

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION
ACT,2009 WITH RESPECT OF ADMINISTRATIVE
(LADAKH AFFAIRS 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 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 functions being delivered by the Ladakh Affairs 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 being headed by an Administrative Secretary.

In terms of Rule-4(i) of the Jammu and Kashmir Government Business Rules, the following subjects are assigned to the Ladakh Affairs Department:-

Department of Ladakh Affairs:	
01.	Conduct of LAHDC Elections of Leh & Kargil as and when due.
02.	To convene three meeting in the current financial year in respect of Ladakh Supply Materials.
03.	To get the Plan approval of LAHDC Leh/Kargil and Revised Estimates from Planning & Dev. Department.
04.	To get the Budget approval of LAHDC Leh/Kargil and Revised Estimates from Finance Department.
05.	To release the funds in respect of Plan in favour of LAHDC Leh/Kargil after obtaining the same from Planning & Dev. Department and also to get the MPR from LAHDC Leh/Kargil and submit the same to Planning & Dev. Department in time.
06.	To release the funds in respect of Non-Plan in favour of LAHDC Leh/Kargil after obtaining the same from Finance Department.
07.	To release the funds under Special Task Force in favour of LAHDC Leh/Kargil after receiving the same from Planning & Dev. Department and also furnish monthly progress report to Planning & Dev. Department.
08.	Disposal of works regarding creation of posts of LAHDC, Leh/Kargil, if any and also other urgent nature of works on priority basis.

The Ladakh Affairs 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 Ladakh Affairs, and Administrative Secretary.

The Administrative Secretary of the department is assisted by a team of officers of the rank of Secretary/ Deputy Secretary/Under Secretary, 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

Ladakh Affairs 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.

Ladakh Affairs Department is the Administrative Department of Leh and Kargil Districts:

THE PUBLIC INFORMATION OFFICER (PIO): Any citizen seeking information pertaining to Administrative Ladakh Affairs 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 (Ladakh Affairs) 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 Ladakh Affairs 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 Ladakh Affairs 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 Secretary, Deputy Secretary, Director Finance (LAD), Under Secretary, Assistant Director and the Sr. Law officer.

Down below there is an established Non-Gazetted administrative hierarchy headed by the Section Officers/Accountant. 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 etc. Administrated by Ladakh Affairs Department for Discharging Functions.

The list of Acts, Rules, etc is hosted on the website of the Ladakh Affairs Department i.e. www.jkladakhaffairs.nic.in.

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.

Chapter-4

The Ladakh Affairs Department administers and monitors the Functioning of the following Offices (HODs):-

S.No.	Name of Offices :	Website
01.	Dy. Commr./CEO, LAHDC, Leh	www.dcleh@nic.in
02.	Dy. Commr./CEO, LAHDC, Kargil	www.dckgl-jk@nic.in

Chapter-5

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

Asstt. Public information Officer:

01	Name	Feroz Ahmad Mir
02	Designation	Under Secretary to Government
03	STD Code	0194-2477398 (Sgr.) 0191-2549395 (Jamu)
04	Contact No.	9419066289
05	Fax	0194-2477398 (Sgr.) 0191-2549395 (Jamu)
06	Email	-
07	Address	Room No. 34 -4 th Floor, Mini Block, Civil Sectt. Jammu. Room No. 536- 5 th Floor, Main Block Civil Sectt. Srinagar

Public Information Officer:

01	Name	Asma Hamid, KAS
02	Designation	Dy. Secretary to Government
03	STD Code	0194-2477398 (Sgr.) 0191-2549395 (Jamu)
04	Contact No.	9419016742
05	Fax	0194-2477398 (Sgr.) 0191-2549395 (Jamu)
06	Email	-
07	Address	Room No. 34 -4 th Floor, Mini Block, Civil Sectt. Jammu. Room No. 573- 5 th Floor, Main Block Civil Sectt. Srinagar.

First Appellate Authority:

01	Name	Tsering Murup, KAS
02	Designation	Secretary (LAD)
03	STD Code	0194-2477398 (Sgr.) 0191-2549395 (Jamu)
04	Contact No.	9419218493
05	Fax	0194-2477398 (Sgr.) 0191-2549395 (Jamu)
06	Email	www.tmurup@gmail.com
07	Address	Room No. 22 -4 th Floor, Mini Block, Civil Sectt. Jammu. Room No. 515- 5 th Floor, Main Block Civil Sectt. Srinagar.

CHAPTER-6

The monthly remuneration is received by the officers and Officials of the Ladakh Affairs Department as per the following Pay Bands:

S. No	Name	Designation	Monthly Remuneration	
			Pay Band	Grade Pay
1.	Tsering Morup	Secretary	37400-67000	10,000.00
2.	Asma Hamid	Deputy Secretary	15600-39100	6600.00
3	Feroz Ahmad Mir	Under Secretary	9300-34800	4800.00
4	M.K. Bhat	Assistant Director	9300-34800	5200.00
5.	Ghulam Mohammad	S.O	9300-34800	4600.00
6.	Subash Chander Sharma	Sts Officer	9300-34800	4600.00
7.	Shefiqa Akhter	Sr. Steno	9300-34800	4600.00
8	Ravinder Kour	Head Assistant	9300-34800	4200.00
9.	Ravinder Kumar Chatta	Head Assistant	9300-34800	4200.00
10.	Bashir Ahmad	Accounts Asstt	9300-34800	2800.00
11.	Mushtaq Ahmad	Sr. Asstt	5200-20200	2400.00
12.	Hardev Kumar	Sr. Asstt	5200-20200	2400.00
13	Rajesh Kumar	Sr. Asstt	5200-20200	2400.00
14.	Goosiya Jan	Jr. Asstt.	5200-20200	1900.00
15.	Narayan Dutt	Jamadar	5200-20200	1800.00

