



# ANNUAL REPORT

(2009-10, 2010-11 and 2011-12)



JAMMU AND KASHMIR  
STATE INFORMATION COMMISSION

Old Assembly Complex, Srinagar (Kashmir)  
&  
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## **Executive Summary**

The J&K Right to Information Act was promulgated in the State in March 2009 bringing Transparency Law at par with the Central Information Act 2005. The State Information Commission is empowered to promote and enforce the practical regime of Right to Information and bring transparency and accountability in the working of every Public Authority.

The Commission was constituted under SRO - 325 dated 19-10-2009 and its secretariat established in October- November 2009. However the Commission effectively started working from March, 2011 with the appointment of State Chief Information Commissioner and eventually became fully functional with the appointment of two State Information Commissioners in the month of October & November 2011. Therefore this inaugural Annual Report for 2011-12 also covers the implementation of the Act in the State for the preceding two years, 2009-10 and 2010-11, to meet the requirement of the Act, in this regard.

The report consists of 9 chapters devoted to constitution of the Commission, appointment of CIC and Information Commissioners, powers of the Commission, training of PIOs and awareness programmes held,

implementation of Section 4 of the Act, Monitoring & Reporting of implementation of RTI Act , complaints and Appeals disposed of by the Commission , recommendations etc. The number of RTI requests mentioned in the report is based on the quarterly/annual progress reports furnished to the Commission by the Public Authorities.

### **Salient features of Annual Report at a glance**

<b>S.NO</b>	<b>Item</b>	<b>2009-10</b>	<b>2010-11</b>	<b>2011-12</b>
1.	No. of RTI requests received by Public Authorities.	741	3110	12136
2.	Percentage of rejection of requests under different provisions of the Act.	9 %	4 %	1.37 %
3.	Fee & copy charges collected in Rs.	30,389	1,48,613	5,88,214
4.	Complaints/2 <sup>nd</sup> Appeals received by the Commission	13	24	974
5.	Complaints/2 <sup>nd</sup> Appeals decided by the Commission	0	03	589
6.	No of cases in which penalty imposed u/s 17.	0	0	5
7.	No of cases in which compensation awarded to the information seekers.	0	0	1
8.	No of deptts / Public Authorities which have uploaded Sec 4 (I)(b) on their website.	0	2	26
9.	Training Programmes conducted by IMPA for PIO's a) No of Programmes. b) No of participants.	0 0	05 213	14 665
10.	PIO Meets and interactive session with members of cross section of society.	0	1	19

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## Chapter - 1

### **INTRODUCTORY:**

1.01 The Jammu & Kashmir State was among the first few States in the country to give its citizens the Right to Information ahead of commencement of Central RTI Act 2005. Catching up with peoples movement in the country for effective governance and transparency the State Government took a lead in enacting the J&K RTI Act 2004. However, it was not considered effective enough to enforce the transparency and accountability as provisions of the Act did not mandate proactive disclosures nor any strict penalty clauses nor even a wider definition of what constitutes "*Information*".

1.02 Meanwhile, efforts for a central legislation on the Right to Information continued at national level which eventually culminated into passing of the Central Right to Information Act 2005. This Act extends to the whole of the India except the State of Jammu and Kashmir

because of State's distinctive constitutional relationship with the Centre. Civil society groups within the State contributed their mite in bringing out the need for enactment of an Act consistent with Central Act 2005. The amendment of the State RTI Act 2004 carried out in the year 2008 also did not meet the expectation of the people as the Central RTI Act 2005, which is a powerful piece of legislation, had become very popular at the national level.

1.03 The present State Government taking a revolutionary and historical step introduced a Bill in State Legislature for enactment of a new RTI Act to provide 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 J&K RTI Act 2009 was enacted as Act No. VIII of 2009 w.e.f 20<sup>th</sup> March, 2009.

1.04 The preamble of the Act empathetically declares that democracy requires an informed citizenry and transparency of information which are vital to its functioning and also to “*contain corruption and to hold Government and its instrumentalities accountable to the governed.*” It also lays down that revelation of information in actual practice is likely to conflict with other Public interests including efficient operations of the Government, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information; and , therefore, it becomes necessary to harmonize these conflicting interests while preserving the paramountcy of the democratic ideal, furnishing of certain information to citizens who desire to have it has thus been made expedient for the Public Authorities.

## Chapter - 2

**CONSTITUTION OF STATE INFORMATION COMMISSION :**

2.01 The State Information Commission was constituted by the Government in terms of Section 12 of the J&K RTI Act 2009 vide SRO notification 325 dated 19.10.2009 whereas the Act had come into effect from 20<sup>th</sup> March 2009.

2.02 The Commission secretariat was established with the sanction of creation of various posts vide Government Order No1454-GAD of 2009 dated 20-10-2009 and Govt. Order No. 35-GAD o 2010 dated 7.1.2010 as per details given in the table as under:

**Table No. 1**

<b>S.No.</b>	<b>Designation</b>	<b>Pay Band</b>	<b>No.of posts.</b>
1.	Chief Information Commissioner	Rs.90,000(fixed)	1
2	Information Commissioners	Rs.80,000(fixed)	2
3.	Secretary	37400-67000+8700(GP)	1
4.	Registrar	37400-67000+8700(GP)	1



5.	Joint Registrar	15600-39100+7600(GP)	1
6	Deputy Secretary	15600-39100+6600(GP)	1
7	Accounts Officer	9300-34800+4800(GP)	1
8	Private Secretaries	9300-34800+4800(GP)	3
9	Senior Scale Stenographers	9300-34800+4600(GP)	3
10	Section Officer	9300-34800+4600(GP)	1
11	Head Assistant	9300-34800+4200(GP)	1
12	Junior scale stenographers	9300-34800+4200(GP)	2
13	Accounts Assistant	5200-20200+2800(GP)	1
14	Senior Assistants	5200-20200+2400(GP)	2
15	Junior Assistants	5200-20200+1900(GP)	5
16	Drivers	5200-20200+1900(GP)	4
17	Orderlies	4440-7440+1300(GP)	6

2.03 The required infrastructure in the shape of office accommodation both at Srinagar and Jammu was made available by the State Government. While suitable accommodation out of the old Assembly Complex near Budshah Bridge was provided for the

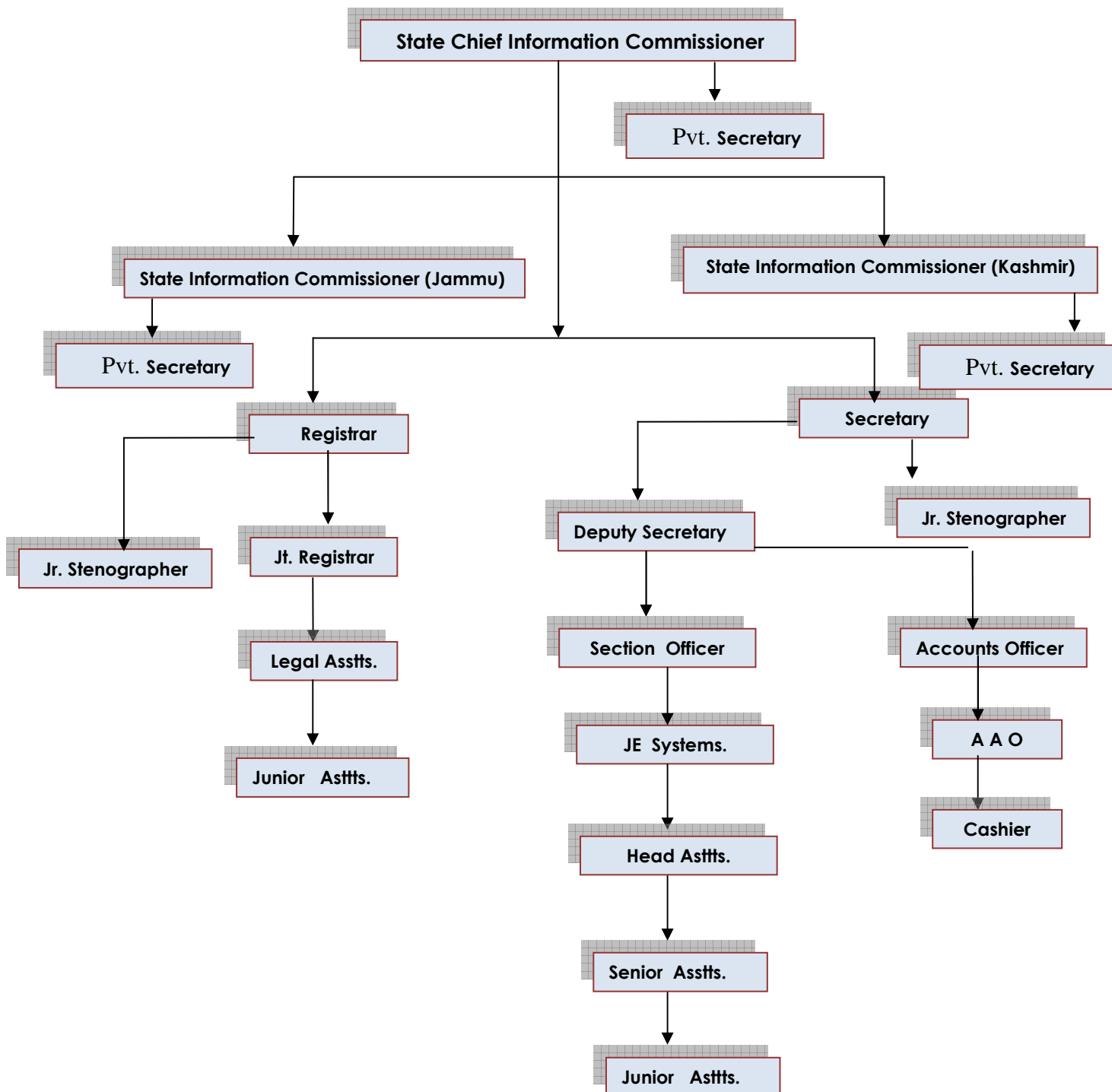
Srinagar Office of the Commission. The office in Jammu was initially started in a small private building in Trikuta Nagar arranged by the Estates Department which was not only insufficient but unsuitable due to its location. Latter on, due to the active intervention of Hon'ble Chief Minister, the Government as a priority allotted one and a half floors of leftover accommodation of the FC's Office at Wazarat Road, Jammu for accommodating the Jammu office of the Commission. The Estates Department is providing maintenance of these buildings besides the requirement of furniture and fixtures on need basis.

2.04 The Commission has been provided a piece of land measuring 3 kanals at Reshmgarh Colony, Jammu by Industries & Commerce Department which is in the process of transfer from JKI Ltd against a cost of Rs. 2.50 crores being provided by the Government out of State Plan. The Commission plans to construct its secretariat at the proposed site immediately after the funds are released by the Government.

2.05 At the very outset, LAN and WIFI facility was arranged in Srinagar Office through State IT Department besides providing initial requirement of computers/laptops. The Commission arranged LAN facility of its own in Jammu Office also using the lease line for internet from nearby DC Office Jammu made available to a limited number of systems to start with.

2.06 The Organisational structure and staff of the State Information Commission is as under:-

## Organisational structure



2.07 As on 31.3.2012, the number of sanctioned posts were 35 out which 30 posts were filled and

remaining posts were vacant. The incumbents against the posts have been posted by the Government through GAD/Finance/Law department. The Commission, in view of administrative dispensation of the State has to run and maintain three offices one each at Jammu and Srinagar with Central office in Darbar Move. This has resulted in posting of a bare minimum staff in three offices which is not possible to meet out within the existing strength of posts/staff. Accordingly, the Commission proposed creation of additional 35 posts. This requirement was further reviewed and rationalized to a bare minimum of 17 posts needed to be created to smoothly run the working of all three offices of the Commission. The sanction for these posts is awaited since last more than a year with the result smooth working of the Commission has got affected and it could not fully organise different wings/sections of the Commission like Registry, Monitoring & Reporting, Legal Cell etc.

2.08 The State Information Commission was provided funds by the State Government under Annual Plan under GAD budget demand till 2011-12 whereafter it has been taken in the Non-Plan. The proposals are underway to convert the funding to the Commission as grant in aid in line with rule of J&K RTI Rules 2010. Institution of an endowment fund according to the provisions of the Act was also being pursued with the Government. (However, new J&K RTI Rules 2012 do not have such a provision which has stalled creation of endowment fund). The year-wise and headwise allocation of funds to the Commission is given in the table below:

**Table NO: 2-**

S.No	Head	2009-10		2010-11		2011-12	
		Alloca-tion	Expdr.	Alloca-tion	Expdr	Alloca-Tion	Expdr.
1.	Salaries	42.71	21.29	120.50	80.36	166.37	137.37
2.	T.E	5.00	0.74	3.75	2.60	7.50	6.17
3.	Telephone	2.00	0.94	3.00	2.20	4.00	2.23
4.	O.E.	3.00	1.95	7.00	5.22	20.00	15.42
5.	P.O.L	2.00	1.26	3.75	2.61	7.50	6.20
6	Libraries	0.50	0.03	1.00	0.83	1.50	0.41

7	Purchase of fax	0.30	0.20	0.20	0.20	-	-
8	Medical reimbursement	1.00	-	-	-	-	-
9	Purchase of Photocopier Machine	3.00	1.24	1.00	0.96	-	-
10	Office automation	0.50	-	1.00	0.96	-	-
11	Purchase of printers	1.00	0.25	0.50	0.44	-	-
12	Trainings	-	-	5.00	5.00	-	-
13	RRT	-	-	1.00	-	6.00	-
14	Electricity	-	-	4.00	3.59	-	-
15	Purchase of computers	-	-	2.00	1.95	-	-
16	Purchase of vehicles	-	-	12.00	12.00	11.40	11.31
17	Research/survey	-	-	-	-	13.00	11.53
18	Machinery & Equipment	-	-	-	-	5.00	4.83
19	Leave salary	-	-	-	-	7.30	7.30

## Chapter -3

### **APPOINTMENT OF CHIEF INFORMATION COMMISSIONER & STATE INFORMATION COMMISSIONERS**

3.01 The J&K RTI Act 2009 provides constitution of State Information Commission consisting of one Chief Information Commissioner and two State Information Commissioners. They are appointed by the Governor on the recommendation of an empowered Committee comprising the Hon'ble Chief Minister who is also chairperson of the Committee; the leader of Opposition in the Legislative Assembly and a Cabinet Minister to be nominated by the Hon'ble Chief Minister. Shri G.R.Sufi was appointed as the first Chief Information Commissioner of the State vide SRO 57 dated 11.02.2011 and he was administered oath of office by HE the Governor of J&K on 28.2.2011. Thereafter in October 2011, two State Information Commissioners Dr. S.K.Sharma and Er. Nazir Ahmad were appointed vide SRO notification No. 314 dated 13.10.2011. They were administered oath



of office by HE the Governor, J&K on 24.10.2011 and 18.11.2011 respectively.

3.02 In keeping with the overall administrative set up of the State, the Commission has permanently located one Commissioner each in Jammu and Srinagar who have the jurisdiction over Public Authorities/departments/organisations of Jammu Division and Kashmir Division (including Ladakh) respectively. The Chief Information Commissioner has jurisdiction over all Public Authorities /departments/organisation which are in Darbar Move. This dispensation ensures smooth receipt of complaints/Appeals of the people and their disposal by calling locally available officers designated as FAAs/PIOs in the hearing of the cases pertaining to the respective divisions and in Darbar Move. To supplement the disposal of cases, the Chief Information Commissioner has also concurrent jurisdiction with Information Commissioners at Srinagar and Jammu to hear

complaint/appeal cases of the respective Divisions on need basis.

## Chapter-4

### **POWERS AND FUNCTIONS OF STATE INFORMATION COMMISSION**

4.01 **Complaints:** Subject to the provisions of the Act, it is the duty of the State Information Commission to receive and inquire into a complaint from any person:

- who has been unable to submit a request to a Public Information Officer either by reason that no such officer has been appointed under this Act or because the APIO has refused to accept his or her application for information or appeal under this Act for forwarding the same to the PIO or the senior officer specified in sub/section (1) of section 16 or the State Information Commission as the case may be
- who has been refused access to any information requested under this Act ;
- who has not been given a response to a request for information or access to information within the time limit specified under this Act;

- who has been required to pay an amount of fee which he or she considers unreasonable;
- who believes that he or she has been given incomplete, misleading or false information under this Act; and
- in respect of any other matter relating to requesting or obtaining access to records under this Act

4.02 Where the State Information Commission, is satisfied that there are reasonable grounds to inquire into the matter, it may initiate an inquiry in respect thereof. The Commission shall, while inquiring into any matter under this section, have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure, 1977 (Samvat) in respect of following matters, namely :

- summoning and enforcing the attendance of persons and compel them to give oral or written evidence on oath and to produce the documents or things;

- requiring the discovery and inspection of documents;
- receiving evidence on affidavit;
- requisitioning any Public record or copies thereof from any Court or Office;
- issuing summons for examination of witnesses or documents; and
- any other matter which may be prescribed.

4.03 Notwithstanding anything inconsistent contained in any other Act of State Legislature as the case may be, the State Information Commission, during the inquiry of any complaint under this Act, may examine any record to which this Act applies which is under the control of any Public Authority and no such record may be withheld from it on any grounds.

4.04 **Appeals:** In addition to investigate into the complaints, the Commission has appellate jurisdiction to hear Second Appeals under Section 16 of the RTI Act arising out of the first Appeals filed before the FAA,s. The

powers enumerated under Section section 16(4) of the Act are as under:

- Any person who does not receive a decision within the time specified or is aggrieved by a decision of the Public Information Officer may within thirty days from the expiry of such period or from the receipt of such a decision prefer appeal to such officer who is senior in rank to the Public Information Officer in each Public Authority; provided that such officer may admit the appeal after the expiry of the period of thirty days if he or she is satisfied that the Appellant was prevented by sufficient cause from filling the appeal in time;
- where an appeal is preferred against an order made by a Public Information Officer under section 11 to disclose third party information, the appeal by the concerned third party shall be made within thirty days from the date of the order;
- A second appeal against the decision shall lie within ninety days from the date on which decision should have been made or was actually received , with the State Information

Commission, may admit the appeal after the expiry of the period of ninety days if it is satisfied that the Appellant was prevented by sufficient cause from filing the Appeal in time;

- If the decision of the Public Information Officer, against which an Appeal is preferred relates to information of a third party, the State Information Commission shall give a reasonable opportunity of being heard to that third party;
- In any appeal proceedings, the onus to prove that a denial of a request was justified shall be on the Public Information Officer, who denied the request;
- An appeal [(first appeal u/s 16(1)] shall be disposed of within thirty days of the receipt of the Appeal or within such extended period not exceeding a total of forty five days from the date of filing thereof, for reasons to be recorded in writing;
- The decision of the State Information Commission shall be binding.

➤ In its decision, the State Information Commission, has the power to:

require the Public Authority to take any such steps as may be necessary to secure compliance with the provisions of this Act including :

By providing access to information if so requested in a particular form .

By appointing a Public Information Officer;

By publishing certain information or categories of information;

By making necessary changes to its practices in relation to the maintenance, management and destruction of records;

By enhancing the provisions of training on the Right to Information for the functionaries;

By providing it with an Annual Report in compliance.

Require the Public Authority to compensate the complainant for any loss or other detriment suffered. This is an important power conferred on the Commission because in view of the orders of the Commission there may be a substantial loss to revenue at times. Hence FAA and PIO have to be careful that they are not held



responsible for such loss because of their inaction in disposing of RTI applications.

Impose any of the penalties provided under the Act;

Reject the application.

- the State Information Commission shall give notice of its decision, including any Right of appeal to the complainant and the Public Authority.

The State Information Commission shall decide the Appeals in accordance with procedures as prescribed.

#### 4.05 **Penalties**

A) where the state information commission, at the time of deciding any complaint or Appeal is of the opinion that the Public Information Officer has without any reasonable cause, refused to receive an application for information or has not furnished the information within the time specified in section 7 of the RTI Act, or malafidely denied the request for information or knowingly given

incorrect, incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner furnishing of the information, it shall impose a penalty of two hundred and fifty rupees per day till the application is received or information is furnished, so however, the total amount of such penalty shall not exceed twenty five thousand rupees;

Provided that the PIO shall be given a reasonable opportunity of being heard before any penalty is imposed on him;

Provided further that the burden of proving that he acted reasonably and diligently shall be on the PIO.

B) where the State Information Commission at the time of deciding any complaint, appeal or reference is of the opinion that the PIO has, without any reasonable cause and persistently failed to receive an application for information or has not furnished information within the time specified under sub-section (1) of Section 7 or

malafidely denied the request for information or knowingly given incorrect , incomplete or misleading information or destroyed information which was the subject of the request or obstructed in any manner in furnishing the information, it shall recommend for disciplinary action against the PIO under the service rules applicable to him.

## Chapter – 5

### **TRAINING OF PUBLIC INFORMATION OFFICERS AND RTI AWARENESS AMONG PEOPLE.**

5.01 Section 23 of the J&K RTI Act 2009 obligates

State Government to :

- (a) develop and organise educational programmes to advance the understanding of the Public, in particular of disadvantaged communities as to how to exercise the Rights contemplated under the Act;
- (b) encourage Public Authorities to participate in the development and organisation of programmes referred to in clause(a) and to undertake such programmes themselves;
- (c) promote timely and effective dissemination of accurate information by Public Authorities about their activities; and
- (d) train Public information officers of Public Authorities and produce relevant training materials for use by the Public Authorities themselves:

5.02 The State Information Commission immediately after establishment of its office in October 2009, among other things, engaged the attention of the Government for implementation of section 23. Although the RTI Act, 2009 came into being on 20<sup>th</sup> March, 2009, there was hardly any semblance of awareness about the provisions of the Act both among the Public Authorities and the information seekers. The PIOs though designated in some of the departments were not also fully aware of their functions and duties under the Act. The Commission impressed upon the Government to arrange training of the PIOs who ought to have been designated by every Public Authority in all its administrative units within 100 days of the enactment of RTI Act. The Commission pursued and monitored designation of PIOs by Public Authorities through a number of circulars and letters which resulted into compliance of section 5 of the Act though belatedly by most of the Public Authorities. To meet the training needs of the PIOs as mandated under section 23, the J&K Institute of Management and Public

Administration (IMPA) was made a nodal agency for imparting training to the PIOs for which purpose the funds provided to the Commission were transferred to IMPA. List of training programmes on RTI conducted by IMPA is at annexure-A.

5.03 The Commission in order to to enhance the awareness of residents of the State about the RTI Act got televised an advertisement on Doordarshan and Radio Kashmir (Jammu/Srinagar). It also printed bills etc for this purpose but fact remains that further efforts need to be taken by the Government as envisaged in Sec. 23 of the Act to make people aware about their Rights under the State RTI Act 2009.

5.04 With the assumption of office by Chief Information Commissioner on 28<sup>th</sup> Feb.2011, the Commission was confronted by the very fact that level of awareness about the Act not only among the people of the State but also the PIOs was extremely low which

was affecting implementation of the provisions of the Act in its letter and spirit. The Commission in its earnest convened a PIOs meet in Banquet Hall Srinagar on March 13, 2011 in which PIOs/Officers of district Srinagar and Ganderbal participated and during the course of meeting first ever detailed interaction was held with media persons and members of civil society. The PIOs were made aware of their duties and functions especially their pivotal role in the disposal of RTI applications. The PIOs were virtually guided how to pass orders under the RTI Act because obviously this was a new field of learning for them. Similarly people got a message regarding the use of Right to Information given to them by the legislature. Second such meet was organised in Abhinov Theatre Jammu on April 7, 2011 with PIOs/FAAs of district Jammu and Samba present in the meeting. The district administration in both meetings rendered full assistance to the Commission in successful conduct of these awareness meetings. This campaign was carried further in almost all the districts with the help of district

administration, with an objective of training and familiarising the PIOs about their pivotal role in implementing the provisions of the Act for timely disposal of the RTI applications. Interactive sessions with members of cross section of civil society including prominent citizens, members of bar association, information seekers etc were made part of these PIO meets to make people aware of their Rights under the RTI Act and its use by them for bringing transparency and accountability in the working of Public Authorities. Details of these meetings/interactive sessions held at various places is given in annexure - B. The respective District administration's cooperation for organising such meetings is highly appreciated.

5.05 The Commission also participated in a number of seminars/workshops on RTI and Chief Information Commissioner and State Information Commissioners delivered lectures on such occasions aiming at spreading awareness about the provisions of the RTI Act. Efforts



were also made by the Commission to take the message of RTI to remote areas of the State to advance the understanding of the Act among the disadvantaged sections of the population which is a requirement for the Government under Section 23 of the Act.

5.06 The electronic media was tapped for popularising the RTI Act. Prime time advertisement spots on local Doordarshan Kendra and Radio Kashmir were booked for periods ranging from one to two months to spread the message of Right to Information given to people under RTI Act and how to exercise it.

5.07 A Guide leaflet each in Urdu and English depicting in simple language the procedure to be followed by a common citizen for seeking information from any Public Authority was printed and distributed among people especially during PIO meetings and other such occasions.

5.08 The Chief Information Commissioner/State Information Commissioner and officers of the Commission readily accepted invites for participation in RTI related programmes/talks held by Doodarshan/Radio Kashmir and other news channels of local media and similarly of print media to help promote awareness about the Act and its use.

## Chapter-6

### **COMPLIANCE WITH SECTION 4 OF THE RTI ACT**

6.01 J&K RTI Act 2009 obligates Public Authorities to take measures for computerisation and proper indexing of the records within a reasonable time and subject to availability of resources to facilitate access to records. Section 4 (1) (b), however, makes it mandatory for the Public Authorities to disseminate information as per (i) to (xvii) manuals of this sub-section of Section 4 of the Act within 120 days of the commencement of the Act i.e. 20-3-2009. These are:

- i. particulars of its organisation, functions and duties;
- ii. the powers and duties of its officers and employees;
- iii. the procedure followed in the decision making process, including channels of supervision and accountability;

- iv. the norms set by it for the discharge of its functions;
- v. the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- vi. a statement of the categories of documents that are held by it or under its control ;
- vii. the particulars of any arrangement that exists for consultation with or representation by, the members of Public in relation to the formulation of its policy or implementation thereof;
- viii. a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, committees and other bodies are open to the Public, or the

minutes of such meetings are accessible for Public;

- ix. a directory of its officers and employees;
- x. the monthly remuneration received by each of its officers and employees , including the system of compensation as provided in its regulations;
- xi. the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- xii. the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- xiii. particulars of recipients of concessions, permits or authorisations granted by it;
- xiv. details in respect of the information available to or held by it , reduced in an electronic form;

- xv. the particulars of facilities, available to citizens for obtaining information, including the working hours of library or reading room , if maintained for Public use;
- xvi. the names designations and other particulars of the Public information officers;
- xvii. such other information as may be prescribed; and thereafter update these Publications every year;
- xviii. publish all relevant facts while formulating important policies or announcing the decisions which affect Public;
- xix. provide reasons for its administrative or quasi-judicial decisions to affected persons.

6.02 The Commission secretariat immediately after its establishment in Oct.2009 urged the Government to ensure full implementation of Section 4(1)(b) by all Public Authorities. Although the GAD had issued circular No.25-GAD of 2009 dated 5.6.2009 (appendix - A) the

compliance with the statutory obligations under section 4(1)(b) left much to be desired.

6.03 After constitution of the Commission – beginning with the appointment of State Chief Information Commissioner - the compliance with the provisions of Section 4(1)(b) came under closer scrutiny. This being the very soul of the Transparency Law and promoting suo-moto disclosure of information by the Public Authorities, the Commission stressed the need for full implementation of Section 4 of the Act. (appendix – B1 & B2) The Commission, within few months of its establishment, hosted desired information on its website as a Public Authority itself. The GAD and Police Department (PHQ) were among the very few Public Authorities to first host Information Handbook under section 4(1)(b) on their respective websites. With awareness about RTI starting to pick up from March, 2011 onwards, the Public demand for full implementation of section 4 became much more pronounced and

Commission started receiving complaints against Public Authorities for not making disclosure of mandatory information. The Commission issued notice under section 15 of the Act to the Government for taking concrete steps to ensure Public Authorities comply with section 4. The subsequent steps taken by GAD and principal Public Authority of the State (Appendix - C ) has in some measure helped emphasise upon Public Authorities the importance of meeting the statutory obligations of section 4(1)(b), but majority of the departments/organisations are yet to launch websites and host desired information thereon.

6.04 The Statement as per Annexure - (C) gives in detail the status of compliance with Section 4(1)(b) by Public Authorities. A summarised position is given in the table below:



**Table NO: 3**

**Statement showing status of websites of various Public Authorities and hosting of information handbook under Sec.4(1)(b) thereon.**

Item	Adm. Departments	Sub-ordinate deptts./ HOD's	Remarks
Total no. of listed departments (Provisional)	36	211*	
No. of departments which have opened website	26	88	
No. of departments which have hosted on website information handbook under Sec.4 (1)(b) of J&K RTI ct.2009	10	18	
No. of departments which have hosted on website particulars of PIOs/FAAs	25	51	

\*Includes 7 universities.

**List of Deptts.which have fully hosted section 4 (1)(b) on their web-sites:**

**Adm Deptts:**

1. General Adm.Deptt.
2. Law Deptt,
3. Industries & Commerce. Deptt.
4. Housing & Urban Dev. Deptt.
5. Animal Husbandry Deptt.

6. Co-Operative Deptt.
7. CAPD Deptt.
8. Election Deptt.
9. Forest Deptt.
10. Power Development Deptt.

**HODs/Sub-ordinate deptts:**

1. Raj Bhawan
2. PHQ (Police Deptt)
3. State Information Comn.
4. Public Service Commission
5. Handloom Department.
6. J&K Forest Corporation
7. Pollution Control Board.
8. Soil Conservation Deptt
9. Commercial Tax Deptt.
10. Jammu Development Authority.
11. University of Jammu.
12. Director Soil Conservation J&K.
13. J&K Service Selection Board.
14. Jammu Development Authority.
15. BOSE J&K.
16. J&K Projects Construction Corp.
17. Deputy Commissioner Srinagar.
18. Deputy Commissioner Poonch.

6.05 The aim and objective of the RTI Act is to ensure accountability and transparency in the working of the Public Authorities. Accountability should manifest in the communications, orders, noting, drafts of every officer who pass such orders and issue notifications, circulars and make noting by identifying himself with name below his signature. As the provisions of the Act entail personal and individual liability, the Commission at the very outset invited the attention of the Government towards the very fact that the functionaries in the Public Authorities more often than not ignore authenticating their signatures by not mentioning their names in the official correspondence. Although a Government Order had been issued in this regard in the year 2004, the Commission observed that such orders/instructions were not being adhered to by most of the government functionaries. The Government reiterated these instructions in a fresh Government Order (Appendix – D), stipulating that these instructions would suo-moto apply to all correspondence made in RTI matters. Old habits

though die hard, a serious effort needs to be made to secure compliance with these government instructions in order to uphold the principle of accountability at every level of hierarchy.

## Chapter-7

### **MONITORING AND REPORTING OF IMPLEMENTATION OF J & K RTI ACT 2009.**

7.01 Section 22 of the Act provides that each Department shall, in relation to the Public Authorities within their jurisdiction, collect and provide such information to the State Information Commission as is required to prepare the report under this section and comply with the requirements concerning the furnishing of that information and keeping of records for the purposes of this section. Sub-section (3) of Section 22 of the Act further obligates that each report shall state in respect of the year to which the report relates:

- (a) the number of requests made to each Public Authority;
- (b) the number of decisions where applicants were not entitled to access to the documents pursuant to the requests, the provisions of the Act under which these decisions were made

and the number of times such provisions were invoked;

- (c) the number of Appeals referred to the State Information Commission for review, the nature of the Appeals and the outcome of the Appeals;
- (d) particulars of any disciplinary action taken against any officer in respect of administration of the Act;
- (e) the amount of charges collected by each Public Authority under the Act;
- (f) any facts which indicate an effort by the Public Authority under the Act;
- (g) recommendations for reform, including recommendations in respect of particular Public Authorities, for the development, improvement, modernization, reform or amendment to the Act or other legislation or common law or any other matter relevant for operationalising the Right to access information.

7.02 The Commission devised proper mechanism and formats for collecting these returns from Administrative departments and circulated detailed instructions in this behalf, copy available as Appendix – E ). In the beginning the flow of information was not smooth nor in line with the formats devised for the purpose. Many administrative departments did not send collated information and in many cases the returns poured in directly from the field/sub-ordinate departments, posing difficulties in compilation of these mandatory returns due to lack of required staff. As the data under Section 22 of the Act is a significant component of Annual Report of the Commission, collection of the same received focused attention of the Commission. A series of reminders had to be issued to the Administrative Departments and periodically areas of in-action were communicated to them for sending the progress reports. It has taken time to persuade the administrative departments in delivering this mandatory obligation to ensure regular and timely flow of collated figures/returns in this regard. The process of submission of quarterly/annual returns from the Public Authorities/line departments to their respective administrative departments and thereafter by the administrative departments to the Commission has not fully been put in place which in a way has hampered preparation of Annual report by the Commission. While

some Administrative departments viz. Finance, CAPD, Housing & Urban Development, Social Welfare, Law & Parliamentary Affairs, GAD, Agriculture, Cooperatives have adopted the practice of sending the returns in the desired manner including the HOD's under their control, the majority of the departments are yet to show a similar response.

7.03 The data thus furnished to the Commission as per these returns reveal that 741 RTI applications were received by the Public Authorities in the first year of the implementation of the J&K RTI Act 2009. In the second year (2010-11), 3110 RTI requests were received by the PIOs of Public Authorities whereas the year 2011-12 has accounted for highest number of 12136 applications filed by the information seekers before the PIOs of various Public Authorities in the State. It represents an increase of around 400 % in number of RTI applications in the last one year which is attributable to efforts made on enhancing the awareness among the people about RTI from March 2011 onwards by the Commission. An amount of Rs. 30,389/- has been collected as fee



/charges from the information seekers during the year 2009-10 whereas Rs. 1,48,613/- and Rs 5,88,214/- have been netted during 2010-11 and 2011-12 on this account by the Public Authorities respectively. The rejection of RTI applications under different provisions of the Act was 9%(67) in the first year which has come down to 4%(124) during 2<sup>nd</sup> year and 1.37%(148) in the 3<sup>rd</sup> year i.e.2011-12. The implementation of the Act has involved all most all the departments/governmental organisations/ autonomous bodies in the State in carrying out statutory task of disposing of RTI applications and providing information to the information seekers. Revenue, Education , Housing & Urban Development , Social Welfare, University of Kashmir, Public Service Commission, J&K Police, General Administration Department have received sizeable number of RTI requests during the last 3 years. Detailed department-wise number of RTI applications received, number rejected as per different provisions of the Act and fee/charges collected are given in Annexure –( **D**).

7.04 The following Public Authorities/ departments/organisations are ranked according to the highest number of RTI applications received by them during this period, taking all the 3 years together, with minimum 100 applications as a basis for getting into this list:

**Table NO: 4**

S.No.	Name of Public Authority	No. of applications received
1.	University of Kashmir	1043
2.	Public Service Commission	923
3.	D'te of School Education Jammu	875
4.	D'te of Social Welfare Srinagar	830
5.	D'te of School Education Srinagar	787
6.	J&K Police	712
7.	Dte. of Local bodies	505
8.	General Adm. Department	383
9.	Services Selection Board	387
10.	SKUAST Kmr/Jammu	314
11.	Jammu Development Authority	275
12.	Chief Engineer PHE Jammu	270
13.	J&K BOSE	267
14.	Deputy Commissioner, Kishtwar	267

15.	Deputy Commissioner Srinagar	262
16.	CAPD Jammu	239
17.	JMC	216
18.	Deputy Commissioner, Budgam	183
19.	SMC	169
20.	Deputy Commissioner, Anantnag	168
21.	Deputy Commissioner, Kathua	164
22.	University of Jammu	162
23.	Transport Commissioner	151
24.	Deputy Commissioner, Kupwara	138
25.	Forest Department (Secretariat)	130
26.	J&K State Forest Corpn.	120
27.	Deputy Commissioner, Bandipora	115
28.	State Vigilance Orgn.	112
29.	Home Department (Secretariat)	109

N.B: The data has been shown as was made available to the Commission through the quarterly/annual Returns by the Public Authorities/ departments after a number of Circulars/letters issued by the Commission from time to time in this regard.

7.05 The suggestions made by Public Authorities for reforms or amendments to the Act are summed up in Annexure **( E )**.

## Chapter - 8

### **APPEALS AND COMPLAINTS RECEIVED BY THE STATE INFORMATION COMMISSION**

8.01 The Commission was constituted vide SRO notification dated 20.10.2009. Though the secretariat of the Commission was set up immediately with the issuance of the afore-said notification, it was made partially complete on 28.2.2011 with the assumption of office by the Chief Information Commissioner. Over the preceding period of 16 months (i.e till 28.2.2011), the Commission received 42 complaints/Appeals including 2 during 2009-10 which could be taken up for hearing and disposal from March 2011 onwards. The Commission was made fully complete in Oct-Nov.2011 with the appointment of two State Information Commissioners. For first 6 months of year 2011-12, the Commission functioned with a single bench only and availability of two more benches one each in Jammu and Srinagar resulted in increased disposal of cases in the second half of the year 2011-12.

The cases decided by the Commission mainly related to information sought in revenue cases, service matters, selection processes, law and order etc. etc. Apart from service of decisions by post to the parties, the Commission has made it a constant endeavour to upload these decisions on its web-site ([www.jksic.nic.in](http://www.jksic.nic.in)) on regular basis and same is accessed by the end users and information seekers with free download facility. The local print media took lead in covering a number of decisions of the Commission in appeal/complaint cases involving a larger Public interest. The available figures reveal that the number of complaints/Appeals filed in the Commission during the period under report constitutes 6.3 % of the number of RTI applications received by the PIOs of Public Authorities in the State . The year-wise break-up of receipt and disposal of the Appeals/complaints is given in the table below:

**Table NO: 5**

Year (April - March)	Opening Balance	No. of Appeals/ Complaints received.	No. of Appeals/ complaints disposed of	Closing balance
2009-10	-	13	-	13
2010-11	13	24	03	34
2011-12	34	974	589	388
G. Total (ending 3/2012)		1011	592	419

8.02 The Revenue Department (including its sub-ordinate HODs) has among all Adm Deptts. accounted for highest number of complaints/Appeals (17%) decided by the Commission during upto March-12. Here Administrative department means the Secretariat Department and HODs/Organisations sub-ordinate to it. The PSC among rest of the individual Public Authorities has emerged as a single Organisation with highest number of complaints/Appeals (7.40%) decided by the Commission during the same period.

**Table No: 6****Department-wise No. of cases disposed of by the J&K SIC till 3/2012**

S.No	Name of the Department	No. of complaints/Appeals	
		Received	Disposed
1.	Revenue *	164	101
2.	Education (School/Higher)*	117	74
3.	Health & Medical Edu. .*	57	46
4.	Housing & Urban Dev.t*	69	47
5.	Public Service Commission	79	44
6.	Rural Development *	36	27
7.	Social Welfare *	33	24
8.	PHE/FC/Irg.*	38	23
9.	Universities	26	23
10.	Services Selection Board	31	20
11.	Industries & Commerce .*	19	19
12.	Agriculture Production .*	18	18
13.	Home Deptt/Police*	48	14
14.	PWD*	41	12
15.	Power Development*	23	12
16.	Forests*	29	11
17.	General Administration Department	17	09
18.	Consumer Affairs & Public Distribution .*	8	07
19.	Transport *.	9	07
20.	Law, Justice & Parliamentary Affairs*	6	06
21.	Custodian Deptt.	5	05
22.	Finance *	12	03
23.	Others	126	40

\*Figures shown for each Administrative Department are inclusive of its sub-ordinate HODs/Organisations.

8.03 The Commission invoked punitive provisions of law as contained in section 17 of the Act in a number of cases in order to uphold the Right to Information and ensure implementation of the RTI Act in its letter and spirit by taking some coercive steps in extreme default cases. Till March 2012 penalty was imposed in 5 cases by varying amounts. Four of the affected officers have filed review petitions with one of them also filed a writ petition in the High Court against penalty order which is subjudice. Detailed list of penalty cases is at Annexure - F.

8.04. Under Section 16 (4) of the Act, the Commission has powers to award compensation to the information seekers if the denial of information has caused detriment to him. However, Commission has been very stringent in passing such awards. One such award was passed in favour of a complainant/appellant hailing from a far off place in district Kupwara who had suffered detriment while seeking information from the PIO of Social Welfare Department. The compensation



cheque was issued to the complainant by the Public Authority (Director Social Welfare Kashmir).

## Chapter - 9

### **OBSERVATIONS AND RECOMMENDATIONS FOR IMPROVEMENTS**

9.01 With the introduction of the Act , hopes were generated to the effect that implementation of the Act will usher in a dawn of transparency and accountability in the governance, a cherished demand over several decades. In order to realize the objectives enshrined in the Act , the Commission makes following recommendations to the State Government.

9.02 As a part of administrative reforms, the State Government may consider initiating the process of computerization in all its institutions as required under Section 4(l)(a). RTI Act mandates the obligations of the Government in regard to scientific management of all official record. The State Government must take appropriate practicable measures to accelerate the

process of computerized management information systems by all Public Authorities in the State.

9.03 Every Administrative Department shall collect at its own level Quarterly/Annual Return(Progress Report) under Section 22 as per the devised format in relation to the Public Authorities within their jurisdiction (HODs/ Subordinate organisations) and furnish the same in a consolidated form to the J&K State Information Commission at the end of each quarter and annual return at the end of each financial year.

9.04 The State Government must tap all forms of mass media for undertaking an extensive Public awareness programme to educate the people about their Right to Information as required under Section 23 of the Act. The Publication of the Act in the official language of the State may be made available on internet and disseminated in print form.

9.05 The Commission has observed with concern that compliance at the level of FAA's (First Appellate Authorities) is still wanting. Most of the FAA's are not yet sensitive towards discharging the statutory duties cast upon them to adjudicate First Appeals. If compliance level of FAA's increases the intervention of the Commission will diminish which will help the Administration to concentrate on their duties.

9.06 As per circular No. 25 – GAD of 2009 dated 05-06-2009 supervision of implementation of the RTI Act has been entrusted to administrative secretaries. Similar instructions be passed on to all District Development Commissioners to supervise / monitor the implementation of the RTI Act within their respective Districts.

9.07 The offices of all Public Authorities should display a standard board containing, essential information about them under RTI Act in such areas where internet facilities are not available.

9.08 A comprehensive list of Public Authorities as defined in Section 2(f) falling under different Administrative Departments be put on internet and made available in print form. This list must include such NGOs which fall under the definition of Public Authority as per Section 2 (f)(B) and substantially funded by Government.

9.09 All Public Authorities in State must strictly fulfil their obligations under Section 4 of the Act. In compliance of Section 4, every Administrative Secretary should be made responsible for assuring pro-active disclosure by a Public Authority within their purview.

**(Annexure- A)****List of training programmes on RTI conducted by IMPA during the years 2010-11 & 2011-12**

S.No	District Headquarter	Date	No of Participants
<b>Kashmir Division.</b>			
1.	Budgam	7 <sup>th</sup> March 2011	63
2.	Ganderbal	9 <sup>th</sup> March 2011	21
3.	Kulgam	17 <sup>th</sup> March 2011	63
4.	Bandipora	22 <sup>nd</sup> March 2011	28
5.	Shopian	11 <sup>th</sup> April 2011	15
6.	Srinagar	4 <sup>th</sup> July 2011	42
7.	Leh	24 <sup>th</sup> September 2011	56
8.	Kargil	26 <sup>th</sup> September 2011	20
9.	Kupwara	24 <sup>th</sup> October 2011	37
10.	Anantnag	4 <sup>th</sup> November 2011	76
11.	Pulwama	7 <sup>th</sup> December 2011	77
12.	Baramulla	8 <sup>th</sup> December 2011	70
<b>Jammu Division.</b>			
1.	Jammu	14 <sup>th</sup> February 2011	38
2.	Samba	5 <sup>th</sup> September 2011	33
3.	Kathua	26 <sup>th</sup> September 2011	64
4.	Reasi	7 <sup>th</sup> October 2011	32
5.	Udhampur	2 <sup>nd</sup> November 2011	34
6.	Rajouri	23 <sup>rd</sup> November 2011	39
7.	Poonch	24 <sup>th</sup> November 2011	70

**(Annexure - B)**

List of District level PIO meetings/Interactive sessions with civil society members held by the Commission and awareness programmes organised/participated by the Commission during the year 2010-11 and 2011-12.

<b>S.No</b>	<b>Date</b>	<b>Place</b>	<b>Type of programme</b>
01	13-03 -2011	Banquet Hall, Sgr.	District level PIO meet for Sgr & Ganderbal & first ever media event on RTI implementation
02	7-04-2011	Abhinav Theatre Jammu	District level PIOs meeting for Jammu and Samba besides interaction with media-persons.
03	13-05-2011	Budgam	District level PIOs meeting and interactive session with members of civil society groups organised by district administration, CIC delivered keynote address on RTI Act and its implementation.
04	16-06-2011	Ganderbal	-do-
05	09-07-2011	Kupwara	-do-
06	21-07-2011	Baramulla	Awareness programme organised by Human Aid Society with keynote address on RTI Act by CIC.
07	22-07-2011	Kargil	District level PIOs meeting and interactive session with members of civil society groups.
08	05-09-2011	Bandipora	-do-
09	06-09-2011	Gurez	Awareness programme
10	07-09-2011	Ishmarg	-do-
11	23-09-2011	Kokernag	Awareness programme organised by Govt.Degree College Kokernag and CIC delivered key note address.
12	24-09-2011	Kishtwar	District level PIOs meeting and interactive session with civil society

			members organised by Distt.administration with key note address by CIC.
13	25-09-2011	Doda	PIOs meeting and interactive session with civil society groups organised by Dist.Administration with key note address by CIC.
14	-09-2011	State Financial Corporation Srinagar)	Awareness programme on RTI organised by SFC for its staff. CIC delivered lecture on the provisions of RTI Act.
15	22-10-2011	Shopian	PIOs meeting and interactive session with members of civil society groups organised by Distt. Administration and CIC delivered key note address on the provisions of RTI Act.
16	22-11-2011	Nawakadal Srinagar (awareness programme)	Awareness programme organised by Women's College Nawakadal with speakers from the Commission including CIC and State Information Commissioner.
17	24-11-2011	Baramulla	District level PIOs meeting followed by interactive session with members of civil society groups NGOs etc organised by district administration with CIC as chief speaker on RTI matters.
18	24-11-2012	Jammu	Workshop on RTI organised by Jammu University, where IC Jammu was chief guest.
19	20-12-2011	Ramban	District level PIOs meeting organised by District administration with CIC delivering keynote address on RTI Act.
20.	23-12-2011	Islamia College Srinagar	Awareness programme on RTI organised by the College With key note address by CIC.
21.	28-01-2012	Jammu	Panel discussion on RTI was organised by Dogra Law College and IC presided over the event.
	18.2.2012	IIPA Regional Branch, Jammu	One day workshop for PIOs of Sectt. Departments and HODs located in Jammu organised jointly by IIPA and State Information



			Commission with CIC and Information Commissioner delivering lectures on RTI Act.
	09-03-2012	Roopnagar Jammu (Kalam Kari Society)	RTI awareness programme for Women organised in Kalamkari Society in collaboration with J&K Women Dev.Corpn and sponsored by State Information Commission. Speakers on the occasion from the Commission included CIC, Information Commr Jammu, Secretary of the Commission and MD WDC.

## Annexure – C

## Status of Compliance by Public Authorities with Sec. (4)(I)(b) as on 31-01-2013

*Any Public Authority uploading information of Sec 4 henceforth may kindly inform the Commission about the same immediately for updating this statement.*

Statement showing the status of departments regarding creation of website, disclosure under section 4 of RTI ACT and appointment of PIO/FAA									
S.No	Name of Department / Public Authority.	Address of Web site wherever launched	Section 4 hosted on website		Particulars of PIO / 1 <sup>st</sup> AA hosted on website		PIO/FAA Appointed Otherwise		Remarks
			YES	No	YES	No	Yes	No	
<b>1.</b>	<b>Administrative Reforms, inspections, Trainings &amp; Grievances Department</b>	www.jkaritrainings.nic.in		No	Yes				
i	ARI Department						Yes		
ii	Government Press						Yes		
iii	Stationery & Office Supplies						yes		
<b>2.</b>	<b>Agriculture Production</b>						Yes		
i	Agriculture Production Deptt. Sectt.	www.jkapd.nic.in		no	yes		Yes		Salary Statement only
ii	Directorate of Agriculture, Srinagar						Yes		
iii	Directorate of Agriculture, Jammu	www.diragriammu.nic.in		no	yes		Yes		
iv	Agro Industries Corporation J&K	www.jkagro.com		no		no	Yes		
v	Command Area Development Jammu						Yes		
vi	Command Area Development Srinagar.						Yes		
vii	Directorate of Horticulture, Jammu.						Yes		
viii	Directorate of Horticulture, Kashmir						Yes		
ix	Horticulture Mkting & plg. Deptt. J&K.	www.jkhortibiz.nic.in		no		no	Yes		
x	Horticulture Produce Marketing & Processing Corporation Ltd.						Yes		
xi	Directorate of Sericulture J&K								
xii	Directorate of Floriculture Jammu.	www.jkfloriculturejammu.com		no		no	Yes		Very less information on RTI
xiii	Directorate of Floriculture Kashmir						yes		
<b>3.</b>	<b>Animal Husbandry</b>								
i	Animal Husbandry Deptt. Secretariat	www.jkash.nic.in	Yes		yes		Yes		
ii	Department of Animal Husbandry Kashmir.	www.jkanimalhusbandry.net		no					Only icon of Section 4 placed but not linked



S.No	Name of Department / Public Authority.	Address of Web site wherever launched	Section 4 hosted on website		Particulars of PIO / 1 <sup>st</sup> AA hosted on website		PIO/FAA Appointed Otherwise		
			YES	No	YES	No	Yes	No	
<b>8.</b>	<b>Technical Education</b>								
	I Technical Education Secretariat	www.jkdte.org		no	yes		Yes		
	ii Directorate of Technical Education J&K.	www.dteyssjk.nic.in		no		no	Yes		
	iii Directorate Youth Services & Sports J&K	www.dteyssjk.nic.in		no		no	Yes		
	iv Sports Council J&K						Yes		
<b>9.</b>	<b>Election Department.</b>	www.ceojammukashmir.nic.in	yes		yes		yes		
<b>10.</b>	<b>Finance Department.</b>								
	I Finance Department Secretariat	www.jakfinance.nic.in		No	yes		Yes		
	ii Directorate of Accounts & Treasuries						Yes		
	iii Directorate of Excise	www.jkexcise.nic.in		no	yes		Yes		
	iv Directorate of Commercial Taxes	www.jkcomtax.nic.in	yes		yes		Yes		
	V Funds Organization	www.jkfundsnic.in		no		yes	Yes		
	vi J&K State Financial Corporation	www.jksfc.nic.in		no		no	Yes		
	vii Director Audit & Inspections						Yes		
<b>11.</b>	<b>Food &amp; Supplies Deptt. (CAPD)</b>								
	I CAPD Secretariat	www.jkcapd.nic.in	yes		yes		Yes		
	ii Directorate of CAPD, Jammu	www.capdjammu.hpage.com		no		no	Yes		
	iii Directorate of CAPD, Kashmir	www.capdkashmir.nic.in		no		no	Yes		RTI icon but no proper information
	iv Controller Weights & Measures/Legal Metrology.	www.jklm.nic.in		no		yes	Yes		
<b>12.</b>	<b>Forest Department</b>								
	I Forest Department Secretariat	www.jkforest.com	yes		yes		Yes		No icon of Sec 4, but part information available
	ii Principal Chief Conservator Forests J&K						Yes		
	iii CCF Kashmir						Yes		

S.No	Name of Department / Public Authority.	Address of Web site wherever launched	Section 4 hosted on website		Particulars of PIO / 1 <sup>st</sup> AA hosted on website		PIO/FAA Appointed Otherwise		
			YES	No	YES	No	Yes	No	
Iv	CCF Jammu						Yes		
V	Directorate of Soil Conservation J&K	www.jkdosc.com	yes		yes		Yes		
Vi	Directorate of Social Forestry J&K						Yes		
Vii	Director Forest Protection Force	www.jkforest.com	yes		yes		Yes		
Viii	IWDP								
Ix	J&K State Forest Corporation	www.jksfc.com	yes		yes		Yes		
X	J&K Pollution Control Board	www.jkspcb.in	yes		yes		Yes		
Xi	Environment & Ecology Deptt.					No			
Xii	Fisheries Development Department J&K						Yes		
xiii	Wildlife	www.jkwildlife.com		no	yes		Yes		
<b>13.</b>	<b>General Administration Deptt.</b>								
I	GAD Secretariat	www.jkgad.nic.in	yes		yes		Yes		
ii	Service Selection Board	www.jkssb.nic.in		no	yes		Yes		
iii	J&K State Information Commission	www.jksic.nic.in	yes		yes				
Iv	Public Service Commission	www.jkpsc.org	yes		yes		Yes		
V	Vigilance Organization	www.jkvigilance.nic.in		no	yes		Yes		
Vi	Estates Department						Yes		
Vii	BOPEE	www.jakbopee.org		no		no	Yes		
viii	IMPA	www.jkimpa.nic.in		no	yes		Yes		
<b>14.</b>	<b>Health &amp; Medical Education Department.</b>								
I	Health & Medical Education Department (Secretariat)	www.jkhealth.org	yes		yes		Yes		Section 4 of GAD uploaded.
ii	Directorate of Health Services Jammu						Yes		
iii	Directorate of Health Services Kashmir.						Yes		
Iv	Directorate of Indian Systems of Medicine J&K						Yes		

S.No	Name of Department / Public Authority.	Address of Web site wherever launched	Section 4 hosted on website		Particulars of PIO / 1 <sup>st</sup> AA hosted on website		PIO/FAA Appointed Otherwise		
			YES	No	YES	No	Yes	No	
V	Dental College Jammu								
Vi	Dental College Kashmir						Yes		
Vii	Sheri-i-Kashmir Institute of Medical Sciences.	www.skims.ac.in		no	yes		Yes		
Viii	SKIMS Medical College (JVC)							No	
Ix	GMC, Srinagar						Yes		
X	GMC, Jammu	www.gmcahjammu.org		no		No	Yes	yes	
Xi	Project Director AIDS.						Yes		
Xii	Director Family Welfare J&K						Yes		
xiii	Director NRHM J&K						Yes		
xiv	Controller of Drugs & Food Control Organization.						Yes		
<b>15.</b>	<b>Home Department</b>								
i	Home Department Secretariat	www.jkhome.nic.in		no		no	Yes		Some information of deptt. available
ii	Fire Services J&K						Yes		
iii	Prisons Department						Yes		
iv	J&K Police Department	www.jandkpolice.org	yes		yes		Yes		
V	Sainik Welfare Board							No	
<b>16.</b>	<b>Hospitality &amp; Protocol</b>								
i	Hospitality & Protocol Sectt.	www.jkhospitalityprotocol.nic.in		no		no	yes		
ii	Directorate of Hospitality & Protocol.								
iii	Toshkhana Organization J&K, Sgr.								
iv	Resident Commissioner New Delhi								
<b>17</b>	<b>Housing &amp; Urban Dev. Department</b>								
i	Housing & Urban Development Department, Secretariat	www.jkhudd.gov.in	yes		yes		Yes		
ii	J.D.A.	www.jdajammu.in	yes		yes		Yes		



S.No	Name of Department / Public Authority.	Address of Web site wherever launched	Section 4 hosted on website		Particulars of PIO / 1 <sup>st</sup> AA hosted on website		PIO/FAA Appointed Otherwise		
			YES	No	YES	No	Yes	No	
X	MD, J&K Cements						Yes		
Xi	MD Handicrafts (Sale & Export) Corp.	www.jkhandicraftscorporation.nic.in		no		no	Yes		
Xii	MD Handloom Development Corp.	www.poshish.in		no		no	Yes		
xiii	MD JK Industries Ltd.						Yes		
xiv	J&K Minerals Ltd.,	www.jkminerals.com		no		no	Yes		
Xv	SICOP	www.jksicop.com		no		no	Yes		
Xvi	SIDCO	www.jksidco.org		no		no	Yes		
xvii	Secy. KVIB						Yes		
<b>20.</b>	<b>Information Department</b>								
i	Information Department, Sectt.	www.jkit.nic.in		no	yes				Only icon of section 4 placed but no information in links
ii	Directorate of Information, J&K.						Yes		
<b>21.</b>	<b>Labour &amp; Employment</b>								
i	Labour & Employment, Sectt.	www.jklabouremp.nic.in		no	yes		Yes		
ii	Employees Insurance Scheme							No	
iii	Employees Provident Fund Scheme Org.						Yes		
iv	Labour Department						Yes		
v	Employment Department.								
<b>22.</b>	<b>Ladakh Affairs</b>								
i	Ladakh Affairs							No	
ii	Ladakh Hill Development Council						Yes		
iii	Kargil Hill Development Council						Yes		
<b>23.</b>	<b>Law &amp; Parliamentary Affairs</b>								
i	Law, Justice & Parliamentary Affairs.	www.jklaw.nic.in	yes		yes		Yes		
ii	Legislative Assembly						Yes		
iii	Legislative Council						Yes		



S.No	Name of Department / Public Authority.	Address of Web site wherever launched	Section 4 hosted on website		Particulars of PIO / 1 <sup>st</sup> AA hosted on website		PIO/FAA Appointed Otherwise		
			YES	No	YES	No	Yes	No	
iv	J&K Legal Aid & Advisory Board								
v	J&K State Legal Service Authority								
vi	Directorate of Urdu Coordination Cell								
vii	Judiciary/ High Court J&K	www.jkhighcourt.nic.in		no	yes		Yes		
viii	J&K Special Tribunal								
ix	State Human Rights Commission						Yes		
x	State Accountability Commission						Yes		
xi	Directorate of Litigation Jammu/Kashmir								
<b>24.</b>	<b>Planning &amp; Development Deptt.</b>								
i	Planning & Development Department, Secretariat	www.jandkplanning.com		no	yes		Yes		
ii	Directorate of Economic & Statistics	www.ecostatjk.nic.in		no		no	Yes		
<b>25.</b>	<b>Power Development Department</b>								
i	Power Development Department, Secretariat	www.jkpdd.gov.in	YES		yes		Yes		
ii	Development Commissioner, Power						Yes		
iii	Chief Engineer PDD, Jammu.						Yes		
iv	Chief Engineer PDD, Kashmir						Yes		
v	J&K Power Development Corporation	www.jkspdc.nic.in		no		no	Yes		
vi	J&K State Electricity Regulatory Board	www.jkserc.nic.in		no		no	Yes		
<b>26.</b>	<b>Public Works Department</b>								
i	Public Works Department (Sectt)	www.pwdrbjammu.com		no	yes		yes		Some information.
ii	Economic Reconstruction Agency	www.jkera.org		no	yes		Yes		
iii	J&K Projects Construction Corp	www.jkpcc.com	yes		yes		Yes		
iv	CE R&B Kashmir	www.rnbkashmir.com		no	yes		Yes		
v	CE R&B Jammu						Yes		
vi	CE Mughal Road						Yes		

S.No	Name of Department / Public Authority.	Address of Web site wherever launched	Section 4 hosted on website		Particulars of PIO / 1 <sup>st</sup> AA hosted on website		PIO/FAA Appointed Otherwise		
			YES	No	YES	No	Yes	No	
Vii	CE PMGS						Yes		
viii	Directorate of Designs								
<b>27.</b>	<b>PHE Irrigation &amp; Flood Control &amp; Mechanical</b>								
	CE I&FC Kashmir						Yes		
	CE I&FC Jammu						Yes		
	CE Mechanical Jammu						Yes		
	CE Mechanical Srinagar						Yes		
	CE PHE, Jammu						Yes		
	CE PHE, Kashmir						Yes		
<b>28.</b>	<b>Raj Bhawan</b>								
i	HE The Governor's Office.	www.jkrajbhawan.nic.in	Yes		Yes		Yes		
<b>29.</b>	<b>Revenue &amp; Relief</b>								
i	Revenue & Relief Secretariat						Yes		
ii	Financial Commissioner, Revenue	www.jkfc.nic.in		no		no	Yes		
iii	Haj & Auqaf						Yes		
iv	Custodian General						Yes		
v	Divisional Commissioner, Jammu	www.divcomjammu.gov.in		no	yes		Yes		Link to PIO list GAD
vi	Divisional Commissioner, Kashmir	www.kashmirdivision.nic.in		no	yes		Yes		
vii	Agrarian Reforms Commissioner						Yes		
viii	Relief Commissioner	www.jkmigrantrelief.nic.in		no		no	Yes		
ix	Director Land Records Jammu/ Kashmir						Yes		
x	Settlement Commissioner						Yes		
xi	Deputy Commissioner, Srinagar	www.srinagar.nic.in	Yes		yes		Yes		
xii	Deputy Commissioner, Anantnag			no	yes		Yes		
xiii	Deputy Commissioner, Budgam	www.budgam.nic.in		no	yes		Yes		Some information is there.
xiv	Deputy Commissioner, Baramulla	www.baramulla.nic.in		no	yes		Yes		Section 4 of GAD hosted

S.No	Name of Department / Public Authority.	Address of Web site wherever launched	Section 4 hosted on website		Particulars of PIO / 1 <sup>st</sup> AA hosted on website		PIO/FAA Appointed Otherwise		
			YES	No	YES	No	Yes	No	
Xv	Deputy Commissioner, Bandipora						Yes		
Xvi	Deputy Commissioner, Ganderbal						Yes		
xvii	Deputy Commissioner, Kupwara.	www.kupwara.nic.in		no		no	Yes		
Xviii	Deputy Commissioner, Pulwama	www.pulwama.nic.in		no	yes		Yes		
Xix	Deputy Commissioner, Shopian						Yes		
Xx	Deputy Commissioner, Kulgam						Yes		
Xxi	Deputy Commissioner, Leh	www.leh.nic.in		No		no	Yes		
Xxii	Deputy Commissioner, Kargil	www.kargil.nic.in		no		No	Yes		
Xxiii	Deputy Commissioner, Poonch	www.poonch.nic.in	yes		yes		Yes		
Xxiv	Deputy Commissioner, Rajouri	www.rajouri.nic.in		no	yes		Yes		
Xxv	Deputy Commissioner, Reasi						Yes		
Xxvi	Deputy Commissioner, Jammu	www.jammu.nic.in		no	yes		Yes		
Xxvii	Deputy Commissioner, Samba	www.samba.gov.in		no		no	Yes		
Xxviii	Deputy Commissioner, Kathua	www.kathua.nic.in		no	yes		Yes		Link to PIO list of GAD
Xxix	Deputy Commissioner, Doda	www.doda.nic.in		no	yes		Yes		
Xxx	Deputy Commissioner, Kishtwar						Yes		
Xxxi	Deputy Commissioner, Ramban						Yes		
Xxxii	Deputy Commissioner, Udhampur						Yes		
<b>30.</b>	<b>Rural Development</b>								
I	Rural Development Secretariat	www.jkrd.nic.in		no	yes		Yes		
ii	Directorate of Rural Dev. Kashmir	www.drkd.nic.in		no	yes		Yes		
iii	Directorate of Rural Dev. Jammu	www.drjd.nic.in		no	yes		Yes		
iv	Directorate Rural Sanitation, J&K						Yes		
<b>31.</b>	<b>Science &amp; Technology</b>								
I	Science & Technology Deptt., Sect.						Yes		

S.No	Name of Department / Public Authority.	Address of Web site wherever launched	Section 4 hosted on website		Particulars of PIO / 1 <sup>st</sup> AA hosted on website		PIO/FAA Appointed Otherwise		
			YES	No	YES	No	Yes	No	
ii	JKEDA	www.jakeda.nic.in		no		no	Yes		
<b>32.</b>	<b>Social Welfare</b>								
I	Social Welfare Deptt., Secretariat	www.jksocialwelfare.nic.in		no	yes		Yes		
ii	Directorate of Social Welfare Jammu						Yes		
iii	Directorate of Social Welfare Srinagar						Yes		
iv	J&K Advisory Board for Gujjara and Bakarwals						Yes		
V	J&K SC, ST & Backward Classes Development Corporation	www.jkscstbccorp.in		no	yes		Yes		
Vi	Pahari Speaking Dev. Board							No	
Vii	State Commission for Women						Yes		
Viii	Women Development Corporation	www.jkwdc.com		no	Yes		Yes		
Ix	Director Tribal							No	
X	Kisan Board						Yes		
<b>33.</b>	<b>Tourism Department</b>								
I	Tourism Department Secretariat	www.jktourism.org		no	yes		Yes		
ii	Director Tourism Jammu						Yes		
iii	Director Tourism Kashmir						Yes		
iv	Director Tourism Dev. Corporation	www.jktdc.co.in		no		no	Yes		
V	Shri Mata Vaishno Devi Shrine Board	www.maavaishnodevi.org		no		no	Yes		
vi	Development Authorities (25 nos)						Yes		
<b>34.</b>	<b>Culture Department</b>								
I	Department of Culture Secretariat						Yes		
ii	Archives & Archeology and Museums						Yes		
iii	Art Culture & Languages	www.jkculture.com		no		no	Yes		Website
<b>35.</b>	<b>Transport</b>								
I	Transport Department, Secretariat	www.jaktrans.nic.in		no	yes	no	Yes		



<b>Year-wise Statement of information furnished by Public Authorities under Section 22 (Monitoring &amp; Reporting) of the J&amp;K RTI Act, 2009.</b>										
S.No.	Name of Deptt./PA	No. of requests received by each Public Authority during the period			No. applications rejected pursuant to different sections of the Act.			Amount of charges collected by each Public Authority under this Act.		
		2009-10	2010-11	2011-12	2009-10	2010-11	2011-12	2009-10	2010-11	2011-12
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
<b>General Administration Deptt.</b>										
1	GAD Secretariat	49	78	256	2	10	15	1335.00	2940.00	11900.00
2	Service Selection Board	34	65	288	0	0	0	1130.00	3760.00	24116.00
3	Public Service Commission	102	98	723	0	0	0	5100.00	18050.00	40650.00
4	Vigilance Organization	21	31	68	5	11	5	995.00	1465.00	3156.00
5	BOPEE	0	0	0	0	0	0	0.00	0.00	0.00
6	IMPA	0	1	3	0	0	0	0.00	50.00	865.00
7	State Information Commission	0	2	25	0	0	0	0.00	100.00	1266.00
<b>ARI &amp; Training</b>										
1	ARI Secretariat	0	0	0	0	0	0	0.00	0.00	0.00
2	Government Press (Jammu)	0	0	5	0	0	0	0.00	0.00	20.00
3	Government Press (Srinagar)	0	0	0	0	0	0	0.00	0.00	0.00
4	Stationery & Office Supplies	0	0	0	0	0	0	0.00	0.00	0.00
<b>Agriculture Production</b>										
1	Agriculture Production Deptt. Sectt.	0	0	31	0	0	0	0.00	0.00	2680.00
2	Directorate of Agriculture, Srinagar	3	0	39	0	0	0	150.00	0.00	1712.00

3	Directorate of Agriculture, Jammu	1	11	38	0	0	0	50.00	1360.00	0.00
4	Agro Industries Corporation J&K	1	11	0	0	0	0	50.00	1360.00	2180.00
5	Command Area Development Jammu	0	0	2	0	0	0	0.00	0.00	286.00
6	Command Area Development Srinagar.	0	0	0	0	0	0	0.00	0.00	0.00
7	Directorate of Horticulture, Jammu.	1	0	36	0	0	0	0.00	0.00	3870.00
8	Directorate of Horticulture, Kashmir	6	4	36	0	0	0	300.00	1620.00	40.00
9	Horticulture Mkting & plg. Deptt. J&K.	0	0	3	0	0	0	0.00	0.00	760.00
10	J&K HPMC Corporation Ltd.	1	0	6	0	0	0	50.00	0.00	120.00
11	Directorate of Sericulture J&K	0	0	6	0	0	0	0.00	0.00	0.00
12	Directorate of Floriculture Jammu.	0	2	17	0	0	0	0.00	0.00	310.00
13	Directorate of Floriculture Kashmir	2	0	17				490.00	0.00	882.00
<b>CM's Office</b>										
1	Chief Minister's Sectt	0	0	0	0	0	0	0.00	0.00	0.00
2	Civil Aviation	0	2	12			-	0.00	100.00	200.00
3	Estates Department	6	33	45	0	0	0	0.00	2365.00	0.00
<b>Animal Husbandry</b>										
1	Animal Husbandry Department Secretariat	3	0	0	0	0	0	164.00	0.00	0.00
2	Directorate Animal Husbandry Kashmir	0	0	12	0	0	0	0.00	0.00	460.00
3	Directorate Animal Husbandry Jammu.	0	2	17	0	0	0	0.00	100.00	0.00
5	Directorate of Sheep Husbandry Jammu	3	0	6	0	0	0	150.00	0.00	300.00
6	Directorate of Sheep Husbandry Kashmir.	0	0	9	0	0	1	0.00	0.00	310.00
<b>Co-operative Department.</b>										
1	Co-operative Deptt. Secretariat	5	0	83	0	0	0	130.00	0.00	0.00
2	Registrar of Co-operatives J&K	0	0	78	0	0	0	0.00	0.00	0.00
3	State Co-operative Bank, Srinagar	0	0	0	0	0	0	0.00	0.00	0.00

4	Jammu Central Co-operative Bank Jammu	0	0	4	0	0	0	0.00	0.00	170.00
5	J&K State coop. Agri & Rural Dev. Bank	0	0	0	0	0	0	0.00	0.00	0.00
6	JAKFED	0	0	0	0	0	0	0.00	0.00	0.00
<b>School Education</b>										
1	School Education, Secretariat	0	25	38	0	0	0	0.00	1082.00	1810.00
2	Directorate of School Edu. Srinagar	0	222	565	0	0	0	0.00	5980.00	18927.00
3	Directorate of School Edu. Jammu	91	91	693	2	0	5	3400.00	1000.00	18167.00
3	State Institute of Educati Kashmir	0	0	1	0	0	0	0.00	0.00	100.00
4	State Institute of Education ,Jammu	0	0	0	0	0	0	0.00	0.00	0.00
5	BOSE J&K	3	71	196	0	0	0	20.00	3450.00	10888.00
6	Directorate of Sarv Shiksha Abiyan	3	1	11	0	0	0	0.00	0.00	50.00
<b>Technical Education</b>										
1	Technical Education Secretariat	0	0	0	0	0	0	0.00	0.00	0.00
2	Directorate of Technical Education J&K.	0	0	21	0	0	0	0.00	0.00	0.00
3	Directorate Youth Services & Sports J&K	0	0	2	0	0	0	0.00	0.00	0.00
4	Sports Council J&K	0	0	6	0	0	0	0.00	0.00	200.00
<b>1</b>	<b>Election Department</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>
<b>Finance Department</b>										
1	Finance Department Secretariat	3	10	34	1	2	0	110.00	345.00	2830.00
2	Directorate of Accounts & Treasuries	6	1	28	0	0	0	300.00	50.00	2020.00
3	Directorate of Excise	11	12	49	0	0	0	320.00	270.00	9615.00
4	Directorate of Commercial Taxes	5	26	37	0	0	0	25.00	1080.00	2180.00
5	Funds Organization	4	4	13	0	0	0	200.00	220.00	600.00
6	J&K State Financial Corporation	0	0	24	0	0	0	0.00	0.00	2720.00
7	Director Audit & Inspections	2	2	1	0	0	0	25.00	100.00	50.00



<b>Food &amp; Supplies Deptt. (CAPD)</b>										
1	CAPD Secretariat	0	5	24	0	0	1	0.00	210.00	660.00
2	Directorate of CAPD, Jammu	0	38	201	0	0	0	0.00	2100.00	9574.00
3	Directorate of CAPD, Kashmir	0	6	60	0	0	1	0.00	150.00	1940.00
4	Controller Weights & Measures/Legal Metrology.	0	4	15	0	0	2	0.00	45.00	610.00
5	Joint Controller legal Metrology J&K	0	2	0	0	0	0	0.00	0.00	0.00
<b>Forest Department</b>										
1	Forest Department Secretariat	5	66	64	0	0	1	660.00	5725.00	7980.00
2	Principal Chief Conservator Forests J&K	23	9	24	0	0	0	970.00	360.00	1190.00
5	Directorate of Soil Conservation J&K	0	0	5	0	0	0	0.00	0.00	590.00
6	Directorate of Social Forestry J&K	2	0	6	2	0	0	110.00	0.00	110.00
7	Director Forest Protection Force	1	0	0	0	0	0	50.00	0.00	0.00
8	IWDP	0	0	0	0	0	0	0.00	0.00	0.00
9	J&K State Forest Corporation	21	36	84	0	1	1	2950.00	3500.00	16548.00
10	J&K Pollution Control Board	10	21	41	0	0	0	530.00	620.00	1770.00
11	Environment & Ecology Deptt.	0	0	8	0	0	0	0.00	0.00	100.00
12	Fisheries Development Department J&K	0	8	0	0	0	0	0.00	400.00	0.00
13	Wildlife	0	0	0	0	0	0	0.00	0.00	0.00
<b>Health &amp; Medical Education Department.</b>										
1	Health & Medical Education Department (Secretariat)	0	10	53	0	0	0	0.00	672.00	2260.00
2	Directorate of Health Services Jammu	0	0	0	0	0	0	0.00	<b>0.00</b>	<b>0.00</b>
3	Directorate of Health Services Kashmir.	0	23	37	0	0	0	0.00	170.00	2530.00
4	Directorate of Indian Systems of Medicine J&K	0	0	7	0	0	0	0.00	0.00	350.00

5	Dental College Jammu	0	4	6	0	1	0	0.00	400.00	260.00
6	Dental College Kashmir	0	1	6	0	0	0	0.00	0.00	150.00
7	Sheri-i-Kashmir Institute of Medical Sciences.	0	20	70	0	0	0	0.00	2185.00	6604.00
8	SKIMS Medical College (JVC)	0	0	10	0	0	0	0.00	0.00	290.00
9	GMC, Srinagar	0	0	0	0	0	0	0.00	0.00	0.00
10	GMC, Jammu	0	27	0	0	0	0	0.00	1155.00	0.00
11	Project Director AIDS.	0	0	0	0	0	0	0.00	0.00	0.00
12	Director Family Welfare J&K	0	0	8	0	0	0	0.00	0.00	150.00
13	Director NRHM J&K	0	0	0	0	0	0	0.00	0.00	0.00
14	Controller of Drugs & Food Control Organization.	0	10	10	0	0	0	0.00	290.00	500.00
<b>Home Department</b>										
1	Home Department Secretariat	23	0	109	0	0	10	225.00	0.00	6500.00
2	Fire Services J&K	0	0	3	0	0	0	0.00	0.00	110.00
3	Prisons Department	0	0	10		0	0	0.00	0.00	180.00
4	J&K Police Department	88	151	473	47	55	35	3115.00	5200.00	13221.00
5	Sainik Welfare Board	0	0	6	0	0	0	0.00	0.00	30.00
<b>Hospitality &amp; Protocol Department</b>										
1	Hospitality & Protocol Sectr.	1	2	5	0	0	0	0	100	100
2	Directorate of Hospitality & Protocol	0	0	9		0	0		0	0
3	Resident Commissioner Delhi	3	15	14	2	5	2	0	150	150
<b>Housing &amp; Urban Development Department</b>										
1	Housing & Urban Dev. Deptt. Secretariat	0	6	44	0	0	0	0.00	350.00	8220.00
2	J.D.A.	0	143	132	0	0	0	0.00	11110.00	11110.00
3	J&K Housing Board ,	0	5	59	0	0	0	0.00	0.00	500.00

4	Directorate of Local Bodies (Sgr).	0	51	454	0	0	0	0.00	2320.00	12540.00
5	S.D.A.	0	1	87	0	0	0	0.00	0.00	4070.00
	Municipal Corporation Jammu	0	50	166	0	0	0	0.00	2720.00	9050.00
6	Municipal Corporation Srinagar	5	0	164	0	0	1	0.00	500.00	9340.00
7	Urban Development Agency Srinagar	0	3	5	0	0	0	0.00	50.00	0.00
8	UEED.	0	6	20	0	0	0	0.00	150.00	660.00
9	Lakes & Waterways Dev. Authority	0	18	58	0	1	0	0.00	980.00	3100.00
10	Town Planning Orgn., Jammu	0	8	1	0	1	0	0.00	0.00	0.00
11	Town Planning Orgn., Srinagar	0	5	19	0	0	0	0.00	50.00	310.00
12	Architect Orgn. J&K, Jammu	0	0	0	0	0	0	0.00	0.00	0.00
<b>Higher Education</b>										
1	Higher Education Deptt, Sectt.	1	7	67	0	0	0	50.00	240.00	3840.00
2	Colleges concerned	0	0	1	0	0	0		0.00	0.00
<b>Industries and Commerce Department</b>										
1	Industries & Commerce Department, Secretariat	0	0		0	0	0		0.00	
2	Directorate Geology & Mining	0	8	27	0	0	0		150.00	1570.00
3	Directorate of Handicrafts	0	9	13	0	0	1		1550.00	1780.00
4	Directorate Handlooms	2	5	15	0	0	0	100	250.00	1010.00
5	Directorate of I&C Kashmir	0	19	16	0	0	0		1115.00	990.00
7	Directorate of I&C Jammu	0	17	17	0	0	0		0.00	0.00
9	Director, EDI, J&K	1	0	3	0	0	0	0.00	0.00	0.00
	MD Handloom Dev. Corp.	0	0	2	0	0	0			50.00
11	MD Handicrafts (Sale & Export) Corp.	0	1	10	0	0	0		0.00	50.00
13	J&K Minerals Ltd.,	1	2	5	0	0	0	50.00	60.00	210.00

	J&K Cements	1	2	3	0	0	0	50.00	100.00	150.00
14	SICOP	0	8	22	0	0	0		400.00	1000.00
15	SIDCO	0	10	12	0	0	0		410.00	1058.00
16	KVIB	6	1	5	0	0	0	170.00	0.00	150.00
<b>Informtion Department</b>										
1	Informtion Deptt. Secretraite	4	2	21	0	0	0	0.00	250.00	750.00
2	Director Informtion.	0	5	5	0	0	0		0.00	
<b>Labour and Employment</b>										
1	Labour & Employment Sect.	0	3	1	0	0	0	0.00	110.00	10.00
2	Employees Insurance Sccheme	0	0	0	0	0	0	0.00	0.00	0.00
3	Provident Fund Organisation	0	2	14	0	0	0	0.00	100.00	360.00
4	Labour Department	0	8	30	0	0	0	0.00	210.00	1560.00
5	Employment Department.	0	20	38	0	17	0	0.00	920.00	1575.00
<b>Laddakh Affairs</b>										
1	Laddakh Affairs Secretriat	0	0	0	0	0	0	0.00	0.00	0.00
2	Laddakh Hill Dev Council	0	9	33	0	0	0	0.00	370.00	940.00
3	Kargil Hill Dev Council	0	4	72	0	0	0	0.00	200.00	6500.00
<b>Law &amp; Parliamentary Affairs</b>										
1	Law, Justice & Parliamentary Affairs (Sec)	0	16	56	0	0	0	0.00	1730.00	5840.00
2	Legislative Assembly	0	3	13	0	0	0	0.00	470.00	400.00
3	Legislative Council	0	8	8	0	0	0	0.00	630.00	630.00
4	J&K Legal Aid & Advisory Board	0	0	0	0	0	0	0.00	0.00	0.00
5	J&K State Legal Service Authority	0	1	1	0	0	0	0.00	10.00	10.00
6	Directorate of Urdu Coordination Cell	0	0	0	0	0	0	0.00	0.00	0.00
7	Judiciary/ High Court J&K	0	0	0	0	0	0	0.00	0.00	0.00

8	J&K Special Tribunal	0	0	0	0	0	0	0.00	0.00	0.00
9	State Human Rights Commission	0	1	10	0	0	0	0.00	0.00	290.00
10	State Accountability Commission	0	0	6	0	0	0	0.00	0.00	0.00
11	Directorate of Litigation Jammu	0	0	0	0	0	0	0.00	0.00	0.00
11	Directorate of Litigation Kashmir	0	0	0	0	0	0	0.00	0.00	0.00
<b>Planning &amp; Dev, Department.</b>		0	0	0	0	0	0	0.00		
1	Planning & Dev Deptt. Secratiate	0	16	32	0	0	0	0.00	0.00	0.00
2	Dircetorate of economic and statistics	0	0	0	0	0	0	0.00	0.00	0.00
<b>Power Development Department</b>										
1	Power Development Department, Secretariat	15	27	54	0	0	0	595.00	1155.00	1234.00
2	Development Commissioner, Power	0	2	5	0	0	0	0.00	100.00	260.00
3	Chief Engineer EM&RE wing , Jammu.	1	46	109	0	0	0	50.00	2300.00	2690.00
4	Chief Engineer EM&RE wing, Kashmir	0	0	0	0	0	0	0.00	0.00	0.00
5	J&K Power Development Corporation	5	4	29	0	0	0	250.00	200.00	1410.00
	J&K State Electricity Regulatory Board	0	0	6	0	0	5	0.00	0.00	30.00
6	Chief Engineer P&M wing, J&K	0	0	2	0	0	0	0.00	0.00	0.00
<b>Public Works Department</b>										
1	Public Works Department (Sectt)	0	9	39	0	0	0	0.00	1550.00	450.00
2	Economic Reconstruction Agency	0	3	19	0	0	0	0.00	790.00	1100.00
3	J&K Projects Construction Corp	0	8	33	0	0	0	0.00	100.00	970.00
4	CE R&B Kashmir	0	0	0	0	0	0	0.00	0.00	0.00
5	CE R&B Jammu	0	106	181	0	0	0	0.00	8815.00	13360.00
6	CE Mughal Road	0	2	1	0	0	0	0.00	100.00	20.00
7	CE PMGS/J(n.a) Srg	0	0	20	0	0	0	0.00	0.00	1590.00
8	C.E MED (J)	0	0	6	0	0	0	0.00	0.00	0.00

9	C.E MED (K)	0	0	4	0	0	0	0.00	0.00	200.00
10	C.E DI & QC	0	0	5	0	0	0	0.00	0.00	50.00
11	CE store Procurement Deptt.	0	0	2	0	0	0	0.00	0.00	100.00
<b>PHE Irrigation &amp; Flood Control &amp; Mechanical</b>										
	PHE Secretriare	0	0	50			0	0.00		1716
1	CE I&FC / PHE Kashmir (Kashmir Division)	0	6	107			0	0.00		2125.00
2	CE I&FC / PHE Jammu (Jammu Division)	0	68	237			0	0.00	7200.00	28760.00
<b>Raj Bhawan</b>										
1	HE the Governors office	0	6	13	0	0	0	0.00	300.00	500.00
<b>Revenue &amp; Relief</b>										
								0		
1	Revenue & Relief Secretariat	0	0	7			0	0.00	0.00	7780.00
2	Financial Commissioner, Revenue	0	0	0			0	0.00	0.00	0.00
3	Haj & Auqaf	0	0	0			0	0.00	0.00	0.00
4	Custodian General	0	0	0			0	0.00	0.00	0.00
5	Divisional Commissioner, Jammu	0	26	0			1	0.00	450.00	0.00
6	Divisional Commissioner, Kashmir	0	0	37			0	0.00	0.00	1742.00
7	Agrarian Reforms Commissioner	0	0	0			0	0.00	0.00	0.00
8	Relief Commissioner	0	46	37			2	0.00	2300.00	1850.00
9	Director Land Records Jammu/ Kashmir	0	0	0			0	0.00	0.00	0.00
10	Settlement Commissioner	0	0	0			0	0.00	0.00	0.00
11	Deputy Commissioner, Srinagar	0	34	228			0	0.00	430.00	8930.00
12	Deputy Commissioner, Anantnag	0	0	168			0	0.00	0.00	8400.00
13	Deputy Commissioner, Budgam	34	71	78			0	0.00	1450.00	3150.00
14	Deputy Commissioner, Baramulla	0	0	34			0	0.00	0.00	1750.00
15	Deputy Commissioner, Bandipora	0	49	66			0	0.00	2250.00	2900.00

16	Deputy Commissioner, Ganderbal	0	6	62		0	1		200.00	1620.00
17	Deputy Commissioner, Kupwara.	0	0	138	0		36	0.00	0.00	5200.00
18	Deputy Commissioner, Pulwama	2	10	9	0	0	3	0.00	0.00	0.00
19	Deputy Commissioner, Shopian	0	0	23	0	0	13		0.00	1150.00
20	Deputy Commissioner, Kulgam	0	0	0	0	0			0.00	0.00
21	Deputy Commissioner, Leh	1	0	0	0	0		10.00	0.00	0.00
22	Deputy Commissioner, Kargil	0	0	34	0	0			0.00	1700.00
23	Deputy Commissioner, Poonch	0	3	10	0	0	2		90.00	450.00
24	Deputy Commissioner, Rajouri	0	9	9	0	0	4		450.00	450.00
25	Deputy Commissioner, Reasi	0	0	6	0	0			0.00	0.00
26	Deputy Commissioner, Jammu	58	69	90	1	6		2910.00	274.00	4410.00
27	Deputy Commissioner, Samba	0	0	50	0	0	0	0.00	0.00	2240.00
28	Deputy Commissioner, Kathua	0	18	146	0	0	0	0.00	900.00	7300.00
29	Deputy Commissioner, Doda	0	0	51	0	0	0	0.00	0.00	4680.00
30	Deputy Commissioner, Kishtwar	0	69	198	0	0	0	0.00	2530.00	7035.00
31	Deputy Commissioner, Ramban	0	0	6	0	0	0	0.00	0.00	170.00
32	Deputy Commissioner, Udhampur	0	0	48	0	0	0	0.00	0.00	0.00
<b>Rural Development</b>										
1	Rural Development Secretariat	12	25	54	3	0	0	360.00	1250.00	1470.00
2	Directorate of Rural Dev. Kashmir	8	4	31	0	0	0	150.00	50.00	880.00
3	Directorate of Rural Dev. Jammu	8	12	52	0	0	0	320.00	500.00	4210.00
4	Directorate Rural Sanitation, J&K	0	0	0	0	0	0	0.00	0.00	0.00
<b>Science &amp; Technology</b>										
1	Science & Technology Deptt., Secretariat	0	15	5	0	0	0	0.00	430.00	630.00
	JKEDA	6	0	15	0	0	0	160.00	0.00	430.00

2	J&K State Council for S&T	0	3	0	0	0	0	0.00	0.00	0.00
<b>Social Welfare</b>										
1	Social Welfare Deptt., Secretariat	0	2	23	0	0	0	0.00	0.00	0.00
2	Directorate of Social Welfare Jammu	0	0	397	0	0	0	0.00	0.00	9990.00
3	Directorate of Social Welfare Srinagar	0	336	494	0	0	0	0.00	0.00	21415.00
4	J&K Advisory Board for Gujjara and Bakarwals	0	5	1	0	0	0	0.00	0.00	0.00
5	J&K SC, ST & Backward Classes Development Corporation	0	2	6	0	0	0	0.00	0.00	0.00
6	Pahari Speaking Dev. Board	0	1	1	0	0	0	0.00	0.00	0.00
7	State Commission for Women	0	2	12	0	0	0	0.00	0.00	0.00
8	Women Development Corporation	0	6	6	0	0	0	0.00	0.00	0.00
9	Director Rehabilitation	0	3	3	0	0	0	0.00	0.00	0.00
10	Kisan Board	0	0	0	0	0	0	0.00	0.00	0.00
<b>Tourism Department</b>										
1	Tourism Department Secretariat	0	2	12	0	0	0	0.00	100.00	510.00
2	Director Tourism Kashmir	0	0	65	0	0	0	0.00	0.00	1035.00
3	Director Tourism Jammu	0	0	26	0	0	0	0.00	0.00	790.00
4	J&K Tourism Development Corporation	0	0	26	0	0	0	0.00	0.00	80.00
5	J&K Cable Car Corp.	0	0	19	0	0	0	0.00	0.00	590.00
6	Gulmarg Dev. Authority	0	0	15	0	0	0	0.00	0.00	0.00
7	Mansbal Dev. Authority.	0	0	6	0	0	0	0.00	0.00	0.00
8	Rajouri Dev. Authority	0	0	5	0	0	0	0.00	0.00	0.00
9	Kokernag Dev. Authority	0	0	5	0	0	0	0.00	0.00	0.00
10	Verinag Dev Authority	0	0	2	0	0	0	0.00	0.00	0.00
11	SKICC	0	0	9	0	0	0	0.00	0.00	0.00



12	Doodpathri Dev Authority	0	0	12	0	0	0	0.00	0.00	330.00
13	Sonmarg Dev Authority	0	0	15	0	0	0	0.00	0.00	450.00
14	Lakhanpur Sarthal Dev Authority	0	0	6	0	0	0	0.00	0.00	0.00
15	Patnitop Dev Authority	0	0	36	0	0	0	0.00	0.00	1500.00
16	Lolab Bangus Dev Authority	0	0	5	0	0	0	0.00	0.00	0.00
17	Poonch Dev Authority	0	0	8	0	0	0	0.00	0.00	0.00
18	Shri Mata Vaishno Devi Shrine Board	0	0	0	0	0	0	0.00	0.00	0.00
<b>Culture Department</b>										
1	Department of Culture Secretariat	0	0	24	0	0	0	0.00	0.00	1090.00
2	Archives & Archeology and Museums	0	0	23	0	0	0	0.00	0.00	1010.00
3	Art Culture & Languages	0	0	19	0	0	0	0.00	0.00	450.00
4	Dir. Libraries & Research	0	0	4	0	0	0	0.00	0.00	2540.00
<b>Transport Department</b>										
1	Transport Department, Secretariat	4	3	32	0	0	0	310.00	30.00	530.00
2	J&K SRTC	0	6	8	0	0	0	0.00	70.00	0.00
3	State Motor Garages	5	9	7	0	0	0	170.00	70.00	200.00
4	Transport Commissioner	0	41	110	0	0	0	0.00	2050.00	5500.00
<b>Universities</b>										
1	SKUAST Jammu	15	67	154	2	9	0	70.00	1800.00	19500.00
2	SKUAST Kashmir	3	20	55	0	0	0	60.00	600.00	6229.00
3	University of Jammu	0	71	91	0	0	0	0.00	5575.00	13230.00
4	University of Kashmir	0	22	1021	0	0	0	0.00	50.00	31050.00
5	Baba Gulam Shah Badsah Badshah University	0	0	15	0	0	0	0.00	0.00	350.00
6	Mata Vashno Devi University	0	8	16	0	2	0	0.00	2520.00	1810.00

7	Islamic University of Science & Technology.	0	2	3	0	0	0	0.00	100.00	150.00
	<b>TOTAL</b>	<b>741</b>	<b>3110</b>	<b>12136</b>	<b>67</b>	<b>124</b>	<b>148</b>	<b>30389.00</b>	<b>148613.00</b>	<b>588214.00</b>

**Note: 0 indicates = Nil or Not available.**

**(Annexure - E)****Suggestions and recommendations made by various Public Authorities in their M&R returns for reform and amendments of RTI Act.2009.**

1. To upgrade their skills and acquaintance with the Act, workshops and seminars are required to be conducted for the PIO.
2. Provision may be incorporated in the RTI Act & Rules asking the applicants seeking information under RTI Act to enclose a self-addressed registered envelope with their request for expeditious sharing of information.

**(PIO Vigilance)**

3. Upon intimation to the person/s making the request specifying further fee representing the cost of providing the information under sub/section 3 of Section 7 of RTI Act and Rules made thereunder needs to be incorporated either fixing a time frame for depositing the requisite fee by the concerned applicants or rejection of the request on the reason of non.-payment of further fee for better operationalizing the Right to access of the information.

**(PIO SMVD University)**

4. Every department should have a separate cell constituted for speedy disposal of the RTI applications.

**(PIO Animal Husbandry )**

5. The information seekers may be restricted to seek the information up to 10 years from the date of application.

**(PIO Forest Deptt Sect.)**



**Government of Jammu and Kashmir**  
**General Administration Department**  
 (Administration Section)  
 Civil Secretariat,  
 Srinagar/Jammu.

**URGENT**  
**TIME BOUND**

Subject:- Implementation of Jammu and Kashmir Right to Information Act, 2009.

Circular No. 25 - GAD of 2009  
 Dated:- 05 - 06 - 2009

1. The Jammu & Kashmir Right to Information Act, 2009 has come into effect from the 20<sup>th</sup> of March, 2009. The Act provides for dissemination of information to the residents of the State in the laid down manner. The Act requires the Public Authorities of the State Government to take various specific actions in a time bound manner. The Public Authorities under the Act means any authority or body or institution of self-Government established or constituted-
  - i. by or under the Constitution of India or the Constitution of Jammu and Kashmir;
  - ii. by any other law made by Parliament;
  - iii. by any other law made by State Legislature;
  - iv. by notification issued or order made by the Government and includes any –
    - a) Body owned, controlled or substantially financed;
    - b) Non-Government organization substantially financed, directly or indirectly by funds provided by the Government;
2. The important points on which the Public Authorities as mentioned above, are required to take action are indicated hereunder:-
  - i) Under Section 4(a), every Public Authority has to maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under the Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the State on different systems so that access to such records is facilitated. All Administrative Secretaries are requested to please ensure that all the Public Authorities under their administrative control initiate immediate action for maintenance of the records in a manner and form required under the J&K Right to Information Act, 2009.
  - ii) Under Section 4(b), every Public Authority has to publish within 120 days from the commencement of the Act various information pertaining to the organization. To facilitate and maintain uniformity of such information, a format is enclosed with this circular. All Administrative Secretaries are requested to kindly ensure that all Public Authorities under their administrative control publish detailed information pertaining to their organization in the prescribed format within the stipulated period.

They are also requested to ensure that the information is disseminated through various means including booklets, pamphlets, notices, websites etc. The Public Authorities who do not have their own website can furnish a soft copy of the information in the format prescribed to the General Administration Department for hosting it on the site of the General Administration Department (www.jkgad.nic.in).

- iii) Under Section 5(1) and 5(2), the Public Authorities are required to designate Public Information Officers (PIOs) in all Administrative Units or Offices and, if required, Assistant Public Information Officer (APIO) at each sub-divisional or sub-district level, in a time bound manner within 100 days of coming into effect of the Act. All Administrative Secretaries are requested kindly to ensure that the Public Authorities under their administrative control designate the PIO/APIO within the stipulated time frame, under an intimation to the General Administration Department.
3. The J&K Right to information Act, 2009 is available on the website of the General Administration Department. However, a copy of the same is enclosed for ready reference. All the Administrative Secretaries are requested kindly to personally supervise implementation of the Act and ensure that all actions are taken in a time bound manner by all the Public Authorities under their administrative control. The implementation of the Act in the State shall be reviewed by the Chief Secretary on regular intervals.

Sd/-

(Basharat Ahmad Dhar) IAS  
Commissioner Secretary to Government  
General Administration Department

Encl: As above.

NO: GAD(Adm)110/2009-V

Dated: 05-06-2009

Copy to the :-

1. All Administrative Secretaries to Government,
2. Principal Secretary to HCM / HEG.
3. Divisional Commissioner, Kashmir / Jammu.
4. All Heads of Departments.
5. All Deputy Commissioner.
6. All Managing Directors of PSUs / Corporation / Board,
7. Special Assistant to Hon'ble Minister for \_\_\_\_\_ for kind information of the Hon'ble Minister.
8. Principal Pvt. Secretary to Chief Secretary,
9. Pvt. Secretary to Commissioner/ Secretary to Government, General Administration Department.
10. Circular file / Stock file / GAD website.



(Dr. R.S. Sharma) KAS  
Deputy Secretary to Government,  
General Administration Department



**Jammu and Kashmir State Information Commission**  
(Constituted under the Right to Information Act, 2009)  
House No. 14, Sec-08, Trikuta Nagar, Jammu. Fax No. 0191-2475261  
Old Assembly Complex, Srinagar. Fax No. 0194-2484267  
\*\*\*\*\*

The Commr./Secretary to Government,  
General Administration Department,  
Srinagar.

NO:SIC-J/15/2009-II

Dated 15-6-2010

Subject: Implementation of the J&K Right to Information Act/Rules - Information handbook reg.


Sir,

Kindly refer your department's OM No.GAD(Adm)110/2009-V dated 26-2-2010 whereunder all the departments were asked to furnish soft/hard copy of the Information Handbook under the RTI Act to this Commission for centrally hosting the same on our website [www.jksic.nic.in](http://www.jksic.nic.in) for the benefit of the stakeholders and end-users. Sofar only Police department(PHQ) have furnished the handbook.

It may be reiterated that section 4 (1)(b) of the RTI Act explicitly makes it a bounden duty of every public authority to prepare and publish the Information Handbook in respect of their department/organisation within a set time-frame which too has elapsed since. Any further delay in doing so on the part of the defaulting public authorities would thus tantamount to a perpetual violation of the RTI Act.

It is,therefore, requested to re-emphasise the importance of the matter upon all the concerned departments urging them to send soft/hard copy of the desired information to this Commission without further loss of time. I would rather suggest that the matter be discussed in the Committee of Secretaries meeting urging the Administrative Secretaries to ensure early compliance of the above-mentioned provision of the RTI Act.

Yours faithfully,

  
SECRETARY  
State Information Commission

14/10  
Copy to Special Secretary to Chief Secretary for information.



**Jammu and Kashmir Information Commission**  
(Constituted under Right to Information Act, 2009)  
**Old Assembly Complex, Srinagar, Fax No. 0194-2484269**  
**Wazarat Road, Near D.C. Office, Jammu, Fax No.0191-2520947**

The Special Secretary to,  
Chief Secretary,  
J&K, Civil Secretariat,  
Srinagar.

No: SIC-J/15/2009-II

Dated: 15/06/2011

**Subject: Implementation of Right to Information Act, 2009.**

Sir,

The J&K Right to Information Act, 2009 has come into force from 20<sup>th</sup> March, 2009. Inter alia the Act provided for a time bound action by the Public Authorities vis-a-vis Section 4 and more specifically clause (b) of Section 4. It mandates Public Authorities to publish within 120 days from the commencement of the Act, the particulars of information about their organizations, functions and duties etc. etc. as set-forth in sub-clause (i) to (xvii) of Section 4(b). The General Administration Department vide its circular No. 25-GAD of 2009 dated 05.06.2009 circulated a uniform format to all the Departments for preparing the mandatory information about their organizations / departments and its dissemination through various means including booklets and departmental websites etc.

Ever since the Commission Office was setup in October, 2009, the matter has repeatedly been brought to the notice of the Government for impressing upon the Public Authorities to implement the mandate enshrined in Section 4(b) of the J&K Right to Information Act, 2009 to facilitate suo-motu disclosure of information about their organizations so that it can be easily accessed by the stake holders and the end users. Copies of these communications issued from the Commission as well as from the General Administration Department from time to time are enclosed.

However, inaction on the part of Public Authorities over last two years now has by and large resulted into lack of desired compliance with Section 4 (a) & (b) of the Act.

Among other means of communication, the official website of various departments/organizations is considered an effective show window for hosting the

mandatory information u/s 4(b) which can be largely accessed by the interested information seekers. In this context, sub-section (2) of Section 4 further provides as under:-

***".....It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet, so that the public have minimum resort to the use of the Act to obtain information....."***

Therefore, the Govt. has to focus on capacity building of the various departments especially those which have not come up in computerization and use of internet facility. Those of the Public Authorities which have such facilities at their command and have also established their websites need to make better use of the technology and upload the Right to Information manuals as mandated under section 4(b) on their websites without further loss of time.

The Hon'ble Chief Information Commissioner has desired to bring this important issue to the kind notice of Worthy Chief Secretary. He may also be briefed about the observations made by Hon'ble Chief Information Commissioner in this regard, as under:-

***".....That there is hardly any PIO or Appellate Authority i.e. junior or senior officer who has actually gone through the provisions of the State RTI Act 2009. The Appellate Authorities being senior officers have by and large failed to pass orders in such a manner which would show that they have understood the import of term "Appellate Authority". This pressing issue may be brought to the notice of senior officers, similarly there is not so encouraging response from the Public Authorities with regard to implementation of Section 4 of the State RTI Act 2009 i.e. making voluntary disclosures on their websites. The Commission has been flooded with number of complaints and queries regarding the failure of the public authorities to fulfill this statutory obligation to "maintain their records duly catalogued and indexed in a manner and the form which facilitates the right to information under the Act and ensure that all records that are appropriate to be computerized are within a reasonable time and subject to availability of resources, computerized and connected through a network all over the State on different systems so that access to such records and information under section 4(b) is facilitated within 120 days from the commencement of the Act". That the Act has come into operation with effect from 20<sup>th</sup> March, 2009***



*and it is sad commentary on the compliance of the public authorities with this piece of legislation which the legislature of the State has rightly termed the progressive and people friendly legislation. I would like to suggest the Chief Secretary of the State to go through the latest Office Memo dated 6<sup>th</sup> of May, 2011, of the DOPT, Government of India, (copy enclosed). The State Government may take similar steps with the consultation of the Commission. In case there is non-compliance and the mandate of the Act is not followed, the Commission would be constrained to hold Public Authorities responsible for failing in their duty.....”*

Accordingly, I am directed to request that the matter may kindly be taken up on priority in the COS Meeting to impress upon the Administrative Secretaries to take necessary steps for implementation of the Act and carry out mandate of Section 4(b) of the Act, not only at the level of their own Departments but at the level of Organizations/Departments working under their administrative control in the State.

Yours faithfully

**Sd/-**

**(M.A.Wani)**

Deputy Secretary

J&K State Information Commission

**Copy to the:**

1. Commissioner/Secretary to Govt, GAD for information.
2. Private Secretary to CIC for information of HCIC.

[www.jkgad.nic.in](http://www.jkgad.nic.in)  
E-mail: [gadk@jk.nic.in](mailto:gadk@jk.nic.in)

Fax No. 0194 – 2473884 (S)  
0191 – 2545702 (J)



**GOVERNMENT OF JAMMU AND KASHMIR**  
**GENERAL ADMINISTRATION DEPARTMENT**  
(Administration Section)  
**Civil Secretariat, Jammu**

Subject: Implementation/Compliance of J&K Right to Information Act, 2009/J&K RTI, Rules, 2010.

**Circular No. : 15 -GAD of 2012**

**D a t e d: 27.04.2012**

Attention is invited to Circular No. 25-GAD of 2009 dated: 05.06.2009 wherein it was impressed upon all the public authorities to take steps for dissemination of information to the residents of the State as provided under the J&K Right to Information Act, 2009 besides ensuring that the mandate of Section 4 is complied with fully by voluntary disclosure of information. The public authorities were also required to designate Assistant Public Information Officers (APIOs), Public Information Officers (PIOs) and Appellate Authorities to perform duties as enshrined in the Act.

All the departments are required to adhere to the time lines enshrined in Section 4 of J&K Right to Information Act, 2009 for voluntary disclosure of Information. The Public Authorities appointed under the Act have also to discharge their duties and functions as per Act/Rules.

All the Administrative Secretaries/HODs/Deputy Commissioners are once again enjoined upon, to follow the guidelines issued in this regard from time to time and ensure that the provisions of Section 4 of the Act are fully implemented in letter and spirit in a time bound manner. Besides, the Public Authorities shall ensure that the APIOs, PIOs and 1<sup>st</sup> Appellate Authorities are entrusted with the job/duties as envisaged under the Act.

Attention of the Public Authorities is also invited to the J&K Right to Information Act/ Rules, wherein it has been mentioned that officer to be designated as Public Information Officer shall not be below the rank of Under Secretary to Government and the 1<sup>st</sup> Appellate

Authority shall be such officer who is senior in rank to the Public Information Officer. Accordingly, all the Public Authorities are impressed upon to nominate APIOs, PIOs and 1<sup>st</sup> Appellate Authority of such rank as provided under the Act/Rules. If the officers equivalent to the rank of Under Secretaries are appointed as PIOs, the Additional Secretary level officer can function as 1<sup>st</sup> Appellate Authority so that senior level officers can supervise the overall functioning under the J&K RTI Act.

  
 27.4.12  
**(Sheikh Mushtaq Ahmad) IAS**  
 Secretary to Government,  
 General Administration Department

No. GAD(Adm) 110/2009-V

Dated: 27 .04.2012

Copy to the:

1. All Administrative Secretaries to Government.
2. Principal Secretary to HCM/HEG.
3. Divisional Commissioner, Kashmir/Jammu.
4. All Head of Departments.
5. All Deputy Commissioners.
6. All Managing Directors of PSUs/Corporation/Board.
7. Secretary, PSC/SSB/SIC.
8. Principal Private Secretary to Chief Secretary.
9. In-charge Website, GAD.
10. Circular file/Stock file.

www.jksd.nic.in

File No. 0194-24/2004 (B)  
0191-2545702 (J)



**Government of Jammu and Kashmir  
General Administration Department  
(Administration Section)  
Civil Secretariat, Jammu**

Subject:- Specification of Signatory.

**Circular No. 16 –GAD of 2011  
Dated: 08 .4.2011**

Attention of all the Officers/Officials is invited to Circular No. 10-GAD of 2004, dated 14.07.2004, wherein it has been enjoined that all Officers/Officials must indicate their names and designation below their signature while initiating or endorsing any note/proposal for consideration of the Competent authorities and also on all communications exchanged with different departments. Besides, Officers who approve any proposal on the departmental file at their own level as per delegation of powers must indicate their names and designations below their signature while approving any such proposal.

To make the communication specific and easier, all the Officers/Officials have also been advised to mention their Telephone Number and e-mail addresses on all letters/letter heads/correspondence etc in future.

It has been observed that the instructions issued vide above mentioned circular have not been adhered to in letter and spirit and communications/correspondence made is usually signed by the Officers without giving their names and contact number.

It is hereby once again enjoined upon all the Officers/Officials to strictly adhere to the instructions envisaged in Circular No. 10-GAD of 2004, dated 14.07.2004.

The aforesaid instructions mutatis mutandis shall also be applicable in case of PIOs/FAAs dealing with RTI applications/appeals as well.

Sd/-

Commissioner/ Secretary to Government  
General Administration Department.

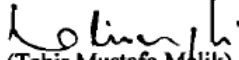
No. GAD (Adm.)110/2009-V (Part file)

Dated:-08.4.2011

Copy to the:-

1. All Principal Secretaries to Government
2. Director General of Police J&K.
3. Commissioner of Vigilance, J&K
4. Chairman, J&K Special Tribunal.

5. Principal Resident Commissioner, J&K Government, New Delhi.
6. Financial Commissioner, Revenue.
7. Principal Secretary to Hon'ble Chief Minister.
8. Chief Electoral Officer, J&K.
9. Chief Executive Officer, Economic Reconstruction Agency.
10. Chairman, Bureau of Public Enterprises.
11. Principal Secretary to H.E the Governor.
12. All Commissioner/ Secretaries to Government.
13. Director General, IMPA, Jammu.
14. Divisional Commissioner, Jammu/ Kashmir.
15. Chairman of the Committee for Monitoring & Ensuring Fairness of Tests conducted by BOPEE/Chairman of the Committee for fixation of Fee Structure of Professional Colleges in the State.
16. Secretary, J&K Public Service Commission.
17. All Heads of Departments.
18. Director Estates.
19. Director Information, J&K, Jammu.
20. Director, Archives and Archeology & Museums.
21. All Deputy Commissioners..
22. Executive Director, Rehabilitation Council
23. Managing Directors of all Public Sector Undertakings.
24. Secretary, J&K State information Commission.
25. Secretary, J&K Academy of Art, Culture & Languages, Jammu.
26. Secretary, J&K Legislative Assembly/ Council.
27. Secretary, J&K Services Selection Board.
28. Secretary, J&K State Electricity Regulatory Commission.
29. Secretary, J&K Accountability Commission.
30. Secretary, J&K State Advisory Board for Pahari Speaking People.
31. Secretary, J&K Advisory Board for Development of Gujjar and Bakerwals.
32. Secretary, J&K State Women Commission
33. Secretary, J&K State Advisory Board for the Welfare & Development of Kissan.
34. Secretary, J&K, State Advisory Board for Welfare & Dev. of Other Backward Classes
35. Secretary J&K State Social Welfare Board
36. Chairman, Board of Professional Entrance Examination.
37. S.S.P Security, Jammu/Srinagar.
38. S.P. Security, Civil Secretariat.
39. Prpl. Private Secretary to Chief Secretary
40. Private Secretaries to all Cabinet Ministers/ Ministers of State.
41. Special Assistant to Advisor to Hon'ble Chief Minister.
42. Special Assistant to Economic Advisor to Government.
43. OSD to Political Advisor to Hon'ble Chief Minister.
44. Private Secretary to Commissioner/Secretary, GAD.
45. Private Secretary to Chairman/Vice Chairman of the Commissions/Boards/Corporations.
46. Government order file/ Stock file/GAD website.

  
 (Tahir Mustafa Malik)  
 Under Secretary to Government  
 General Administration Department



**Jammu and Kashmir Information Commission**  
(Constituted under Right to Information Act, 2009)  
**Old Assembly Complex, Srinagar, Fax No. 0194-2484269**  
**Wazarat Road, Near D.C. Office, Jammu, Fax No.0191-2520947**

The Financial Commissioner/Principal Secretary,  
Commissioner-Secretary / Secretary to Government,  
\_\_\_\_\_Department,  
J&K Civil Secretariat, Srinagar.

No: SIC-J/26/2010

Dated: 06/07/2011

**Subject: Monitoring and Reporting on the implementation of RTI Act- Furnishing of Quarterly/Annual Return req.**

Sir,

Kindly refer Commission letter of even No. dated 13.12.2010, 22.03.2011 and 13.05.2011 on the subject. The requisite information in a consolidated form for the period 4/2010 to 3/2011 (2010-11) has not been received sofar. The Commission has, however, received information in a scattered manner from a few number of departments/offices which is not reflective of the period for which it is reported nor given as per prescribed format.

Since the implementation of RTI touches every Department/ Government Functionary at State/Divisional/District/Block level and therefore to facilitate smooth and regular collection and compilation of the information required under section 22 of the Act at all levels of administration, the Commission has decided that:

- a) each and every administrative department shall be the nodal department for collection of the desired information from the HODs/Public authorities subordinate to it;
- b) the HODs / Public authorities as referred in (a) above shall be responsible to submit to their respective administrative department information after collecting figures from all of their divisional/district/block/zonal level offices/functionaries ,as the case may be, compiling the same and reflecting in a consolidated form in the prescribed format/proforma for the office/department as a whole;
- c) the information thus received by the Administrative Department shall be reflected by it in the prescribed proforma (copy enclosed) which has in-built detail of HODs/Public authorities under its administrative control and furnish the same to the Commission as per following periodicity:

Quarter	Due date for submission
1 <sup>st</sup> . (April to June) -	15 <sup>th</sup> of July
2 <sup>nd</sup> (July to Sept.) -	15 <sup>th</sup> of Oct.
3 <sup>rd</sup> (Oct. to Dec) -	15 <sup>th</sup> of Jan.
4 <sup>th</sup> (Jan. to March) -	15 <sup>th</sup> of April.

**The consolidated information for year 2010-11 (4/10 to 3/11) under reference is however necessarily to be furnished to the Commission immediately for preparation of Annual Report u/s 22 of the Act.**

K.T.O

- d) a nil report shall have necessarily to be furnished as part of the quarterly return by the department/office which may not have received any application during the period under reference.

To make the flow of information simple and easier, the prescribed format/proforma has been split in two parts, the **Part-I** shall directly reflect the numerical figures and **Part -II** to indicate comments/recommendations, if any.

Yours faithfully,

*Sd/-*

**(M.A.Wani)**

Deputy Secretary

J&K State Information Commission

Encls: Form-I & II

**Copy to:**

01. Advocate General, J&K, Srinagar.
02. Director General of Police, J&K Srinagar.
03. Commissioner of Vigilance, J&K Srinagar
- 03-A Financial Commissioner (R), J&K, Srinagar.
04. Principal Secretary to His Excellency the Governor, J&K
05. Principal Secretary to HCM.
06. Director, SKIMS, Soura Srinagar.
07. Divisional Commissioner, Kashmir/Jammu.
08. Registrar General, Hon'ble High Court of J&K, Srinagar
09. Director General, IMPA, J&K, Srinagar.
10. Secretary, J&K Public Service Commission, Srinagar
11. Secretary, Legislative Assembly, J&K Srinagar.
12. Secretary, Legislative Council, J&K Srinagar.
13. Secretary, SSRB, Srinagar.
14. Secretary, J&K SBOSE, Srinagar.
15. Registrar, University of Kashmir/Jammu/SKUAIST/Islamic University/BGSB/SMVD
16. Secretary, J&K Board for Wakf and Waft Properties, Srinagar.
17. Secretary, Shri Mata Vashno Devi Shrine Board.
18. Principal Private Secretary to Chief Secretary
19. Pvt. Secy. to CIC for information of HCIC.
20. PA to Secy. SIC for information of Secretary.
21. Guard file/Website.

/2010 to 03.2011

Annual Return

**Part - I**

(Format-I)

Statement of information furnished by Public Authority under Section 22 (Monitoring & Reporting) of the J&K RTI Act, 2009.

(Quarterly/ Annual Return)

S.No.	Name of Deptt./PA	No. of requests received by each Public Authority during the period under report	No. of decisions where applicants were not entitled to access the documents pursuant to the requests, provisions of the Act under which these decisions were made and the number of times such provisions were invoked.	The No. of appeals referred to SIC for review, the nature of appeals & the outcome of appeals	Amount of charges collected by each Public Authority under this Act.

**Part - II**

(Format-II)

*\*(Use separate sheet for each department if needed for space)*

S.No.	Name of Deptt./PA	Details of disciplinary action taken against any officer in respect of adm. of this Act.	The details that indicates efforts made by the PA to administer & implement the spirit & intention of the Act.	Suitable suggestions for reform incl. those required for development, improvement, modernization, reform & amendment to the Act or other legislation or common law or any other matter relevant for operationalizing the right to access information