SCIENCE AND TECHNOLOGY DEPARTMENT

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT TO SCIENCE & TECHNOLOGY DEPARTMENT

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INTRODUCTION

The J&K Right to Information Act, 2009 as passed by the Jammu and Kashmir State Legislature received the assent of the Governor on 20th March, 2009. The Act provides for setting out the regime of Right to Information for the people of the State to secure access to information under the Control of Public Authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a State Information Commission and for matters connected therewith or incidental thereto. The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the Science & Technology Department.

Chapter – 1

Particulars of Organization, Functions and Duties

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Business Rules. These rules have been framed under section 43 and subsection 2 of Section 45 of the Constitution of the State. The Council of Ministers headed by the Chief Minister is the highest executive authority of the State under the Constitution. Each Minister is In charge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various Departments, each one or more Department headed by an Administrative Secretary. In terms of Rule 4 (i) of the **Business Rules**, the following subjects and field societies/agencies are assigned to the Science & Technology Department.

1. **Jammu & Kashmir Energy Development Agency (JAKEDA)**
2. **J&K State Science Technology & Innovation Council (ST&IC)**

The **SCIENCE & TECHNOLOGY DEPARTMENT** by virtue of its duties is the nerve center of the administration of its subordinate offices/agencies. The Department functions under the supervision and guidance of the Hon'ble Minister, Science & Technology, Minister of State, Science & Technology and the Administrative Secretary of Science & Technology Department, who at present is of the rank of Secretary to Government.

Science and Technology Department is engaged in utilization of New and Renewable Sources of Energy for meeting the needs of people with focus on un-electrified villages/hamlets and other deficit areas besides harnessing the potential of Science & Technology as instrument of Socio Economic change. The Science and Technology has two wings under its Administrative Control viz JAKEDA and J&K State Science Technology and Innovation Council. The working/ functioning of these wings is as under:-

(A) J&K Energy Development Agency (JAKEDA)

The J&K Energy Development Agency (JAKEDA) for all districts of J&K except Leh & Kargil i.e. Ladakh Renewable Energy Development Agency (LREDA) for Leh and Kargil Renewable Energy Development Agency (KREDA) for district Kargil has been established with broad based objectives aimed at harnessing all forms of renewable energy. The objectives include:

- Diffuse useful knowledge in the various fields of energy and thereby to deal with the problem caused on account of rapid depletion of Non- renewable sources of energy and the increasing pollution caused by the conventional uses of energy
- Promotion, investigation, establishment, execution, installation and maintenance of projects aimed at meeting the energy requirements of remote villages by harnessing new and renewable energy such as solar, wind, bio-gas and micro hydel projects.

- Carrying on the business of electricity generation in the field of all new and renewable sources of energy.
- Preparation of master plan for the entire state for utilizing all viable forms of new and renewable energy.
- Formulation of proposals for setting up energy plantation projects and popularization of such measures.

(B) J&K State Science technology & Innovation council (ST&IC)

J&K State Science Technology and Innovation Council for endeavors to harness the potential of Science and Technology as instrument of socio-economic change and strives to ensure that efforts in Science and Technology are not only restricted to scientific laboratories and academic institutions but percolate to the grass root, so that science, technology and innovation increasingly become part of the everyday life of our State. J&K State Science Technology and Innovation Council has a Governing & an Executive committee.

Promoting strong linkages with other Science & Technology agencies of GoI in the areas of Science & Technology like Deptt. of Science & Technology, National Council for science & Technology Communication, Deptt. of Bio-technology, National Council for Science Museum etc. for participation in National Science Initiatives for the overall socio economic and scientific development of the state and accordingly in addition to state plan support J&K State Science Technology and Innovation Council mobilizes token "Project Based Assistance" from the various agencies of the Government of India. The efforts put in, thus help the other development departments of the state to adopt new and advanced technologies in their respective fields.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretary/Under Secretary. Below the Under Secretary, there is an established non-Gazetted administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the non-Gazetted staff have been defined in the **Secretariat Manual**. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the

concerned offices which he feels would be relevant for decision making.

With a view to dealing with the different issues pertaining to the Science & Technology Department, different Sections have been set up. The brief description is as under: -

1) Administrative Section

2) Planning Section

3) Accounts Section

ADMINISTRATIVE SECTION

The Section is headed by an officer of the rank of Special Secretary/ Deputy Secretary of Science & Technology Department. The issues relating to the Science & Technology as indicated below are being dealt with by the Section. During the Legislative Session, the Section plays a coordinating role in collecting information from different Departments/Agencies for preparing replies to the Questions raised by Hon'ble Members.

1. All Subordinate Departments/Agencies
2. Establishment (Gazetted/non-Gazetted)
3. Legal Issues
4. Micro Hydel Policy up to 2 W
5. Solar Policy

PLANNING AND STATISTICS SECTION

This section is headed by Assistant Director (P&S) and deals with the collection of data which may be required for framing policies by the Government and also implementation of the State Plan of the Department and Centrally Sponsored Schemes of Government of India. During the Legislative Session, the Section also plays a coordinating role in collecting information from different Departments for preparing replies to the Questions raised by Hon'ble Members.

ACCOUNTS SECTION

There is a full-fledged Accounts Section headed by Financial Advisor / Chief Accounts Officer in the Science & Technology Department which deals with the issues

pertaining to the accounts matters of the Department.

THE PUBLIC INFORMATION OFFICER (PIO)

Any citizen can seek information pertaining to Science & Technology Department in terms of the relevant provisions of J&K Right to Information Act-2009 and Rules notified there under vide SRO 199 of 2010 dated 29.04.2010 and SRO 279 of 2012 dated 30.08.2012.

The Public Information Officer (PIO) in case of any administrative issues pertaining to S&T Department is **Shri Fayaz Ahmed Khan,** Under Secretary to Government, Science & Technology Department and in case of Planning & CSS matters pertaining to S&T Department Shri Girdhari Lal Atri, Deputy Director (Planning) Science & Technology Department.

Director Finance, in the Science & Technology Department, **S. Satnam Singh,** is the 1st Appellate Authority. The officers of the Science & Technology Department are available for public hearing on every working day between 3 to 5 p.m. Any person can approach the officers for redressal of grievances/enquire about the status of pending case, if any, in the Science & Technology Department.

Office timings

Morning Hours of the office = 09.30 A.M

Closing Hours of the office = 05.00 P.M

Chapter – 2

Powers and Duties of Officers and Employees

The Science & Technology Department plays a lead role in formulation of policies for smooth functioning of the subordinate Departments/Agencies. It monitors and coordinates their working. For better appreciation of the cases involving policy decisions relating to various Departments/Agencies, the matters are placed before the Competent Authority for advice/guidance. The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules. However, depending upon the delegation of powers, the cases are submitted to the Secretary, the Hon'ble Minister and the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in **Schedule III** of the J&K Government Business Rules are submitted to the Hon'ble Chief Minister.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretary/Financial Advisor/Chief Accounts Officer/Under Secretary and Deputy Director, (P&S).

Below the Under Secretary, there is an established non-Gazetted administrative hierarchy headed by the Section Officer. The procedures for dealing with the cases and the functions of the non-Gazetted staff have been defined in the **Secretariat Manual**. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

Chapter – 3

Rules, Regulations, Instructions and Manual for Discharging Functions.

The list of rules, regulations, instructions, manual and records is hosted on the website of the Science & Technology Department i.e. **http://jksandt.nic.in** . The department has formulated the Policy for Development of Micro/Mini Hydro Power Project-2011 up to 2 MW.

Chapter – 4

A statement of boards, Corporations and Other bodies constituted as its part.

The Science & Technology Department, administers and monitors the functioning of the following agencies/societies:

1. **Jammu & Kashmir Energy Development Agency (JAKEDA)**

   (www.jakeda.nic.in)

2. **J&K State for Science Technology & Innovation Council**
   (www.sandtcouncil.nic.in)

Chapter – 5

The names, designations and other particulars of the Assistant Public Information Officers, Public Information Officers and First Appellate Authority are as under:

A) In respect of all Administrative/Establishment matters:

Assistant Public Information Officers:

1.	Name	Shri Sudershan Kumar Sharma
2.	Designation	Section Officer
3.	Mobile No.	9419177383
4.	E.mail	**sharma964@ymail.com**
5.	Address	Science & Technology Department, Civil Secretariat, J&K

Public Information Officers:

1.	Name	Shri Fayaz Ahmed Khan
2.	Designation	Under Secretary to Govt.
3.	Mobile No.	9419177383
4.	E.mail	khanfa1958@gmail.com
5.	Address	Science & Technology Department, Civil Secretariat, J&K

B) In respect of Plan/CSS matters:

Assistant Public Information Officers:

1.	Name	Shri Ravi Shanker
2.	Designation	Statistical Officer
3.	Mobile No.	9419208611
4.	E.mail	**ravishanker277@gmail.com**
5.	Address	Science & Technology Department, Civil Secretariat, J&K

Public Information Officers:

1.	Name	Shri Girdhari Lal Atri
2.	Designation	Under Secretary to Govt.
3.	Mobile No.	9086152185
4.	E.mail	**girdharilalatri@gmail.com**
5.	Address	Science & Technology Department, Civil Secretariat, J&K

First Appellate Authority:

1.	Name	Shri Satnam Singh,
2.	Designation	Director Finance
3.	Mobile No.	Satnam11061968@gmail.com
4.	E.mail	2572540 (Jammu) 2484218 (Srinagar)
5.	Address	Science & Technology Department, Civil Secretariat, J&K

Chapter 6

The monthly remuneration received by each of the officers and employees of Science & Technology Department

S. No.	Name of the Officer/Officials S/Sh.	Designation	Monthly Remuneration Pay Scale with Grade Pay
Gazetted			
1.	Vinod Kaul, IAS	Commissioner/Secretary	37400-67000+10000
2.	Satnam Singh	Director Finance	15600-39100+7600
3.	Girdhari Lal Atri	Dy Director (Planning)	15600-39100+6600
4.	Fayaz Ahmed Khan	Under Secretary	9300-34800+4800
Non-Gazetted			
1.	Sudershan Kumar Sharma	Section Officer	9300-34800+4600
2.	Ravi Shanker	Statistical Officer	9300-34800+4600
3.	Mohammad Hussain Bhat	AAO	9300-34800+4600
4.	Parveena Aklhter-I	Head Assistant	9300-34800+4200
5.	Shameema Akhtar	Head Assistant	9300-34800+4200
6.	Ashkar Ali	Senior Assistant	5220-20200+2400
7.	Preeti Kohli	JSA	5220-20200+2400
8	Tariq Ahmed	JA	5220-20200+1900
9	Abdul Majid Shah	JA	5220-20200+2400
10	Pankaj Kumar	JA	5220-20200+2400
Class-IV			
1.	Mohd Amin	Jamadar-I	5220-20200+1800
2.	Dilshada Akhter	Jamadar-II	5220-20200+1800
3.	Babu Singh	Orderly	4440-7440+1800
4.	Aarti Lalotra	Orderly	4440-7440+1300
5.	Abid Hussain	Orderly	4440-7440+1300