

**INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009  
WITH RESPECT OF ADMINISTRATIVE (SOCIAL WELFARE) DEPARTMENT.**

**INTRODUCTION**

The Jammu & Kashmir Right to Information Act, 2009 after being passed by the Jammu and Kashmir State Legislature received the assent of the Hon'ble Governor on 20<sup>th</sup> March, 2009. The Act provides for setting out the regime of Right to Information for the people of the State 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 a State 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 Social Welfare Department.

**Chapter-I**

**Particulars of Organization, Functions and Duties**

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Government Business Rules. These Rules have been framed under section 43 and sub-section (2) of section 45 of the Constitution of the State. The Council of Ministers headed by the Chief Minister is the highest executive authority of the State under the Constitution. Each Minister 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 Departments being headed by an Administrative Secretary.

In terms of Rule-4(1) of the Jammu and Kashmir Government Business Rules, the following subjects are assigned to the Social Welfare Department:-

Department of Social Welfare.	
1	J&K, Advisory Board for the Welfare and Development Gujjar and Bakerwal.
2	J&K Advisory Board for the Welfare and development Scheduled Castes .
3	J&K Advisory Board for the Welfare and development Pahari Speaking People.

4	J&K, SC, ST and Backward Classes Development Corporation
5	Social Welfare
6	J&K State Commission for Women
7	J&K State Commission for Backward Classes
8	Women Development Corporation
9	Welfare of Women and Children.

In addition to above, the following subjects are also being looked after by/are under the Administrative Control of the Social Welfare Department:

- 1 State Rehabilitation Council for the Welfare of Militancy victims
- 2 Composite Regional Centre for the Persons with Disabilities.
- 3 J&K, Advisory Board for the Welfare and Development of other Backward Classes.
- 4 J&K, Women Empowerment Society.

The **Social Welfare 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 Chief Minister, the Minister for Social Welfare, the Minister of State for Social Welfare and Administrative Secretary.

The Administrative Secretary of the department is assisted by a team of officers of the rank of Additional Secretary/ Under Secretaries, besides officers from the Planning and Accounts wings. Down-below the under Secretary there is an established Non-Gazetted administrative hierarchy headed by the Section Officers.

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

1. Gazetted Section.
2. Non-Gazetted Section.
3. Co-ordination Section.
4. Legal Section
5. Accounts Section
6. Planning Section
7. Complaints and Grievance Section.

1. **Gazetted Section.**

The Section is headed by an Officer of the rank Additional Secretary of Social Welfare Department. The issues relating to the Induction of the Social Welfare Gazetted Service Officers into KAS,

regularization of the non-gazetted officers into gazetted cadre and other service matters 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 Social Welfare 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. Legal Section.**

There is a full-fledged Legal Section in the Social Welfare Department assisted by Law Officer. This Section deals with the legal issues like providing opinion/ advice and preparing of replies in compliance of orders from the Hon'ble Court in respect of matter pertaining to Social Welfare Department. The Section attends to the litigation cases where either Social Welfare Department is directly involved or where the Department has been arrayed as a respondent.

**4. Accounts Section.**

There is a full-fledged Accounts Section in the Social Welfare Department headed by FA & CAO. This Section deals with the issues pertaining to the accounts matters of the Social Welfare Department.

**5. Planning Section.**

This Section deals with implementation of the State Plan of the department and Centrally Sponsored Schemes of Government of India. It is headed by an Officer of the rank of Assistant Director.

**6. Coordination Section.**

Cases, where there is involvement of two or more Departments are being processed in this section.

**7. Complaints and Grievance Section**

Grievances of the general public received from the Hon'ble Chief Minister Grievance Cell or received directly in the Department are being processed in this section.

**THE PUBLIC INFORMATION OFFICER (PIO):** Any citizen seeking information pertaining to Administrative Social Welfare Department in terms of the relevant provisions of the J&K Right to Information Act, 2009 and Rules notified there under can approach to the designated PIO of the Department.

The officers of the Administrative (Social Welfare) Department are available for public hearing on every working day between 3 to 4 p.m. Any person can approach the officers for redressal of grievance/enquire about the status of pending case, if any, in the Social Welfare Department.

**Office Timings**

Opening 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 Social Welfare Department plays a lead role in formulation of policies for smooth functioning of the Departments subordinate to it and monitors and coordinates their working. The matters originating in the Administrative Department or received from the sub-ordinate Departments are placed before the Competent Authority for advice/guidance/orders. 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 Administrative Secretary, the Hon'ble Minister and the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in Schedule Second of the J&K Government Business Rules are submitted to the Cabinet and those listed in the Schedule Third are submitted to the Hon'ble Chief Minister through Chief Secretary.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Additional Secretaries, Joint Director (P&S), FA/CAO, Under Secretaries, Assistant Director and the Law officer.

Down below there is an established Non-Gazetted administrative hierarchy headed by the Section Officers/Accounts Officer. The procedures for dealing with the cases and the functions of the Non-Gazetted staff have been defined in **Secretariat Manual**. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

## Chapter-3

### Acts, Rules, Schemes administrated by Social Welfare Department for Discharging Functions.

The list of Acts, Rules, Schemes is hosted on the website of the Social Welfare Department i.e. [www.jksocialwelfare.nic.in](http://www.jksocialwelfare.nic.in).

Act, Rules, Regulations, Instructions and Manuals held by the Department for discharge of its functions are as follows:-

#### **1. At Secretariat level:-**

Different functions of the department are discharged at various levels in accordance with standing orders under Jammu and Kashmir Government Business Rules and other Rules as under:

1. J&K Civil Services Regulations, Volume-I & II.
2. The Jammu and Kashmir Reservation Rules, 2005 notified vide SRO 294 dated 21-10-2005 read with SRO-144 of 2008 dated 28-05-2008.
3. The Jammu and Kashmir Civil Services (Medical Attendance-cum-allowance) Rules, 1990.
4. The Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
5. The Jammu and Kashmir Government Employees (Conduct) Rules, 1971.
6. The J&K Civil Services Decentralization and Recruitment Rules, 2010.
7. The Jammu and Kashmir (Compassionate Appointment) Rules, 1994.
8. The Jammu and Kashmir Civil Services (Leave) Rules, 1979.
9. The Jammu and Kashmir Procedure of Secretariat Manual.
10. The Jammu and Kashmir Budget Manual.
11. The Jammu and Kashmir Financial Code, Volume-I & II
12. The Jammu and Kashmir Book of Financial Powers.

#### **2. At Sub-ordinate levels:-**

Following Acts, Rules and Regulations are being administered by Social Welfare Department for discharging functions through its Subordinate Departments.

1. The Jammu and Kashmir State Commission for Backward Classes Act, 1997.

2. The Jammu and Kashmir Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1998.
3. Jammu and Kashmir Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 2003.
4. The Jammu and Kashmir State Commission for Women Act, 1999.
5. The Jammu and Kashmir Government Reservation Act, 2004.
6. The Jammu and Kashmir Government Reservation Rules, 2005 notified vide SRO 294 of 2005.
7. The Jammu and Kashmir Government Reservation Rules, 2005(Amendment) notified vide SRO-144 of 2008 and SRO 303 of 2012.
8. The Jammu and Kashmir Social Welfare (Gazetted) Service Recruitment Rules, 2007.
9. The Jammu and Kashmir Social Welfare (Subordinate) Service Recruitment Rules, 2009.
10. The Jammu and Kashmir Protection of Women from Domestic Violence Act, 2010.
11. The Jammu and Kashmir Protection of Women from Domestic Violence Rules 2011 notified vide SRO-215 of 2011.
12. The Jammu and Kashmir Juvenile Justice (care and Protection of Children), Act, 2013.

## Chapter-4

The Social Welfare Department administers and monitors the functioning of the following Department/Statutory Bodies/Boards.

S. No.	Name of the Department	Website
1)	The Directorate of the Social Welfare, Kashmir	<a href="http://www.jksocialwelfare.nic.in">www.jksocialwelfare.nic.in</a>
2)	The Directorate of the Social Welfare, Jammu	<a href="http://www.jksocialwelfare.nic.in">www.jksocialwelfare.nic.in</a>
3)	The J&K State Commission for Women.	Not available.
4)	The J&K State Women's Development Corporation	<a href="http://www.jkwdc.com">www.jkwdc.com</a>
5)	The J&K Women Empowerment Society.	Not available.
6)	The J&K SCs, STs and BCs Development Corporation	<a href="http://www.jksctbccorp.in">www.jksctbccorp.in</a>
7)	The J&K Advisory Board for the Welfare & Development of Gujjar & Bakerwals.	Not available.
8)	The J&K Advisory Board for the Welfare & Development of Scheduled Castes.	Not available.
9)	The J&K Advisory Board for the Welfare & Development of Pahari-Speaking People.	<a href="http://www.jkpahariboard.org">www.jkpahariboard.org</a>
10)	The J&K Advisory Board for the Welfare & Development of Other Backward Classes	<a href="http://www.jksabwdobcs.com">www.jksabwdobcs.com</a>
11)	The J&K Rehabilitation Council for the Rehabilitation of the Militancy hit victims.	<a href="http://www.jksrc.nic.in">www.jksrc.nic.in</a>
12)	Composite Regional Centre for persons with disabilities	Not available.
13)	Social Welfare Board.	<a href="http://www.jksswb.nic.in">www.jksswb.nic.in</a>



## Chapter-5

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

### Public information Officer:

1	Name	Mr. M.Y.Baqal
2	Designation	Under Secretary to Government
3	STD Code	0194-2485766 0191-2566501
4	Contact No.	9419351723
5	Fax	0194-2485766 0191-2566501
6	Email	Pioadm00@gmail.com
7	Address	Room No. 440- 4 <sup>th</sup> Floor, Mini Block, Civil Secretariat, Srinagar/ Room No. 31, 1 <sup>st</sup> Floor, Mini Block, Civil Secretariat, Jammu

### First Appellate Authority:

1	Name	Mr Babu Ram
2	Designation	Additional Secretary to Government
3	STD Code	0194-2485766 0191-2566501
4	Contact No.	9419169357
5	Fax	0194-2485766 0191-2566501
6	Email	Faaadm11@gmail.com
7	Address	Room No. 441- 4 <sup>th</sup> Floor, Mini Block, Civil Secretariat, Srinagar/ Room No. 2/22, Basement, Mini Block, Civil Secretariat, Jammu

## Chapter-6

The monthly remunerations are received by the officers and Officials of the Social Welfare Department as per the following pay bands.

S. No.	Name	Designation	Monthly Remuneration	
			Pay band	Grade pay
1)	S/Shri			
2)	Sanjeev Verma	Secretary	37400-67000	10000
3)	Babu Ram	Addl. Secretary	15600-39100	6600
4)	M.A.Hakak	Addl. Secretary	15600-39100	6600
5)	Abdul Majid Bhat	Director Finance	37400-67000	8700
6)	M.L.Bhagat	Joint Director	15600-39600	7600
7)	P L Sharma	SLO	9300-37000	4800
8)	M.Y.Baqal	Under Secretary	9300-37000	4800
9)	Farooq Ah. Malik	Under Secretary	9300-37000	4800
10)	Savita Chouhan	Under Secretary	9300-37000	4800
11)	Narinder Kumar	Asstt. Director (P&S)	9300-37000	4800
12)	Ab. Rehman Ganie	Pvt. Secretary	9300-37000	4800
13)	Abdur Rehman	Section Officer	9300-37000	4600
14)	Shri Satpal	Section Officer (Adm)	9300-37000	4600
15)	M. Arshad Jan	Section Officer (Adm)	9300-37000	4600
16)	Fayaz Ahmad	Section Officer (plg)	9300-37000	4600
17)	Rajinder Singh	Section Officer (plg)	9300-37000	4600
18)	Nisar Ahmad	AAO (Acctts)	9300-37000	4600
19)	Nazir Ahmad	Sr. Stenographer	9300-37000	4600
20)	Naresh Kumar	Sr. Stenographer	9300-37000	4600
21)	Rifat Anjum	Sr. Stenographer	9300-37000	4600
22)	Abid Alaqaband	Jr. Stenographer	9300-34800	4600
23)	Riyaz Ahamd	Sts. Asstt (plg)	9300-37000	4200
24)	Balkrishan	Head Asstt.	9300-37000	4200
25)	Sabita Koul	Head Asstt.	9300-37000	4200
26)	S. A. Hamdani	Head Asstt.	9300-37000	4200
27)	Nissar Ahmad	Head Asstt.	9300-37000	4200
28)	Rakesh Khajuria	Head Asstt.	9300-37000	4200
29)	Syed Mushtaq	Sr. Assistant	5200-20200	2400
30)	Mangat Ram	Sr. Assistant	5200-20200	2400
31)	Ab. Gani	Sr. Assistant	5200-20200	2400
32)	Harbajan Singh	Acctts. Assistant	5200-20200	2400
33)	Saleema Begum	Jr. Assistant	5200-20200	1900
34)	Sheikh Latief	Jr. Assistant	5200-20200	1900
35)	Ab. Majeed	Jamadar	5200-20200	1800
36)	Ulfat Ara	Jamadar /Orderly	5200-20200	1800

37)	Parshotam Singh	Jamadar	5200-20200	1800
38)	Pardeep singh	Jamadar	5200-20200	1800