

**HANDBOOK CONTAINING INFORMATION IN RESPECT OF FOREST
DEPARTMENT, CIVIL SECRETARIAT, J&K
(UNDER RTI ACT, 2009)**

INTRODUCTION

The Jammu & Kashmir Right to Information Act, 2009 as passed by the Jammu and Kashmir State Legislature received the assent of the Governor on 20th March, 2009. The Act provides for setting out the regime of Right to Information for the people of the State of J&K 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 Forest 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 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 headed by an Administrative Secretary.

In terms of Rule-4(1) of the Jammu and Kashmir Government Business Rules, following subjects are assigned to the Forest 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	J&K Pollution Control Board
8	Integrated Watershed Development Project
9	J&K State Forest Corporation.
10	State Forest Research Institute

The **Forest 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, Minister for Environment & Forests, Minister of State for Fisheries (Independent Charge), Minister of State for Environment & Forests, the Chief Secretary and the Administrative Secretary of Forest Department, who at present is of the rank of Principal Secretary to Government.

The Administrative Secretary of the department is assisted by a team of officers of the rank of Special Secretary (Technical) / Special Secretary ® Additional Secretary / Deputy Secretary and Under Secretaries. Besides, Director Finance and Joint Director Planning are also assisting the Administrative Secretary in financial and planning matters. Also, one Nodal Officer has been posted in the Forest Secretariat to assist in the matters related to Climate Change.

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 functions of the Non-Gazetted staff have been defined in the Secretariat Manual. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues as his own level or seek information from the concerned offices which he feels would be relevant for decision making.

With a view to dealing with the different issues pertaining to the Forest 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. State Forest Corporation Section
12. Pollution Control Board Section
13. Environment Section.
14. Forest Protection Force Section.
15. State Forest Research Institute Section
16. Integrated Watershed Development Project Section
17. Land / Lease Section

1. **Gazetted Section.**

The Section is headed by an Officer of the rank of Special Secretary of Forest 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 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 Section is headed by an Officer of the rank of Deputy Secretary of Forest Department. The issues relating to all Heads of the Departments under the administrative control of the Forest 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:**

These Sections are headed by an Officer of the rank of Under Secretary of Forest Department. The issues relating these Departments received in the Administrative Department are processed in these Sections.

5. **Complaint and Grievance Section:**

The Section is headed by an Officer of the rank of Deputy Secretary of Forest Department. Complaints received against the officers / officials of subordinate departments, grievances of general public received from the Grievance Cell or received directly in the Department are processed in this Section.

6. **Legal Section.**

There is a full-fledged Legal Section in the Forest Department head 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 Department. The Section attends to the litigation in the cases where either Forest 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 Department headed by Director Finance. This Section deals with the issues pertaining to the accounts matters of the Forest Department.

8. **Planning Section.**

This Section deals with the collection of data and also 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 Joint Director

9. **SFC, PCB, E & RS, Wildlife, SFRI and IWDP Sections:**

These Sections are headed by an Officer of the rank of Special Secretary of Forest Department. The issues relating to concerned Heads of the Departments received in the Administrative (Forest) 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 Department. The issues relating to the Land and Lease Sections as indicated hereunder are being dealt with by this Section:

- (i) Allotment of forest land to the User Agencies for non-forestry purposes.
- (ii) Conveying of approvals for opening of new Sale Timber Sale Depots in various parts of the State.
- (iii) Fixation / Revision of Sale rates of Timber, Fire Wood, supply of conifer and broad leaved plants to the general public for raising plantation in private land and extraction / sale of Guchhies.
- (iv) Cases pertaining to diversion of Forest Land for non-forestry purposes.

THE PUBLIC INFORMATION OFFICER (PIO): Any citizen can seek information pertaining to Forest (Administrative) Department in terms of the relevant provisions of the J&K Right to Information Act-2009 and Rules notified there under vide SRO-199 of 2010 dated 29.04.2010.

The officers of the Administrative (Forest) 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 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 Hon'ble Minister and the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in **Schedule III** of the J&K Government Business Rules are submitted to the Hon'ble Chief Minister or the Hon'ble Governor in Governor's Rule.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretary / Additional Secretaries/ Deputy Secretary 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 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

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 Department i.e. www.jkforestadm.nic.in

Rules, Regulations, Instructions, Manual and Records held by the Department under its control is as follows:-

1. At Secretariat level:-

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

1. J&K Civil Services Regulations, Volume-I & II.
2. Jammu and Kashmir Daily Rated Workers / Work Charged Employees (Regularization) Rules, 1994.
3. Jammu and Kashmir Reservation Rules, 2005 read with SRO-144 of 2008 dated 28.05.2008
4. Jammu and Kashmir Civil Services (Medical Attendance-cum-allowance) Rules, 1990.
5. Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
6. Jammu and Kashmir Government Employees (Conduct) Rules, 1971.
7. J&K Civil Services Decentralization and Recruitment Rules, 2010
8. Jammu and Kashmir (Compassionate Appointment) Rules, 1994.
9. Jammu and Kashmir Civil Services (Leave) Rules, 1979.
10. Jammu and Kashmir Procedure of Secretariat Manual.
11. Jammu and Kashmir Budget Manual.
12. Jammu and Kashmir Financial Code, Volume-I & II.
13. Jammu and Kashmir Book of Financial Powers.

2. At Sub-ordinate levels:

Following Polices, Acts, Rules, Regulations and Instructions are being administrated by Forest Department for Discharging Functions through its Subordinate Departments.

A- Policies

Jammu & Kashmir Forest Policy, 2011

B- Acts

1. Jammu & Kashmir Forest Act, 1987 (1930 AD)
2. Jammu & Kashmir Forest (Conservation) Act, 1997
3. Jammu & Kashmir Wildlife (Protection) Act, 1978
4. Jammu & Kashmir Forest (Protection) Force Act, 2001
5. Jammu & Kashmir Nationalization of Forest Working Act, 1987
6. Jammu & Kashmir Forest (Sale of Timber) Act, 1987 (1931 AD).
7. Jammu & Kashmir State Forest Corporation Act, 1978
8. Jammu & Kashmir Forest Willow (Prohibition on Export & Movement) Act, 2000
9. Jammu & Kashmir Preservation of Specified Trees Act, 1969
10. Fisheries Act Svt. 1960.

C- Rules / Instructions

1. Excise and Taxation Officer Incharge Octroi, Appointment for the purpose of Section-26 of the Act
2. Jammu and Kashmir (Ejectment) Appeal Rules, 1972.
3. Rules for Acquisition and Demarcation of Small Plots held by Zamindars within Forests.
4. Gulmarg Forest Rules, 1999
5. Pahalgam Forest Rules, 1999
6. Reserved Trees in Rakh Salal Forest
7. Rules for the Management of Un-demarcated Forests.
8. Rules for Formation of Village Forests.
9. Land Transport Rules.
10. Jammu and Kashmir Registration and Control of Charcoal (Manufacturing and Sale) Rules, 2006.
11. Rules for the Demarcation of Forests.
12. Camel and Grazing Rules.
13. River Rules,
14. Rules regarding permission to Zamindars to bring Khuls through Demarcated Forest Areas.
15. Rules prescribing the Ordinary Procedure for effecting Closures.
16. Rules for the Closures of Deodar Forests to Nomad Goats.
17. Rules to the Closure of Regeneration Areas.
18. Jammu and Kashmir (Rehabilitation of Degraded Forests and Village Plantation) Rules, 1992
19. Jammu and Kashmir Wood-Based (Saw Mills, Veneer and Plywood) Industries (Registration and Regulation) Rules, 2012.
20. Jammu Forest Notice
21. Kashmir Forest Notice

Chapter – 4

The Forest Department, administers and monitors the functioning of the following Departments/Statutory Bodies/Boards:

S. No.	Name of the Department	Websites
1	Administrative (Forest) Department	www.jkforestadm.nic.in
2	Principal Chief Conservator of Forests (PCCF)	www.jkforest.com
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 & Remote Sensing (E&RS)	www.ENVIS.nic.in
7	State Research Forest Institute (SRFI)	www.jksfri.org
8	Integrated Watershed Development Project (IWDP)	www.jkpwmp.com
9	Pollution Control Board (PCB)	www.jkpcb.in
10	Forest Protection Force (FPF)	www.jkforest.com
11	State Forest Corporation (SFC)	www.jksfc.com
12	WUCMA	-

Chapter – 5

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

Public Information Officer:

1	Name	Shri Bashir Ahmad Kumar
2	Designation	Under Secretary to Government, Forest Department
3	STD Code	Srinagar – 0194 Jammu – 0191
4	Contact No.	9419066596
5	Fax	
6	Email	
7	Address	Forest Department, Civil Secretariat, Jammu / Srinagar.

First Appellate Authority:

1	Name	Mr S. S. Samyal, KAS
2	Designation	Additional Secretary to Government Forest Department
3	STD Code	Srinagar – 0194 Jammu – 0191
4	Contact No.	0194- 2506177 0191- 2566930 Mobile - 9469819901
5	Fax	0191 - 2579921
6	Email	
7	Address	Forest Department, Civil Secretariat, J&K

Chapter 6

The monthly remuneration received by each of the officers and Officials of Forest Department.

S. No.	Name	Designation	Monthly remuneration	
			Pay Band	Grade Pay
	S/Shri			
1	Muhammad Afzal, IAS	Commr/Secretary	37400-67000	10000
2	Vasu Yadav, IFS	Spl. Secy. (Tech.)	37400-67000	10000
3	Riyaz Ahmad, KAS	Spl. Secretary	37400-67000	8700
4	Shaheen M. Ashraf	Director, Finance	37400-67000	8700
5	SS Samyal, KAS	Addl. Secretary	15600-39100	6600
6	SP Rukwal, KAS	OSD with HFM	15600-39100	6600
7	M. Ishfaq Pakchwal	Joint Director	15600-39100	7600
8	Amreet Singh	Deputy Secretary	9300-34800	6600
9	Mohd Shafi Dar	Spl Asstt with MOS	9300-34800	6600
10	Sajad Ahmad	Dy Secy (Legal)	9300-34800	4800
11	Bashir Ahmad Kumar	Under Secretary	9300-34800	4800
12	Mohammad Amin	Under Secretary	9300-34800	4800
13	Mirza Shahid Ali	Private Secretary	9300-34800	4800
14	Mohd Yasin Baqal	Under Secretary	9300-34800	4800
15	Ashiq Hussain Khandey	Asstt. Director (P&S)	9300-34800	4800
16	Abdul Rahman	Section Officer	9300-34800	4600
17	Sat Pal	Section Officer	9300-34800	4600
18	Jussy Bhat	Section Officer	9300-34800	4280
19	Vishwakant Sharma	AAO	9300-34800	4600
20	Showkat Ahmad	Statistical Officer	9300-34800	4600
21	Shabir Ahmad	Statistical Officer	9300-34800	4600
22	Sajad A Lone	C.O	9300-34800	4280
23	Abdul Rashid	Head Assistant	9300-34800	4200
24	Mushtaq Ahmad Mir	Head Assistant	9300-34800	4200
25	Gulzar H Malik	Head Assistant	9300-34800	4200
26	Mohammad Yousuf	Head Assistant	9300-34800	4200
27	Mubarak Ahmad	Head Assistant	9300-34800	4200
28	Showkat Ahmad	Jr. Steno	9300-34800	4200

29	Sunney Dogra	Jr. Steno	9300-34800	4200
30	Amrik Singh	Senior Assistant	5200-20200	4200
31	Mohd Sadeeq	Actts Asstt	9300-34800	2800
32	Mushtaq Ahmad	Sr Assttt	9300-34800	2800
33	Mohd Sadeeq	Acctts Asstt.	5200-20200	2800
34	Ram Singh	I/c HA	5200-20200	2400
35	Haleema Akhter	Junior Assistant	5200-20200	1900
36	Mukesh Kumar	Junior Assistant	5200-20200	1900
37	Kashmiri Lal	Junior Assistant	5200-20200	1400
38	Khazir Mohd	Office Attendant	4440-7440	1900
39	Mohammad Yousuf	I/c Daftari	4440-7440	1800
40	Niyaz Ahmad	Jamadar-I	4440-7440	1800
41	Lasa Pandith	Jamadar-II	4440-7440	1800
42	Rukhsana Akhter	Jamadar-II	4440-7440	1800
43	Ghulam Hassan Dar	Jamadar-II	4440-7440	1400
44	Muzaffer Hussain	I/c Jamaar-I	4440-7440	1400
45	Mohd Hanief	Orderly	4440-7440	1800
46	Fayaz Ahmad	Orderly	4440-7440	1800
47	Vinay Kalhotra	Orderly	4440-7440	1300
48	Arif Munawar	Orderly	4440-7440	1300
49	Mohd Shafi	Orderly	4440-7440	1300
50	Faisal Wali Dar	Orderly	4440-7440	1300
51	Kanaiya Lal	X.Ray Boy	4440-7440	1300
52	Raghubir Singh	Mal Man	4440-7440	1900
53	Nazira Akhtar	Orderly	4440-7440	1300
54	Owais Mushtaq Mir	PRO	9600/-	-
55	Balbir Singh	PRO	9600/-	-
56	Pawan Kumar	Addl PRO	4440-7440	1400