

**INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT TO DEPARTMENT OF FOREST, ENVIRONMENT & ECOLOGY, GOVERNMENT OF JAMMU AND KASHMIR, CIVIL SECRETARIAT.**

**INTRODUCTION**

The J&K 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 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 function being delivered by the Department of Forest, Environment and Ecology.

**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. 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 Department headed by an Administrative Secretary.

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

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	Integrated Watershed Development Project
8	State Forest Research Institute
9	J&K Pollution Control Board
10	J&K State Forest Corporation

The Department of Forest, Environment and Ecology 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 Environment & Forests, 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 (Technical)/ Additional Secretary/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 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 Department of Forest, Environment and Ecology, 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 Additional 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 issues relating to all Head of the Departments under the administrative control of the Department of Forest, Environment and Ecology 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 Hon'ble Chief Minister's Grievance Cell/Hon'ble 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 Department of Forest, Environment and Ecology 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 Department of Forest, Environment and Ecology. The Section attends to the litigation in the cases where Department of Forest, Environment and Ecology 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 Department of Forest, Environment and Ecology headed by Director Finance. This Section deals with the issues pertaining to the account matters of the Department of Forest, Environment and Ecology.
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, EE&RS, Wildlife, SFRI and IWDP Sections  
The issues relating to concerned Heads of the Departments received in the Department of Forest, Environment and Ecology 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 Department of Forest, Environment and Ecology. 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 Department of Forest, Environment and Ecology in terms of the relevant provisions of 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 Department of Forest, Environment and Ecology are available for public hearing on every working day between 3 to 5 p.m. Any person can approach the officers for redressed 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 Department of Forest, Environment and Ecology 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.

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

### 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 Department of Forest, Environment and Ecology i.e [www.jkforestadm.nic.in](http://www.jkforestadm.nic.in).

### Chapter – 4

**The Department of Forest, Environment and Ecology 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)	<a href="http://www.jkforest.nic.in">www.jkforest.nic.in</a>
3	Chief Wildlife Warden (CWLW)	<a href="http://www.jkwildlife.com">www.jkwildlife.com</a>
4	Social Forestry Department (SFD)	<a href="http://www.jksocialforestry.nic.in">www.jksocialforestry.nic.in</a>
5	Soil Conservation (SC)	<a href="http://www.jkdosc.com">www.jkdosc.com</a>
6	Environment Ecology & Remote Sensing (EE&RS)	<a href="http://www.jkdears.com">www.jkdears.com</a>
7	State Forest Research Institute (SFRI)	<a href="http://www.jksfri.nic.in">www.jksfri.nic.in</a>
8	Integrated Watershed Development Project (IWDP)	<a href="http://www.jkiwdphills.nic.in">www.jkiwdphills.nic.in</a>
9	Pollution Control Board (PCB)	<a href="mailto:www.jkspcb@gmail.com">www.jkspcb@gmail.com</a>
10	Forest Protection Force (FPF)	<a href="http://www.jkfpf.nic.in">www.jkfpf.nic.in</a>
11	State Forest Corporation (SFC)	<a href="http://www.jksfc.com">www.jksfc.com</a>

## Chapter – 5

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

#### Public Information Officers:

1	Name	Sh. Reyaz -Ul- Hak
2	Designation	Under Secretary to Government ,Forest Department
3	Contact No.	9419047447
4	Fax	
5	Email	
6	Address	Department of Forest, Environment and Ecology, Civil Secretariat, J&K

#### 1st Appellate Authority:

1	Name	Sh. Pankaj Raj Katoch
2	Designation	Additional Secretary to Government Forest Department
3	Contact No.	0194-256177
4	Fax	
5	Email	
6	Address	Department of Forest, Environment and Ecology, Civil Secretariat, J&K

