



SCIENCE AND TECHNOLOGY DEPARTMENT

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

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

INTRODUCTION

The J&K Right to Information Act, 2009 as passed by the Jammu and Kashmir State Legislature received the assent of the Hon'ble Governor on 20th March, 2009. The Act provides for setting out the regime of Right to Information for the people of the State to secure access to information under the control of Public Authorities, in order to promote transparency and accountability in the working of every Public Authority, the constitution of a State Information Commission and for matters connected therewith or incidental thereto. The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the 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 sub-section 2 of Section 45 of the Constitution of the State. The Council of Ministers headed by the Hon'ble 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 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 Department functions under the supervision and guidance of the Hon'ble Minister, Science & Technology and the Administrative Secretary of Science & Technology Department, who at present is of the rank of the 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) has been established with broad based objectives aimed at harnessing all forms of renewable energy in all Districts of State except Leh & Kargil where Ladakh Renewable Energy Development Agency (LREDA) for Leh and Kargil Renewable Energy Development Agency (KREDA) undertake these activities. The objectives include:-

- o 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
- o 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.

- o Carrying on the business of electricity generation in the field of all new and renewable sources of energy.
- o Preparation of master plan for the entire state for utilizing all viable forms of New and Renewable energy.
- o 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 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 level, 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.

FUNCTIONING OF ADMINISTRATIVE DEPTT. :-

The Administrative Secretary, Science & Technology is assisted by team of officers from Administration, Finance & Planning side. The brief description of these sections 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 Addl. Secretary of Science & Technology Department. The issues relating to the Science & Technology as

indicated below are being dealt with by the Section.

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

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.

PLANNING AND STATISTICS SECTION

This section is headed by Dy. 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 Director Finance 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 Ishtiaq Ahmed Bhat**, Under Secretary to Government, Science & Technology Department while for cases pertaining to Planning & CSS matters, Shri Girdhari Lal Atri, Deputy Director (Planning) Science & Technology Department is the PIO.

Addl. Secretary, in the Science & Technology Department, **Mr Soheel Noor Shah**, 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 Director Finance/Addl Secretary/Dy. Director (P&S)/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**.

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.jk.gov.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 Ishtiaq Ahmad Bhat
2.	Designation	Under Secretary to Govt.
3.	Mobile No.	9419901344
4.	E.mail	ishtiaqbhat786@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 Soheel Noor Shah, KAS
2.	Designation	Addl. Secretary to Govt.
3.	Mobile No.	9419089118
4.	E.mail	Sohail.noor.shah@gmail.com
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.	Dr. Abdul Rashid	Secretary	37400-67000+10000
2.	Abdul Majid Bhat	Director Finance	15600-39100 + 7600
3.	Soheel Noor Shah	Additional Secretary	15600-39100 + 6600
4.	Girdhari Lal Atri	Dy Director (Planning)	15600-39100 + 6600
5.	Ishtiaq Ahmed Bhat	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.	Puneet Gupta	AAO	9300-34800+4600
4.	Parveena Akhter	Head Assistant	9300-34800+4200
5.	Ranjana Kumari	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.	Umer Bashir	JA	5220-20200+1900
Class-IV			
1.	Dilshada Akhter	Jamadar-II	5220-20200+1800
2.	Babu Singh	Orderly	4440-7440+1800
3.	Aarti Lalotra	Orderly	4440-7440+1300
4.	Abid Hussain	Orderly	4440-7440+1300