



**GOVERNMENT OF JAMMU AND KASHMIR
PHE/I&FC DEPARTMENT**

HANDBOOK UNDER SECTION 4(1)(b) OF RIGHT TO INFORMATION ACT,2009 WITH RESPECT TO PUBLIC HEALTH ENGINEERING, IRRIGATION AND FLOOD CONTROL DEPARTMENT.

Chapters	Contents	Page No
Chapter-1	Introduction	2
Chapter-2	Particulars of Organization, Functions and Duties	3-6
Chapter-3	Officer Powers and Duties of s and Employees	8-10
Chapter-4	Law, Rules, Regulations, Guidelines for discharging functions	11
Chapter-5	Names, Designations and other particulars of Public Information Officers (PIOs) and 1 st Appellate Authority	12-13
Chapter-6	Monthly remuneration of officer/ officials of PHE/I&FC Department.	14-15

Chapter-1

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT PHE/I&FC DEPARTMENT

INTRODUCTION

The J&K Right to Information Act, 2009 passed by the Jammu and Kashmir State Legislature on 20.03.2009 received the assent of Hon'ble Governor, J&K on 20th March, 2009. The Act provides for the people of the State to secure access to information under the Control of Public Authorities, and to promote transparency and accountability in the working of every public authority, the constitution of the J&K State Information Commission and for matters connected therewith or incidental thereto.

The Jammu and Kashmir Right to Information Rules, 2010 notified vide SRO 199 dated 29th April, 2010 were subsequently replaced by the Jammu and Kashmir Right to Information Rules, 2012 notified vide SRO 279 dated 30th August, 2012.

The objective of this handbook is to provide information to the intended users regarding different functions and services being provided by the PHE/I&FC Department.

Chapter-2

Particulars of Organization, Functions and Duties

The following subjects are assigned to the PHE/I&FC Department.

1. Public Health Engineering Department, Jammu/ Kashmir
2. Irrigation and Flood Control Department, Jammu/ Kashmir
3. Ravi Tawi Irrigation Complex, Jammu
4. Communication and Capacity Development Department

The PHE/I&FC Department is the nerve centre of the administration of its subordinate offices and makes it more responsive service provider to public at large. The department is headed by the Minister Incharge for PHE/I&FC.

The Department plays a key role in the formulation of policies and plans for the sustained, Need base development in the State for providing the public utilities to the inhabitants of the state.

The PHE/I&FC Department works through following main sections in Civil Secretariat:

1. Gazetted Section;
2. Non-Gazetted Section;
3. HRM Section
4. Planning Section;
5. Accounts Section
6. Legal Section.
7. RTI Section and
8. Vigilance Section

1. Gazetted Section

The section is headed by Special Secretary and following issues are being dealt by this Section:-

- Establishment/Cadre Management (Gazetted)
- Issuance of NDCs and other related work of the Gazetted
- Cadre Placements/ postings of the Gazetted Cadre.

2. Non-Gazetted Section

The section is headed by Deputy Secretary (N) and following issues are being dealt by this Section:-

- Establishment/Cadre Management (Non-Gazetted State cadre)
- Postings of Non-Gazetted Cadre including JEs and Draftmens
- Issues to related to DRWs, Need Base, Casual Labours, ITI Trained, Land Donors and CP Workers.

3. HRM Section

The section is headed by Special Secretary and following issues are being dealt by this Section:-

This section deals with the following:-

- Fixing of Seniorities of different Cadre Officers.
- Updation of Recruitment Rules.
- Regularization of officers through PSC/ DPCs.
- APRs/ IPRs.

4. Planning & Statistics Section

This section headed by Director (Plg), PHE/I&FC Department is assisted by Assistant Director. This Section deals with the collection of data required for framing policies by the Government; implementation of the State Plan of the Department and Centrally Sponsored Schemes of Government of India. This section also deals with the Monitoring of different Schemes being executed in the department.

5. Accounts Section

The section is headed by Director (Finance) and deals with the issues pertaining to the accounts/financial matters of PHE/I&FC Department.

6. Legal Section

The Section is headed by a Public Law Officer, deals with the legal issues/cases and gives opinion/advice on legal matters pertaining to the PHE/I&FC Department directly or indirectly. The Section also provides advice on the policy formulation of the Government which may become subject matter of litigation before any Competent Court of the State/Country.

7. RTI Section

Any citizen can seek information pertaining to PHE/I&FC Department in terms of the relevant provisions of J&K Right to Information Act-2009 and the rules notified there under.

The details of 1st Appellate Authority, PIOs of PHE/I&FC Department, Civil Secretariat is given in Chapter-4.

8. Vigilance Section

The Vigilance Section headed by Special Secretary to Government, looks after all the Vigilance related matters of the Department being Chief Vigilance Officer (CVO).

Departments under the Administrative Control of PHE/ I&FC

The major Departments under the Administrative control of PHE/I&FC Department are as under:-

1. PHE, Jammu /Kashmir

The Department of Public Health Engineer has 02 Divisional Heads in PHE department Jammu and PHE Department Kashmir. Each Division is headed by a Chief Engineer PHE Jammu/ Kashmir who is assisted by Superintending Engineer at District Level and Executive Engineers at Divisional Level. A team of officers consisting of AEEs AEs and Junior Engineer assist the Executive Engineers to perform day to day functions.

Functions of PHE Department

- To provide Portable Drinking water to the urban and rural population of the state.
- To formulate and execute the water supply schemes under Capex, State Sector and Centrally Sponsored schemes.
- To monitor the water quality and conduct the necessary tests of water samples of different water sources.

Irrigation & Flood Control Department

The Department of I&FC has 02 Divisional Heads in I&FC department Jammu and PHE Department Kashmir. Each Division is headed by a Chief Engineer I&FC Jammu/ Kashmir who is assisted by Superintending Engineer at District Level and Executive Engineers at Divisional Level. A team of officers consisting of AEEs AEs and Junior Engineers assist the Executive Engineers to perform day to day functions.

Functions of I&FC Department

- To provide Irrigation facilities to the farmers as per availability of water sources.
- To protect the life and public property from the Floods.
- To formulate and execute the Irrigation and Flood Protection Works under Capex, State Sector and Centrally Sponsored schemes.

RTIC Department

The Department of Ravi Tawi Irrigation Complex is headed by Chief Engineer, Head quartered at Jammu. He is assisted by Superintending Engineer, Executive Engineers, AEEs, AEs and JEs .

Functions of RTIC Department

- To provide Irrigation facilities to the farmers falling under the Ravi-Tawi Command area of Jammu, Samba and Kathua Districts as per availability of water.
- To formulate and execute the Irrigation projects under Capex, State Sector and Centrally Sponsored schemes.

Communication and Capacity Development Unit

The CCDU is headed by an Executive Director and other field staff under the Administrative Control of PHE/I&FC Department. The main duties and functions of the CCDU are:-

- To provide on spot training of Water Testing through Field Water Testing Kits to the general Public.
- To cause awareness among the general masses through print and electronic media about the optimum use of water resources.
- Training of Staff, PRIs and other public functionaries for capacity building purposes.

State Water Resources Regulatory Authority

The State Water Regulatory Authority is constituted under Section 139 of J&K Water Resources (Regulation and Management) Act, 2010. The SWRRA functions as per the mandate of the Act and J&K Water Resources (Regulation and Management) Rules, 2011.

Chapter-3

Powers and Duties of Officers and Employees

The PHE/I&FC department plays a key role in providing public utilities i.e. Portable Drinking Water, Water for Irrigation Facilities and to protect the life and property of the people through flood protection works. The cases involving policy decisions and the cases relating to different Subordinate Departments are placed before the competent authority for necessary approval and appropriate orders.

The department is headed by an Advisor. In the bureaucratic hierarchy at the Administrative Department level, the department is headed by Administrative Secretary who may be of the rank of Principal Secretary/ Commissioner Secretary/ Secretary. Presently the Department is Headed by Administrative Secretary, **Shri Ajeet Kumar Sahu, IAS** who is assisted by the following team of officers dealing with different subjects as mentioned below:

Chapter – 4

Laws, Rules, Regulations, Instructions, Guidelines for discharging functions

Following is the list of various Rules, Regulations, Instructions and Guidelines on the basis of which various wings of the Industries and Commerce Department perform their functions:-

1. J&K Civil Service and CCA Rules
2. J&K Budget Manual
3. J&K Secretariat Manual
4. J&K Business Rules
5. Jammu and Kashmir Water Resources (Regulation and Management) Act., 2010
6. Jammu and Kashmir Water Resources (Regulation and Management) Rules, 2011
7. Public Service Guarantee Act
8. Recruitment Rules Gazetted/ Non- Gazetted issued and amended from time to time