	Pvt.Secy	9300-34800	4800
35	Shabir Ahmad Deedad	PLO	9300-34800	4800
36	Jiwan Lal	Sr. Steno	9300-34800	4600
37	Sunil Bhat	AA	5200-20200	2800
38	Rifat Ara Lone	Sr .Asstt	5200-20200	2400
39	Ishtiyag Ahmad Bazaz	Jr. Asstt.	5200-20200	1900
40	Fareed Ahamad	JSA	5200-20200	2400
41	Mohammad Aasim Wagray	Orderly	5200-20200	1400
42	Vinod Jee Bhat	Jamadar	5200-20200	1800
43	Ablish Sharma	Orderly	5200-20200	1400
44	Darshan Singh	Orderly	5200-20200	1400