

**INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT,  
2005 WITH RESPECT TO FOREST, ECOLOGY & ENVIRONMENT  
DEPARTMENT, GOVERNMENT OF JAMMU AND KASHMIR, CIVIL  
SECRETARIAT.**

**INTRODUCTION**

The Right to Information Act, 2005 received the assent of the President on the 15<sup>th</sup> June, 2005. The Act provides for setting out the regime of Right to Information for the people to secure access to information under the Control of Public Authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of an Information Commission and for matters connected therewith or incidental thereto.

The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the Forest, Ecology and Environment Department.

**Chapter – 1**

**Particulars of Organization, Functions and Duties**

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. The Lieutenant Governor is the highest executive authority of the Union Territory under the Constitution. Each Advisor is Incharge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various Departments, each one or more Department headed by an Administrative Secretary.

In terms of Jammu and Kashmir Government Business Rules, following subjects are assigned to the Forest, Ecology and Environment Department:-

1	Department of Forests
2	Department of Forest Protection Force
3	Department of Wildlife Protection
4	Department of Soil Conservation
5	Department of Social Forestry
6	Department of Ecology, Environment & Remote Sensing
7	Forest Research Institute
8	J&K Pollution Control Board
9	J&K Forest Development Corporation Ltd.

The Forest, Ecology and Environment Department, by virtue of its duties is the nerve centre of the administration of its subordinate offices. The department functions under the supervision and guidance of the Lieutenant Governor, the Chief Secretary and the Administrative Secretary of Forest Department, who at present is of the rank of commissioner/Secretary to Government.

The Administrative Secretary of the department is assisted by a team of officers of the rank of Special Secretary , Additional Secretary/Deputy Secretary, Special Secretary (Technical)/ and Under Secretaries.

Down-below the Under Secretary, there is an established Non-Gazetted administrative hierarchy headed by the Section Officers. The procedures for dealing with the cases and the function of the Non-Gazetted staff have been defined in the Secretariat Manual.

With a view to dealing with the different issues pertaining to the Forest, Ecology and Environment Department, different Sections have been set up. The brief description is as under:-

1. Gazetted Section
2. Non-Gazetted Section
3. Coordination Section
4. Wildlife Section
5. Social Forestry Section
6. Soil Conservation Section
7. Complaint Section
8. Legal Section
9. Accounts Section
10. Planning Section
11. Forest Development Corporation Ltd. Section
12. Pollution Control Board Section
13. Environment Section
14. Forest Protection Force Section
15. Forest Research Institute Section
16. Land/Lease Section

1. Gazetted Section.

The section is headed by an officer of the rank of Additional Secretary of Forest, Ecology and Environment Department. The issues relating to the IFS and SFS Officers and other gazetted categories are being dealt with in this section.

2. Non-Gazetted Section.

The Section is headed by an officer of the rank of Additional Secretary of Forest, Ecology and Environment Department. The issues relating to the Non-Gazetted establishment as received from HOD, s and requiring intervention of the Administrative Department are dealt with in this Section.

3. Coordination Section

The issues relating to all Head of the Departments under the administrative control of the Forest, Ecology and Environment Department viz. referring of posts of Gazetted / Non-Gazetted categories to recruiting agencies, regularization of Adhoc/Consolidated/Contractual employees of Forest Department etc. are being processed in this section.

4. Social Forestry, FPF, Soil Conservation Section.

The issues relating these Departments received in the Administrative Department are processed in these sections.

5. Complaint and Grievance Section.

Complaints received against the officers/officials of subordinate departments, grievances of general public received from Grievance Cell/ Hon'ble Lieutenant Governor's Secretariat or received directly in the Department are processed in this section.

6. Legal Section

There is a full-fledged legal Section in the Forest, Ecology and Environment Department headed by Deputy Secretary (Legal). This Section deals with the legal issues like providing opinion / advice and preparing of replies in compliance of Court orders in respect of matter pertaining to Forest, Ecology and Environment Department. The Section attends to the litigation in the cases where Forest, Ecology and Environment Department is directly involved or where the Commissioner Secretary has been arrayed as a Respondent.

7. Accounts Section

There is a full-fledged Accounts Section in the Forest, Ecology and Environment Department headed by Director Finance. This Section deals with the issues pertaining to the account matters of the Forest, Ecology and Environment Department.

8. Planning Section

This Section deals with the collection of data and also implementation of the Plan of the department and Centrally Sponsored Schemes of Government of India. It is headed by an officer of the rank of Joint Director.

9. SFC, PCB, EE&RS, Wildlife, and SFRI Sections

The issues relating to concerned Heads of the Departments received in the Forest, Ecology and Environment Department are being processed in this Section.

10. Land/Lease Section

The Section is headed by an Officer of the rank of Special Secretary (Technical) of Forest, Ecology and Environment Department. The

issues like diversion of Forest Land for non-forestry purposes, Forest Advisory Committee (FAC) and Technical issues are being dealt in this section.

The Public Information Officer (PIO):- Any citizen can seek information pertaining to Forest, Ecology and Environment Department in terms of the relevant provisions of Right to Information Act-2005 and Rules notified there under.

The officers of the Forest, Ecology and Environment Department are available for public hearing on every working day between 3 to 5 p.m. Any person can approach the officers for redressal of grievances/enquire about the status of pending case, if any, in the Forest Department.

#### Office Timings

Morning Hours of the office = 09.30 A.M

Closing Hours of the office = 05.00 P.M

## **Chapter – 2**

### **Powers and Duties of Officers and Employees**

The Forest, Ecology and Environment Department plays a lead role in formulation of policies for smooth functioning of the subordinate Departments. It monitors and coordinates their working. For better appreciation of the cases involving policy decisions relating to various Departments, the matters are placed before the Competent Authority for advice/guidance. The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules. However, depending upon the delegation of powers, the cases are submitted to the Commissioner/Secretary, the Chief Secretary, or the Lieutenant Governor, as the case may be. The cases listed in Schedule III of the J&K Government Business Rules are submitted to the Hon'ble Lieutenant Governor.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretary /Additional Secretaries, Special Secretary (Technical) and Under Secretaries.

Down-below the Under Secretary there is an established Non-Gazetted administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the Non-Gazetted staff have been defined in Secretariat Manual.

### **List of Officers/officials Forest, Ecology & Environment Department**

<b>S. No.</b>	<b>Name of the officer/official</b>	<b>Designation</b>	<b>Pay Scale</b>
1.	Mr. Sanjeev Verma, IAS	Commissioner/ Secretary to the Government	Level-14
2.	Mr. Amit Sharma, JKAS	Special Secretary to the Government	Level-14
3.	Mr. R.S. Bali	Director Finance	Level-13
4.	Mr. Parvaiz Ahmad Handoo	Director Planning	Level-13
5.	Mr. Vivek Phonsa, JKAS	Deputy Secretary to the Government	Level-12
6.	Mr. Suhail-ul-Islam	Deputy Secretary to the Government	Level-11
7.	Mr. Kabir Ahmad Malik	Deputy Secretary (Legal)	Level-11
8.	Dr. Harpreet Kour	Special Secretary (Technical)	Level-8
9.	Mr. Gulam Dastgeer Alam	Under Secretary to the Govt.	Level-8
10.	Mr. Fayaz Ahmad Qureshi	Under Secretary to the Govt.	Level-8
11.	Mr. Raj Kumar Raina	Assistant Director (Plg).	Level-8

12.	Mr. Baby Shabnum	Private Secretary	Level-8
13.	Mr. Vikas Gupta	Private Secretary	Level-8
14.	Mr. Rouf Ahmad Bhat	Section Officer	Level-7
15.	Ms. Nuzhat Shah	Section Officer	Level-7
16.	Mr. Imtiaz Ahmad Rather	Section Officer	Level-7
17.	Dr. M. Arshad Jan	Section Officer	Level-7
18.	Mr. Mohammad Afzal	Section Officer	Level-7
19.	Mr. Vijay Bali	Section Officer	Level-7
20.	Mr. Atul Gupta	Statistical Officer	Level-7
21.	Mr. Ashok Kumar	Statistical Officer	Level-7
22.	Mr. G.N. Tantray	Asstt. Accounts Officer	Level-7
23.	Mr. Mudassir Ahmad	Senior Stenographer	Level-7
24.	Mr. Mubarak Ahmad	Head Assistant	Level-6-B
25.	Mr. Raja Mushtaq	Head Assistant	Level-6-B
26.	Mr. Gurdeep Singh	Head Assistant	Level-6-B
27.	Mr. Noor Hassan	Head Assistant	Level-6-B
28.	Mr. Altaf Ahmad	Head Assistant	Level-6-B
29.	Mr. Jag Mohan	Head Assistant	Level-6-B
30.	Ms. Rifat Rasool	Head Assistant	Level-6-B
31.	Mr. Tara Mani	Head Assistant	Level-6-B
32.	Mr. Basharat Ahmad Bhat	Head Assistant	Level-5
33.	Mr. Akshay Bhat	Accounts Assistant	Level-5
34.	Mr. Amrek Singh	Senior Assistant	Level-PB2

35.	Ms. Anjum Ashraf	Junior Assistant	Level-4
36.	Mr. Tasleem Arif	Junior Assistant	Level-4
37.	Ms. Rukhsana	Jamadar-II	Level-1
38.	Mr. Faisal Wali	Orderly	SL-1
39.	Mr. Iqbal Mushtaq	Orderly	SL-1
40.	Mr. Mohammad Hanief	Orderly	SL-1
41.	Mr. Gh. Hassan	Orderly	SL-1
42.	Mr. Fayaz Ahmad Bhat	Orderly	SL-1
43.	Mr. Tariq Ahmad	Orderly	SL-1
44.	Mr. Iqbal Singh	Orderly	SL-1

### Chapter - 3

#### **Rules, Regulations, Instructions, Manual and Records, administrated by Forest Department for Discharging Functions.**

The list of rules, regulations, instructions, manual and records is hosted on the website of the Forest, Ecology and Environment Department i.e [www.jkforestadm.nic.in](http://www.jkforestadm.nic.in).

### Chapter – 4

The Forest, Ecology and Environment Department administers and monitors the functioning of following Departments/ Statuary Bodies/ Boards.

S. No	Name of the Department	Websites
1	Administrative Department	<a href="http://www.jkforestadm.nic.in">www.jkforestadm.nic.in</a>



2	Principal Chief Conservator of Forests (PCCF)	www.jkforest.gov.in
3	Chief Wildlife Warden (CWLW)	www.jkwildlife.com
4	Social Forestry Department (SFD)	www.jksocialforestry.nic.in
5	Soil Conservation (SC)	www.jkdosc.com
6	Environment Ecology & Remote Sensing (EE&RS)	www.jkdears.com
7	Forest Research Institute (FRI)	www.jksfri.nic.in
8	Pollution Control Board (PCB)	www.jkspcb.nic.in
9	Forest Protection Force (FPF)	www.jkfpf.nic.in
10	JK Forest Development Corporation Ltd. (JKFDCL)	www.jksfc.jk.gov.in

## Chapter – 5

**The names, designations and other particulars of the Public Information Officers and First Appellate Authority:-**

### Ist Appellate Authority

<b>Name</b>	<b>Sh Amit Sharma, KAS</b>
	<b>Special Secretary to Government</b>
	<b>Office: 0191 - 2566930 Mobile: 9419102220</b>

### Public Information Officer

<b>Name &amp; Designation of Officer</b>	<b>PIO of the Section (s)</b>
<b>Mr. Vivek Phonsa, KAS Deputy Secretary</b>	<b>Non-Gazetted</b>
<b>Mr. Kabir Ahmad Malik Deputy Secretary (Legal)</b>	<b>Legal Section</b>
<b>Mr. Gulam Dastgeer Alam</b>	<b>Administration/</b>

<b>Under Secretary to Government</b>	<b>Gazetted/ Land</b>
<b>Mr. Raj Kumar Raina Assistant Director (Planning)</b>	<b>Planning and Accounts</b>