

**Government of Jammu and Kashmir
Forest, Ecology and Environment Department, J&K
Civil Secretariat, Srinagar/Jammu**

CITIZENS' CHARTER

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The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. Hon'ble 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.

Mission

To provide citizens of J&K, a clean, green and healthy environment with community participation, combat climate change; conserve biodiversity, wildlife protection, soil & water conservation and support higher and inclusive economic growth through sustainable utilization of natural resources.

Objectives

The department is charged with the responsibility of Protection of Forest Land,. Protection, Conservation and Development of Natural Forests, Expanding Forest and Tree Cover, supply of Timber and Other Wood Based Produce, Management of Concessions, Meeting Domestic Fodder and Firewood Requirements, Cultivation of medicinal plants and tree species on non-forest lands and private lands, Handling, processing, transportation and marketing of medicinal plants and related product, Biodiversity Conservation in natural forests and habitats, conserving the rich genetic resource base of the UT, Participatory Forest Management and Forestry Extension, Revenue Generation, Forestry Research Development of Infrastructure and Human Resources, Resolution of Inter-Sectoral Conflicts for Forests.

Main Stakeholders

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

S.No	Name of the Department	website
1	Department of Forests (Territorial)	www.jkforest.gov.in
2	Department of Forest Protection Force	www.jkfpf.nic.in
3	Department of Wildlife Protection	www.jkwildlife.com
4	Department of Soil & Water Conservation	www. http://jkdosc.com
5	Department of Social Forestry	http://jksocialforestry.in

6	Department of Ecology, Environment & Remote Sensing	www.jkdears.com
7	J&K Forest Research Institute	www.jksfri.nic.in
8	J&K Pollution Control Committee	www.jkspcb.nic.in
9	J&K Forest Development Corporation	www.jksfc.jk.gov.in
10.	Wular Conservation and Management Authority (WUCMA)	www.wular.org

Functioning

The Department of Forest, Ecology and Environment, 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 *Hon'ble Lieutenant Governor of Jammu and Kashmir*, the Chief Secretary and the Administrative Secretary of Forest Department. 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.

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, duly assisted by dealing Assistants. The procedures for dealing with the cases and the function of the Non-Gazetted staff have been defined in the Secretariat Manual.

Office Timings

Morning Hours of the office = 09.30 A.M

Closing Hours of the office = 05.30 P.M

Right to Information (RTI)

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-2005 and Rules notified thereunder. He/she can approach the officers for redressal of grievances/enquire about the status of pending case, if any, in the Forest Department.

The list of rules, regulations, instructions, manual and records is hosted on the website of the Forest, Environment and Ecology Department i.e., www.jkforestadm.nic.in.

1st Appellate Authority

Name	Sh Narinder Singh Bali, JKAS
	Secretary in the Department
	Office: 0191 - 2566930 Mobile: 9419102220

Central Public Information Officer

Name & Designation of Officer	PIO of the Section (s)
Mr. Vivek Phonsa, JKAS Deputy Secretary to Government	Non-Gazetted
Mr. Kabir Ahmad Malik Deputy Secretary (Legal)	Legal Section
Mr. Gulam Dastgeer Alam Under Secretary to Government	Administration/ Gazetted/ Land
Mr. Raj Kumar Raina Assistant Director (Planning)	Planning and Accounts

Services being offered to the citizens by departments working under the Administrative control of Forest, Ecology and Environment Department: -

Forest Department:

- Single windows integrated system for Environment, Forest, Wildlife and CRZ Clearance (PARIVESH) provided by Ministry of Environment, Forest & Climate Change, GOI. (www.jkforest.gov.in)
- Online Saw Mill Registration/ Renewal through Single Windows Clearance System. (www.jkforest.gov.in)
- Online booking of Forest Rest Houses through dedicated portal: www.jkforesthuts.com

J&K Forest Development Corporation Ltd.:-

#	Service	Periodicity/ Time limit
1	J&K SFC Fair Price Timber Online Application for allotment of Timber within Srinagar and Jammu Municipal Corporations. (www.jksfc.jk.gov.in)	Within one week of generation of online invoice; subject to availability of timber

2	Supply of timber from Consumer Timber Sale Depots to bonafide users for construction/ repair of houses at discounted rates	Within one week of generation of online invoice; subject to availability of timber
3	Sale of timber through auctions in Srinagar and Jammu	6 auctions monthly, 3 each in Kashmir and Jammu; subject to lockdown/ curfew etc

J&K Pollution Control Committee

SERVICE	MODEL / TIME LINE
Online Consent to Establish (CTE) and Consent to Operate (CTO).	Consent to Establish and Consent to Operate is provided to the Entrepreneurs, Health Care Facilities and Project Proponents for industrial units in online mode on JKPCC online portal www.jkocmms.nic.in Timeline: This service is covered under Public Services Guarantee Act with a maximum delivery time of 120 days
Authorization to Hazardous Waste generating, processing and recycling units.	Authorization is granted to Hazardous Waste generating, processing and recycling units under HOWM Rules 2016 in online mode on JKPCC online portal www.jkocmms.nic.in Timeline: Maximum delivery time is 60 days
Authorization to Health Care Facilities (HCFs) and Common Bio-Medical Waste Treatment Facilities (CBMWTFs).	Authorization is granted to Health Care Facilities (HCFs) and Common Bio-Medical Waste Treatment Facilities (CBMWTFs) under Bio-medical Waste Rules 2016 in online mode on JKPCC online portal www.jkocmms.nic.in Timeline: Maximum delivery time is 90 days
Registration of Plastic manufacturing, processing and recycling units.	Registration is granted to Plastic manufacturing, processing and recycling units under Plastic Waste Management Rules 2016 through online mode on JKPCC online portal www.jkocmms.itic.iii Timeline: Maximum delivery time is 90 days
Auto-renewal of Consent to Establish and operate of Green Category units.	Auto-renewal of Consent to Establish and operate of Green Category units shall be granted, based on self-certification except units generating hazardous waste/e-waste and requiring registration under plastic waste rules in online mode on JKPCC online portal www.jkocmms.iic.in Timeline: This service is covered under Public Services Guarantee Act with a maximum delivery time of 120 days
Monitoring of Water quality of water bodies and ground water of J&K	The Water quality of water bodies across 115 locations in J&K is being regularly monitored by JKPCC on fortnightly, monthly and half yearly basis and the data is made available on JKPCC website (www.jkspcb.nic.in)

Monitoring of Ambient Air Quality data of J&K	The ambient air quality is being monitored by JKPCCE across 31 locations in I&K (16 in Jammu and 15 in Kashmir) and the data is submitted to CPCB through EAQDES (Environmental Air Quality Data Entry System)
Providing Real Time Air Quality Data of Srinagar City	JKPCCE monitors and provides real time Air Quality data of Srinagar City through the Continuous Ambient Air Quality Monitoring station (CAAQMS) at Rajbagh, Srinagar. Real time data is uploaded on CPCB server for wide public access at https://app.cpcbcr.com/AQI_India/ . The data is also available on Mobile application: JKAIR
Monitoring and Identification of Polluted River Stretches.	Nine (09) polluted stretches of different rivers in Jammu and Kashmir include five (05) in the Jammu region and four (04) in the Kashmir region. On the basis of monitoring and water quality analysis, the data is submitted to CPCB through EWQDES (Environmental Water Quality Data Entry System)
Public Hearings for Environmental Clearance.	Public Hearings conducted by JKPCCE on behalf of Project Proponents for projects which require Public Hearings for Environmental Clearance under EIA notification of 2006 on case to case basis. Timeline: 45 days
Public Awareness	JKPCCE carries regular public and mass awareness programmes like 'Save Tawi Campaign' as well as workshops and seminars/webinars on C&D Waste Management, Municipal Waste disposal, Bio-medical Waste Management, E - waste disposal etc. on regular basis.
Trainings	JK PCCE organizes various training programmes for staff and different enforcement and stakeholder departments /agencies throughout the year on various pollution related issues.

Department of Ecology, Environment & Remote Sensing

Service	Mode/Timeline
Online/Offline Spatial Data (GIS/Remote Sensing) being provided to the stakeholder departments	The projects wherein data is available, the service is being provided free of cost. Whereas the projects which require data generation, funds are requisitioned from the user departments to cover the manpower/hardware/ground data collection costs only. Timelines: Decided on the basis of quality and quantity of mapping outputs required.
Remote Sensing & GIS Database Generation	The departments act a nodal Centre for mapping activities of ISRO in Jammu and Kashmir where under GIS data is being generated as per national standards. Timelines: As and when approached by ISRO

Research	The department undertakes various research projects particularly in the field of Remote Sensing and GIS. Timelines: decided on the basis of quality and quantity of mapping outputs required.
Establishment of Environment Parks	On-going activity of the department with intent of providing field-based knowledge dissemination/awareness about nature and environment for all sections of the society. Timelines: Round the year activity
Environment information and creation of public awareness.	Database pertaining to the environmental parameter of J&K and disseminating it through various modes of communication (Training/Workshop/Seminars/Website, etc). Timelines: Round the year activity.
Trainings	The department undertakes various training programs throughout the year in the use of GIS and Remote Sensing for sister wings and other stakeholder departments. Timelines: Round the year activity.
Policy Documentation	Preparation of Policy documents like. <ol style="list-style-type: none"> 1. State Environmental Plan. 2. Environmental Policy 3. Wetlands Documentation. 4. State Action Plan on Climate Change 5. Climate Change Vulnerability Assessment. Timelines: As and when required.
Environmental Clearance	The department acts as a Secretariat for J&K Environment Impact Assessment Authority. The Environmental Clearances are being processed as per guidelines of MoEF&CC. Timelines: As fixed by the MoEF&CC.

Forest Protection Force

Activity	Duties Assigned	Monthly Target
Assistance to Forest (Territorial) & sister Departments	To assist Forest Department and other sister departments 24x7 in enforcing the Forest laws on the ground and for better protection of Forests/Wildlife.	As per the requisitions made to Forest Protection Force.
Naka	Checking of vehicles, animals and head load transport for checking of forest produce.	At least 16 Nakas/month per Gamma unit.

On-Road Patrolling	To conduct patrolling for control and interception of forest offences in vulnerable areas	At least 30/month per Gamma unit
Off-Road Jungle Gasht	To detect forest damage in vulnerable areas	At least 18/month per Gamma unit.

J&K Forest Research Institute

- To find ways and means to enhance green cover, productivity and undertake studies on nutritional requirements, seed testing. Conduct trials for improving yield of timber and MFPs including medicinal plants. Conduct research as the institute may deem necessary from time to time on current issues of conservation.
- Conduct trials and produce quality seed collected from the field for use by Forest and sister departments. In addition, also supply quality plants to the Forest Department.
- Identify and recommend quality seed production areas/seed stands in the natural forests.
- Multidisciplinary and interdisciplinary research work oriented to meet the requirement of forestry and forest-based industries.
- Conduct trials and recommend improved seed and plant materials.
- In-situ vegetative propagation through tissue culture techniques.
- Supply quality plant material to different departments.
- Organize workshops and impart specialized training to the field staff to update knowledge on day to day issues and concerns. Also publish literature relating to forestry and its allied subjects.
- Research on plantation models for optimum production and utilization.

Department of Social Forestry

Service/Benefits	Mode/Timeline
Distribution of Plants under Farm Forestry	The Department provides plants to various sections of society including communities, farmers, paramilitary and educational institutions at subsidized rates as prescribed by the Government for raising them at their level mainly during Monsoon and Winter Plantation Season.
Specialized technical know-how.	The farmers and other desirous persons are given technical knowhow regarding tree plantation, through awareness camps, seminars, training programmes, workshops, publications etc.

Public Participation	The Department provides gainful participation to locals by engaging them in plantation initiatives taken up under various Schemes/Components mainly through Village Panchayat (Plantation) Committees
Benefits from Plantation Units	The Department provides fire wood, small timber, fodder, grasses and other NTF Produce to locals to meet their requirement. The interim and final harvest is shared with the locals through VPPCs/VFCs in cash or kind as per norms.

Besides above, the following general benefits are provided to public through systematic afforestation activities carried-out by the Department:-

- a. *Support to communities through benefits such as fodder and firewood from plantation units.*
- b. *Environmental improvement*
- c. *Improving the aesthetics in rural and urban scenario.*
- d. *Soil and water conservation.*
- e. *Reducing the pressure on natural forests for wood/timber/grazing etc.*
- f. *Awareness about importance of trees/plantations.*

Department of Soil and Water Conservation

- To take up appropriate water conservation measures in and outside forest area, impounding of water, wherever sites permit, to increase ground water recharge and prevent floods.
- To estimate soil carbon tapped in the forests as well as non-forest land and take suitable measures to ensure retention of the carbon in the soil and increase it further.
- To create data base on soil and water conservation and conduct need based research to develop appropriate site-specific models and techniques.
- To provide technical guidance for preparation of schemes on scientific basis for other line departments and implement catchment area treatment projects, wherever required.
- To coordinate with the institutions and departments working on water conservation in the UT as well as outside, including Govt. of India for capacity building to act as nodal agency in the UT on water conservation.
- To create awareness about soil and water conservation by adopting suitable communication strategy and extension measures.

Department of Wildlife Protection

1. A single window integrated system for wildlife clearance for various development projects through online PARIVESH Portal provided by Ministry of Environment, Forest & Climate Change (MoEF&CC), Govt. of India (parivesh.nic.in). Once the complete case, in all respects, is received in the MoEF&CC through online PARIVESH Portal, the same is decided, on merits, in the Standing Committee of National Board for Wildlife in its meeting.
2. Online booking of Forest Rest Houses of Wildlife wing through dedicated portal (www.jkforesthuts.com).
3. Mini Zoos-one at Manda, Jammu and 2nd at Pahalgam, Kashmir are open to public for six days in a week (except Tuesday at Manda and Friday at Pahalgam). The entry to the respective zoo is through payment ticket (Rs. 20 for adult and Rs. 10 for child) from the counter at the entry gate. The visit timings are from 10.00 AM to 5.00 PM in winter and 9.00 AM to 6.00 PM in summer for Manda, Zoo. Similarly, visit timings for Pahalgam Zoo are 9.00 AM to 6.00 PM.
4. A single window integrated system for registration of **Exotic Live Species** possessed by any person is available through online PARIVESH Portal provided by Ministry of Environment, Forest & Climate Change (MoEF&CC), Govt. of India (parivesh.nic.in). The application in this regard is decided within six months.
5. Compensation to victims of human-wildlife conflict is paid as per standing Govt. orders @ Rs. 3.00 lakhs to the next of kin after death of the victim, Rs. 3.00 lakh to the victim in case of permanent incapacitation, Rs. 1.00 lakh to the victim in case of grievous injury and Rs. 15000 in case of minor injury. The compensation is transferred into the bank account of victim/next of kin, after sanction of the case (on the basis of completion of required codal formalities), within one month subject to availability of funds.
6. Rescue of wild animals involved in human-wildlife conflict is done through 42 wildlife control rooms spread over the Union Territory of J&K. On receipt of information, the respective control room team reaches the spot to rescue the animal(s). The response time varies from few minutes to few hours depending upon the distance of spot.
7. Visitors can visit the Wildlife Protected Areas and entry into the Dachigam National Park and Overa-Aru Wildlife Sanctuary (towards Aru) has been formalized through payment tickets at the respective entry gates. The entry ticket costs Rs. 25 for Indian visitor and Rs.50 for foreigner. The visiting time is between 6.00 AM to 6.00 PM.

8. The permission for researchers and photographers/video/movie makers is issued from the office of the Chief Wildlife Warden under the provisions of the Wildlife Protection Act, 1972. The applications received through emails or offline is processed by obtaining report of concerned Wildlife Warden/Regional Wildlife Warden. The permission is issued within seven days from the receipt of recommendation of concerned Regional Wildlife Warden.
9. Awareness and educational programmes are organized with respect to protection and conservation of wildlife. Such programmes are organized in collaboration with NGOs, Educational Institutions, PRIs, Security Forces, prominent citizens and sister wings. Special awareness programmes are organized in the areas having high incidence of human-wildlife conflict cases and during special days/periods like Wildlife Week, World Wetlands Days, World Wildlife Day, World Biodiversity Day, World Environment Day etc.

Wular Conservation & Management Authority (WUCMA)

Service	Mode
Land & Water Resource Management	<ul style="list-style-type: none"> • Survey ,Demarcation and consolidation of Wular Boundary. • Delineation and prioritization of critical micro-watersheds • Catchment Conservation through afforestation, aided regeneration and limited engineering measures • Enhance water holding capacity through dredging operations • Stakeholder endorsed water management plan to allocate water for human and ecological purposes • Satellite wetland rejuvenation for flood control • Water quality monitoring and improvement • Removal of willow plantation within lake area
Biodiversity Management	<ul style="list-style-type: none"> • Habitat Improvement of Wular and satellite wetlands for waterbird conservation • Management of aquatic vegetation • Control of invasive species •
Ecotourism	<ul style="list-style-type: none"> • Development of Wular Boulevard • Development of recreational facilities including board walks, nature trails, watch towers, angling spots • Development of visitor education facilities • Infrastructure development • Publication and dissemination of awareness material

Livelihood Improvement	<ul style="list-style-type: none"> • Capacity building of Lake Dependent Communities • Micro enterprise development on sustainable use of wetland resources and wetland mediated techniques • Protection of traditional knowledge and rights • Improvement of quality of life
Timelines: <i>All works are taken up as per Management Plans/Action Plans prepared for conservation & restoration of the lake</i>	
