

2019



# Information Handbook under

Right to Information Act, 2005

of  
Financial Commissioner (Revenue)  
Jammu & Kashmir

Financial Commissioner (Revenue), J&K  
Revenue Complex, Tankipora, Srinagar / Rail Head, Panama Chowk  
Jammu  
31<sup>st</sup> July, 2019



# Template for the information Handbook under Right to Information Act, 2009

## Chapter – 1

### Introduction

1.1 *Please throw light on the background of the handbook (Right to information Act, 2009)*

The Jammu and Kashmir 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.

1.2 *Objective/purpose of the handbook.*

The objective of this handbook is to provide information to the intended users regarding different functions being delivered by the Revenue Department.

1.3 *Who are the intended users of the handbook?*

The people of State of Jammu & Kashmir.

1.4 *Organisation of the information in this handbook.*

Financial Commissioner (Revenue), J&K.

1.5 *Definitions (Please provide definitions of the various terms used in the handbook).*

RTI	Right to Information
PIO	Public Information Officer
APIO	Assistant Public Information Officer
J&K	Jammu & Kashmir State
FCR	Financial Commissioner Revenue
Div.Com	Divisional Commissioner
Dy.Com	Deputy Commissioner
DMRRR	Disaster Management, Relief, Rehabilitation & Reconstruction
HAG	Higher Administrative Group
AD	Anna Domino
GQ circle	Girdawar/Quanoongo circle
KAS	Kashmir Administrative Service
HoD	Head of Department
APR	Annual Performance Report
DDO	Drawing and Disbursing Officer

*1.6 Contact person in case somebody wants to get more information on topics covered in the handbook as well as the other information also.*

PIO's nominated by the Department can be contacted. (Details given in chapter-B)

*1.7 Procedure & fee structure for getting information not available in the handbook.*

The procedure and fee structure for getting information would be as per the J&K RTI Act and Rules thereto, as issued by J&K Govt.

## Chapter-2

### Particulars of organisation, Functions & Duties

#### 2.1 *Objective/purpose of the public authority.*

In terms of mandate, the following objectives are assigned to the Financial Commissioner (Revenue) in view of the importance of Land Management and Disaster Management/Relief etc. in J&K State, their intrinsic link with human survival and criticality for livelihood security on sustainable basis:

- Formulation and implementation of schemes to conserve & manage land and water resources in the state by adopting approach as stipulated in the Revenue, Disaster Management, Relief, Rehabilitation & Resettlement related Acts/Rules and Policy for the Jammu and Kashmir State.
- To provide technical guidance for preparation of schemes on scientific basis on land management, disaster management etc. and implement projects/ programmes, wherever required.
- To coordinate with the institutions and departments working on Land and Disaster Management in the State as well as outside including Govt. of India for capacity building as nodal agency in the State on Land Management, Disaster Management, Relief, Rehabilitation & Reconstruction.
- To create awareness about land and disaster management by adopting suitable communication strategy and extension measures.

#### 2.2 *Mission/Vision Statement of the public authority.*

The Department is created with the mission to modernize the land management, minimize land/property disputes of the state by way of adopting suitable techniques and to create educational awareness among the stake holders for posterity. The Department also envisages the vision of enhancing transparency in accessibility of land records, strengthening and accountability of Revenue Administration for sustainable management of land resources/services for optimal use on public purposes.

#### 2.3 *Brief history of the public authority & context of its formation.*

The first regular settlement in J&K was conducted in-between 1887 to 1905 AD, during the reign of Maharaja Pratap Singh. This regular settlement called "Bandobast Qanooni" was held under the superintendence of Mr. Vingate, a Britisher in 1887 in Kashmir valley. Mr. Vingate remained for two years in the state and out of the 28 paraganas, completed two paraganas namely "Paragana Lal & Phak". The most renowned & legendary personality Mr. Walter R. Lawrence stepped in 1889. Mr. Lawrence created

immortality to his name in the history of Kashmir. It took him around four years to complete the job of settlement in Kashmir valley. It was due to his strenuous efforts that 10,709 village cadastral maps were prepared by 1893.

For administrative purposes, the State is divided into Divisions, namely, Kashmir and Jammu. These Divisions are further sub-divided into Districts, Sub-Divisions, Tehsils, Niabats, Circles, Patwar Halqas. At present, there are;

Offices / Units	No. of units
Divisions	3
Districts	22
Sub-Divisions	67
Tehsils	217
Niabats	558
GQ Circles	427
Patwar Halqa	1553
Revenue Villages	7055

- Patwari is the lowest revenue official in the hierarchy but certainly the most vital in the chain, who is responsible for proper upkeep and preservation of revenue records in respect of all revenue estates falling within their jurisdiction.
- For development purposes; districts are divided into a number of development blocks, which are not generally co-terminus with the boundaries of Tehsils / Sub-Tehsils.

The business of the Department is transacted in accordance with the mandate given by the Jammu and Kashmir Govt. on Revenue & Disaster management related matters. The Department headed by the Financial Commissioner of the rank of Higher Administrative Group (HAG) Scale in IAS cadre, is the executive authority / Major Head of the Department. The Financial Commissioner is also exercising the quasi-judicial powers as per the delegation vested under various Acts/Rules. The Financial Commissioner (Revenue) is assisted at Divisional level by the Divisional Commissioners of IAS Cadre Officers, who are Incharge/ controlling authority of District Level Offices (Dy. Commissioners / Collectors) etc. of respective divisions. At the Direction office level, the business is transacted through various Branches, headed by an officer of relevant field.

The Revenue Officers are also entrusted with the quasi-judicial powers and are responsible for hearing of petitions, appeals, revisions on revenue related matters.

#### 2.4 *Duties of the public authority.*

The Department plays a lead role in land resources management and technical guidance in the field of Revenue related issues with multifaceted activities and infrastructure. It monitors and coordinates working of field level officers. For better appreciation of the issues involved for land management and disaster management throughout the State, the matters are taken up after thorough examination at different levels with the Administrative Secretary of Planning / Finance / Revenue/ DMRRR, as per requirement for providing financial and technical assistance.

The Financial Commissioner, Revenue has quasi-judicial powers to admit, hear and dispose the Land Revenue cases as Appellate Authority and Revisional Authority under Section 6 and 15 of J&K Land Revenue Act, Svt.1996 [1938 AD] and under Section 18 of J&K Agrarian Reforms Act, 1976. The Financial Commissioner, Revenue exercises his powers to call any time record of any case pending before or disposed of by any Revenue Officer under his control, under Section 15 of J&K Land Revenue Act, Svt.1996 and Section 19 of the J&K Agrarian Reforms Act, 1976 read with notification under SRO 59 of 03.02.1997. The civil courts have no jurisdiction over the matters within the jurisdiction of Revenue Officers exercised under these Acts, and can be challenged only before the Hon'ble High Court of J&K or Special Tribunal as the case may be.

The Divisional Commissioners are assisted by a team of technical officers in each District of the rank of Deputy Commissioner (Collector) / Addl. District Development Commissioner / Addl. Deputy Commissioner/ Assistant Commissioners/ Sub-Divisional Magistrates / Tehsildars delegated with Drawing and Disbursing powers for implementation of various programmes / acts / rules in respective jurisdictions.

Each District is bifurcated into Sub-Divisions, Tehsils, Niabats, GQ Circles, Patwar Halqas as per requirement with due regard to the District jurisdiction, etc.

Down-below the Deputy Commissioner (Collector) -cum-District Development Commissioner, there is a Sub-Divisional Magistrate of the rank of Deputy Secretary. At Tehsil level, there are Tehsildars of the rank of Under Secretaries level. However, due to having inadequate strength in said categories, the gap is filled up by placing lower rung officers on In-charge basis or given additional charges as per the feasibility. The Tehsildars in their respective jurisdictions are mainly responsible/ accountable for maintenance, preservation and updation of land records like; Record of Rights, Jamabandi, Girdawari and Mutations besides other assignments viz: Law & order etc. under various Acts/Rules/orders. These are assisted by nominal staff available in the rank of Naib Tehsildars / Girdawars/ Patwaries and Settlement Assistants/Prism-man/ Village-Chowkidars/ Lumberdars.

In Ministerial cadre 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 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. The Department has its own Account cadre personnel called Saddar-Mohasib, Mohasib and Wasil-Baqi-Nawis (WBN). The other cadres are; Stenographers (English), Head Assistants, Senior Assistants, Junior Assistants besides statistical cadre officials.

Besides, the Commissioner, Survey & Land Records (Ex-officio Settlement Commissioner) is working at State level to execute and monitor the survey and land records with the assistance of 9 Regional Directors at

Jammu, Pirpanchal [Rajouri], Udhampur, Chenab Valley [Doda], Maraz [Anantnag], Srinagar, Kamraz [Baramulla], Leh and Kargil. Each Regional Director has jurisdiction of 2-4 Districts except Leh & Kargil. Further, there are two Revenue Training Institutes at Srinagar and Jammu each headed by a Principal.

With a view to dealing with the different issues at the head office level, different Branches / Sections have been set up in the Financial Commissioner, Revenue, Office. The brief description of which is as under:-

**A. Agrarian Reforms Branch:-**

The Branch is headed by the Joint Financial Commissioner of the rank of Super Time Scale KAS Officer. The issues dealt by the branch are related to the quasi-judicial cases of appeals/ revision petitions under the provisions of Agrarian Reforms Act, etc. The Officer is assisted by the Reader of the rank of Naib Tehsildar with other staff.

**B. Planning Branch:-**

The Branch is headed by an officer of the rank of Director, Planning & Statistics, having DDO powers. The issues dealt by the branch are relating to planning/implementation of State Plan, Centrally Sponsored Plans for land management and maintenance/consolidation of the different types of surveys/ statistical data particularly the agriculture Census, Minor Irrigation Census besides framing Annual Report under Jhelum, Indus (Sind) and Chenab basins falling under Indus Water Treaty Commission, etc.

The working of this branch has been bifurcated into sections headed by Deputy Director for effective completion of planning /statistical data, like; Planning & Statistics, General Crop Estimation, Agriculture Census, Minor Irrigation, Indus Water Treaty, Timely Reporting Schemes, and Planning Administration/Nazarat. The Deputy Directors are assisted in these assignments by Assistant Director (P&S), Statistical Officers, Statistical Assistants and Junior Statistical Assistants. In Administration/ Nazarat Sections, the Section Officer, Head Assistant, Senior Assistants, Junior Assistants, etc.

**C. General Branch:-**

The Branch consists of Land Section, Statistical Section, which is headed by Additional Commissioner (Central) of Special Scale KAS officer, who is also functioning as Staff Officer to Financial Commissioner (Revenue) and attends the matters as entrusted by the authority from time to time in addition to his own duties.

**1. Land Section:**

The Section is headed by Section Officer, which is dealing with the matters connected with the Land Acquisition cases for implementation of various developmental and essential service programmes of State and

Central Government, under the provisions of Jammu & Kashmir Land Acquisition Act. The Section is also attending to the technical matters, opinions, comments, recommendations sought by various Departments/subordinate Officers on the Land Management of the State. In addition, it deals with the cases related to land allotment, lease, Nazool, etc.

2. Statistical Section:

The Section is headed by Statistical Officer. The Section deals with the collection of data, like; Progress Reports on eviction of Kahcharai /State Land, attestation of mutations, preparation of Jamabandies, tour diaries/work done of Dy. Commissioners, Annual Administrative Report etc.

3. Writ Section:

The section deals with the legal issues like; providing opinion/advice on legal matters pertaining to the Department and also on the issues referred to by the subordinate offices. The Section attends to the litigation in the cases where either Financial Commissioner, Revenue, is directly involved or where the Administrative Secretary has been arrayed directly as a respondent in a case pertaining to the Department.

4. Gazetted Section:

The Section is headed by a Section Officer and is dealing with the administrative matters related to Naib-Tehsildars of the Department like; maintenance of seniority lists, promotion prospectus, besides the issues of Gazetted Officers of the Revenue Department.

**D. Appeal Branch:**

The branch consists of two Sections viz; Appeal [Agrarian] Section and Appeal [Land Revenue]. Each is headed by the Reader of the rank of the Tehsildar with assistance of requisite staff. The Sections deal with the litigation cases of the court of Financial Commissioner, Revenue, under the provisions of various Acts/Rules of Jammu & Kashmir State related to land and property disputes under respective jurisdictions.

**E. Administrative Branch:-**

This Branch is headed by an officer of the rank of Administrative Officer of KAS cadre having DDO powers who attends to the subjects connected with Revenue matters. The issues dealt by the different sections as assigned are given below:-

1. Non-Gazetted Section:

The Section is headed by Section Officer and deals with the non-Gazetted cadre management of the employees of different offices of the Department particularly the State level offices. The section also deals with the issues of providing necessary staff to different offices. These



include the personnel matters like appointments, promotions, trainings, settlement of service benefits, etc.

2. Budget Section:

The Section is headed by Saddar-Mohasib. It deals with formulation of Non-Plan budget, compilation of accounts, release of Non-Plan funds, pension cases and correspondence on account matters, etc. of the whole Revenue Department.

3. Nazarat Section:

The Section is headed by Assistant Accounts Officer. It deals with formulation of Non-Plan budget, compilation of accounts, release of Non-Plan funds, pension cases and correspondence on account matters, etc.

4. Settlement Section:

The Section is headed by Section Officer and deals with maintenance of settlement operations, and issues related thereto as are referred by the Commissioner, Survey and Land Records, its subordinate offices and Deputy Commissioners in a coordinated approach especially rectification in RORs, bifurcation of villages.

5. HBA Section:

The Section is headed by Mohasib and deals with the matters with regard to House Building Advance cases, issuance of No Demand Certificate, reconciliation of expenditure figures, etc.

6. Receipt & Despatch Section:

The Section is dealing with receipts and despatch of dak (official communications) by post, dak-runner, fax, etc. The Section after marking of receipted official dak by the authority is distributed among various branches/ sections of the Head Office. Similarly, efforts are made for the distribution/delivering of official dak issued by the Head Office for various subordinate offices or other Departments/authorities.

**F. Emergency Relief Organisation [ERO].**

The branch is headed by an officer of the rank of Administrative Officer of HoD Cadre with DDO Powers. The Officer is also functioning as Public Information Officer for the office of Financial Commissioner (Revenue) and also attends to the matters as entrusted by the authority from time to time in addition to his own duties as under:-

1. DM & Relief Section:

The Section is headed by the Section Officer and deals with the disaster management, relief, rehabilitation and reconstruction matters at state level. The section also deals with technical and coordination issues on the subject matter.

2. **Nazarat Section:**

The Section is headed by the Assistant Accounts Officer and deals with the account matters of Disaster Management, which include Annual Budget Estimates (Non-Plan), release of funds under Non-Plan Budget, SDRF, etc. to subordinate offices (Div.Coms, Dy. Commissioners and line departments), reconciliation of expenditure figures, Office Nazarat, etc.

3. **Planning/Technical Section:**

The section deals with collection of Progress Reports, Plan formulation, Plan funds, Monitoring / evaluation, Annual Administrative Report etc. of Disaster Management Programme under the supervision of Section Officer (Relief) and assisted by the Statistical Assistant.

4. **Coordination Section:**

The Section is headed by the Section Officer. It deals with the general matters, coordination issues, Complaints, RDAs, vigilance cases, Govt. Grievance Cell, RTI Act, etc. related to Revenue Department.

During the Legislative Session, the Section plays a coordinating role in collecting information from different offices for preparing replies to the Questions raised by the Hon'ble Members by the concerned sections.

**G. Personnel Section.**

The Section is headed by Private Secretary and deals with the Personal issues related to the working of Major Head of the Department/ Financial Commissioner (Revenue) besides attending the telephone, official email accounts, maintenance of APRs, and routine Dak.

**H. DILRMP Unit.**

The Programme Management Unit [PMU] was constituted in January, 2012 vide Govt. order No.97-GAD of 2012 dated 20.01.2012 and registered as a Society in June, 2013 as 'Jammu & Kashmir Land Management Agency (JaKLaRMA) for implementation of NLRMP/DILRMP in the State. The Society is headed by the Chief Secretary as Chairman and Financial Commissioner (Revenue) as Chief Executive Officer. The Unit is assisted by a Consultant engaged by the Society to achieve the targets of the scheme with active cooperation of Revenue Offices and Settlement Offices of the State.

2.5 **Main activities /functions of the public authority.**

- Revenue Administration.
- Custodian of Land Records
- Custodian of State, Kahcharai and Shamilat Lands

- Disposal of the quasi-judicial cases as Revisional / Appellate Authority under Land Revenue Act and Agrarian Reforms Act.
- Maintenance of various documents and their regular updations
- Implementation of various laws, policies and acts
- Periodic Settlement and Survey operations
- Land Acquisition for development projects, etc.
- Disaster Management.
- Relief, Rehabilitation & Reconstruction.
- Conduct of Gurdwara Prabandak Committee elections.

## 2.6 *List of services being provided by the public authority with a brief write up on them.*

As mentioned in para 2.5 to deal with disaster management related issues. The brief description of **Land Records Maintenance** tasks is as under:-

Maintenance, preservation and updations of land record are done in accordance with Revenue Acts, Sections of the Jammu and Kashmir State. These Acts are guiding factor for making new records at the time of new Settlement. In the present structure, Revenue Department maintains the following necessary and major type of documents;

- Record of Rights (RoR)
- Jamabandi
- Girdawari
- Mutation Register (Intikal)

The brief introduction to these documents is given below;

### **Record of Rights**

The record prepared at the time of settlement operations in an estate or village is called Record of Rights (Misli-haqiyat). It contains the details of persons who are land holders, tenants or assignees of Land revenue, rates, cesses or other payments due from such persons. It also contains genealogical tree (Shajra-nasb), map of estate, village, etc. This is the most important record so far as the evidential value is concerned.

### **Jamabandi**

It is the amended edition of the Record of Rights and actually that part of ROR which gives the list of land holders and tenancy holders with details of fields, rents paid by each tenant and land revenue paid by each land holder. It is prepared after every four years and is called annual record or Jamabandi Chaharsala.

### **Girdawari**

Known as harvest inspection is conducted twice in a year for Kharief and Rabi crops. It is carried out by the Patwari's after spot inspection of each field for recording the condition of the standing crop including kharaba.

## **Mutation Register**

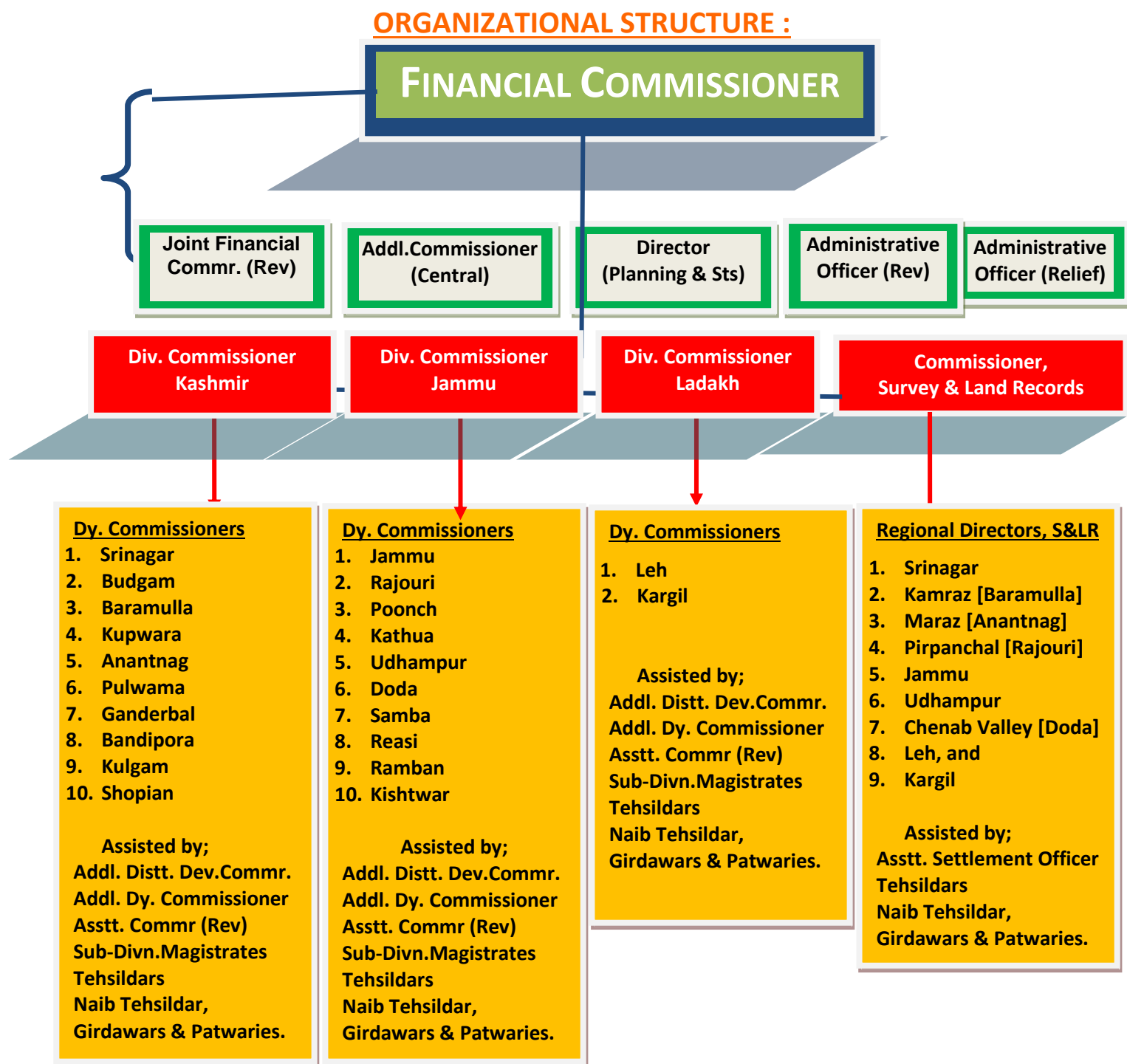
It is a printed register with the Patwari, maintained separately for each village consisting of normally 100 leaves. Each leaf has a foil and counterfoil and is duly numbered. The title page depicts the name of village, Tehsil, District and date of issue, etc. The foil is known as "Parat –Sarkar" and counterfoil as "Parat-Patwar". The parat-Patwar has to be entered by the Patwari as per the existing entries of the Jamabandi and the orders passed on mutations by the Revenue Officer is written on Parat- Sarkar. There are as many as twenty five categories of mutations and before writing up of Jamabandi of any village or mauza, all changes which have taken place in record since the previous Jamabandi, are updated through the orders passed on mutation.

### **Periodic Surveys.**

Mainly the following periodic surveys are conducted:-

- a) Crop-cut experiments to estimate the area holdings and yield statistics.
- b) Agriculture Census to arrive at area, number of land holdings, land status and input statistics on 5 year basis.
- c) Collect the statistical information relating to Indus Water Treaty/ Water Bodies/ Minor Irrigation schemes, etc for use by the Policy Planners.

2.7 Organizational structure diagram at various levels namely state, directorate, region, district, block etc. whichever is applicable).



2.8 Expectation of the public authority from the public for enhancing its effectiveness & efficiency.

Support and cooperation in maintenance/upgrading the field data and to enhance the service delivery system by the Department.

2.9 Arrangements & methods made for seeking public participation/contribution.

The arrangements and methods for seeking public participation/contribution in implementation of the schemes/plans, shall be governed by the provisions as provided by the Government under various laws, rules, policies, instructions issued from time to time.

2.10 *Mechanism available for monitoring the service delivery & public grievance resolution.*

There is a set mechanism of monitoring, reviewing the service delivery for effective public grievance resolution.

2.11 *Address of the main office & other offices at different levels (please categorise the addresses district wise for facilitating the understanding by the user.*

S. No	Name of the Office	Location
1	Financial Commissioner Revenue, J&K	Revenue Complex, Tankipora, Srinagar -190008
		Revenue Complex, Rail Head, Jammu -180012
2	Joint Financial Commissioner (Revenue), J&K	-do-
3	Divisional Commissioner Jammu	Revenue Complex, Rail Head, Jammu -180012
4	Divisional Commissioner Kashmir	Revenue Complex, Tankipora, Srinagar -190008
5	Divisional Commissioner Ladakh	Revenue Complex, Leh/ Kargil
6	Commissioner, Settlement & Land Records, J&K	Revenue Complex, Tankipora, Srinagar -190008
		Revenue Complex, Wazarat Road, Jammu -180003
7	Principal, Revenue Training Institute, Jammu	Revenue Training Institute, Gool Gujral, Jammu -180002
8	Principal, Revenue Training Institute, Srinagar	Revenue Training Institute, Bemina, Srinagar -190002
9	Provincial Rehabilitation Officer	Wazarat Road, Jammu -180003
10	Deputy Commissioners [At District level]	At respective District Headquarters, as notified in their respective websites.

2.12 Working hours of the office:

### Office Timings

Office	Working Hours
Financial Commissioner	09.30 AM- 05.30 PM
Revenue Court of FC Revenue	Every Tuesday & Wednesday
Hearing of Revenue court cases at Srinagar or Jammu when offices remain in vice-versa.	Tuesday & Wednesday of Last week of every month
Revenue Court of Jt. FC Revenue	On Other Days.
Divisional offices/ District Offices:	10.00 AM- 04.30 PM

### Chapter 3

#### Powers & duties of Officers & Employees

#### 3.1 Please provide details of the powers & duties of officers & employees of the organization

Designation	Financial Commissioner (Revenue), J&K	
Powers	Administrative	As Major Head of the Department.
	Financial	As Major Head of the Department / Financial Commissioner.
	Technical Powers	As Major Head of the Department / Financial Commissioner.
Duties	<ol style="list-style-type: none"> <li>1. Monitor and Review the implementation of Survey &amp; land records at State level.</li> <li>2. Overall coordination at State level with assistance of Divisional Commissioners at Divisional level.</li> <li>3. Attend the technical, administrative and financial matters in accordance with the rules and regulations governing on the subject in the Department.</li> <li>4. Quasi-judicial powers in respect of J&amp;K Agrarian Reforms Act, 1976 and J&amp;K Land Revenue Act as Appellate Authority and Revisional Authority.</li> <li>5. Represent the subject matter with other State and other Government Departments / organisations.</li> </ol>	

Designation	Joint Financial Commissioner (Revenue), J&K	
Powers	Administrative	As Class-I officer.
	Financial	As Class-I officer.
	Others (Technical Powers)	As Class-I officer.
Duties	<ol style="list-style-type: none"> <li>1. Quasi-Judicial / Appeal Court on land cases at State level.</li> <li>2. Coordinate overall at State level in technical matters.</li> <li>3. Attend the technical, administrative and financial matters in accordance with the rules and regulations governing on the subject of the jurisdiction in the Department.</li> <li>4. Represent the subject matter with other State and other Government Departments / organisations on behalf of MHoD.</li> </ol>	

Designation	Additional Commissioner Central	
Powers	Administrative	As Class-II officer
	Financial	As Class-II officer
	Others (Technical Powers)	As Class-II officer.
Duties	<ol style="list-style-type: none"> <li>1. Coordinate in Monitoring and Reviewing in the implementation of revenue matters.</li> <li>2. Coordinate overall at Regional level in technical matters.</li> <li>3. Attend the technical, administrative and financial matters in accordance with the rules and regulations governing on the subject, of the jurisdiction in the Department.</li> <li>4. Represent the subject matter with other Heads of the State Government Departments / organisations on behalf of the Financial Commissioner Revenue.</li> </ol>	

Designation	Director, Planning & Statistics	
Powers	Administrative	As Class-II officer
	Financial	As Class-II officer
	Others (Technical Powers)	As Class-II officer.
Duties	<ol style="list-style-type: none"> <li>1. Coordinate in Monitoring and evaluation of statistical data on agricultural and minor irrigation census.</li> <li>2. Formulate and Implement the State Plan and Centrally Sponsored Schemes/plans as per mandate to Revenue Department.</li> <li>3. Attend the technical, administrative and financial matters in accordance with the rules and regulations governing on the subject, in the Department.</li> <li>4. Represent the subject matter with other Heads of the State Government Departments / organisations for implementation of State Plan and CSS schemes.</li> <li>5. Drawing and disbursing powers for Planning/Statistics branch.</li> </ol>	



Designation	Administrative Officer	
Powers	Administrative	As Class-III officer
	Financial	As Class-III officer
	Others (Technical Powers)	As Class-III officer.
Duties	<ol style="list-style-type: none"> <li>1. Assist to coordinate in Monitoring and Reviewing in the implementation of revenue and disaster management matters.</li> <li>2. Attend the technical, administrative and financial matters in accordance with the rules and regulations governing on the subject, of the jurisdiction in the Department.</li> <li>3. Represent the subject matter with other Heads of the State Government Departments / organisations on behalf of the Financial Commissioner Revenue, as assigned by the authority.</li> <li>4. To function as Drawing &amp; Disbursing Officers.</li> </ol>	

## Chapter – 4

### **Rules, Regulations, Instructions, Manual & Records, for discharging Functions**

The list of rules, regulations, instructions, manual and records is hosted on the website of the General Administration Department i.e. [www.jkgad.nic.in](http://www.jkgad.nic.in)., Revenue Department i.e. [www.jkrevenue.nic.in](http://www.jkrevenue.nic.in), Financial Commissioner (Revenue) [www.jkfcrr.nic.in](http://www.jkfcrr.nic.in) and of respective Divisional Commissioners / Deputy Commissioners.

#### Some important / related Acts:

1	Jammu & Kashmir Tenancy Act, 1923
2	Jammu & Kashmir Land Acquisition Act, 1934
3	Jammu & Kashmir Alienation of Land Act, 1938
4	Jammu & Kashmir Land Revenue Act, 1939
5	Jammu & Kashmir Evacuee (Administration of Property Act), 1949
6	Jammu & Kashmir Big Landed Estates Abolition Act, 1950
7	Jammu & Kashmir Utilization of Lands Act, 1953
8	Jammu & Kashmir Kahcharai Act, 1954
9	Jammu & Kashmir Chowkidari Act, 1956
10	Jammu & Kashmir Common Lands (Regulation) Act, 1956
11	Jammu & Kashmir Land Grants Act, 1960
12	Jammu & Kashmir Grant of Permanent Resident Certificate (Procedure) Act, 1963
13	Jammu & Kashmir Lambardari Act, 1972
14	Jammu & Kashmir Agrarian Reforms Act, 1976
15	Jammu & Kashmir Migrant Immovable Property [Preservation, Protection & Restraint on Distress Sales] Act, 1997
16	Jammu & Kashmir State Lands (Vesting of Ownership Rights to the Occupants) Act, 2001 (Roshini Act)
17	The Disaster Management Act, 2005

Recruitment Rules governing with regard to the Revenue employees are:

1. J&K Revenue (Gazetted) Service Recruitment Rules, 1977.
2. J&K Revenue (Subordinate) Service Recruitment Rules, 2009.

## Chapter 5

### Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

#### Formulation of policy

- 5.1 Whether there is any provision to seek consultation/participation of public or its representative for formulation of policies? If there is, please provide details of such policy in following format.

S. No	Subject / Topic	Is it mandatory to ensure/participation (yes/No)	Arrangements for seeking public participation.
1	J&K Land use Policy, <a href="#">2016</a>	No	Wider consultation of various line departments only.
2	J&K Disaster Management Policy, 2018.	No	-do-

This will help a citizen understand on what basis public participation in formulation & implementation of policy matters is decided upon.

#### Implementation of Policy

- 5.2 Whether there is any provision to seek consultation /participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in following format.

S. No	Subject / Topic	Is it mandatory to ensure/participation (Yes/No)	Arrangements for seeking public participation.
1	J&K Land use Policy, <a href="#">2016</a>	No	-
2	J&K Disaster Management Policy, 2018.	No	-

## Chapter 6

### A statement of the categories of documents that are held by it or under its control

- 6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at Secretariat level, Directorate level, others (please mention level in place of writing others)

S. No	Category of the document	Name of the document & its introduction in one line	Procedure to obtain the document	Held by/under control of
1	Publication	1. Conversion Table –Metric System for Land Measurement -1997.	For official use.	Administrative Officer with Financial Commr. Revenue, J&K Srinagar/ Jammu
		2. Mile stone in Revenue. -1998.		
		3. Hidayat Bandobast-1992		
		4. Hidayat Bandobast-2005		
2	Official Document	5. Census of Minor Irrigation (2013-14) -2018.	For official use between the line departments.	Director, Planning & Statistics with Financial Commr Revenue, J&K.
		6. Agriculture Census (2015-16) -2018		
		7. Improvement of Crop Statistics Rabbi & Kharief -2018		
		8. General Crop Estimation Survey (GCES) Rabbi & Kharief (Major crops only) -2018		

## Chapter 7

A statement of boards, council, committees & other bodies constituted as its part.

S. No.	Committee/ Board /Council	Reference to the constitution order.
01	Departmental Promotion Committee [State Level]	Govt. Order No.58-REV(NG) of 2019 dated: 12-04-2019

## Chapter 8

### The names, designations & other particulars of the public information Officers

- 8.1** Please provide contact information about the Public Information Officers, Assistant Public Information Officers & Departmental Appellate Authority of the public Authority in the following format:

**Name of the public authority:**

S. No	Name of the PIO with designation & contact number	Name of the 1 <sup>st</sup> Appellate Authority with designation	Level of Jurisdiction
	<b>Public Information Officer:</b>		
1	Administrative Officer (Relief) 0194-2452234 0191-2471219	Joint Financial Commissioner, Revenue, J&K 0194-2481593 0191-2479171	State level
2	Deputy Director (P&S) 0191-2563747 0194-2479446	Director (Planning) 0191-2563799 / 2563747 0194-2479446	State level (for Planning & Statistics.)

**Assistant Public Information Officers:**

1	NIL	NIL	Nil
---	-----	-----	-----

NB: The Name and other details are given on official website.

## Chapter 9

### Procedure followed in Decision making process.

- 9.1 What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual & Business Rules & other rules/regulations etc. can be made)

The procedure followed to take a decision for various matters are made as per the laid down:-

- Acts, Rules and Regulations applicable to the Department in conducting of the official business, and
- J&K Civil Services Regulation, J&K Employees Conduct Rules, J&K Classification, Control & Appeal Rules, Secretariat Manual, J&K Financial Code, and other allied rules and regulations in conducting the affairs of employees of the Department.

- 9.2 What are the documented procedures / laid down procedures / defined criteria / rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

The procedures for decisions are made from Patwari to Girdawar/SQ, Naib Tehsildar, Tehsildar, Sub-Divisional Magistrate, Deputy Commissioner, Divisional Commissioner, Financial Commissioner level and wherever required it is submitted to Administrative Department, for necessary sanctions.

- 9.3 What are the arrangements to communicate the decision to the public?

The arrangements to communicate the decisions to the public are made through orders, circulars, notices, communications etc. issued by the competent authorities, as per need.

- 9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?

As per hierarchy system, the opinion of all the subordinate officers is taken as per the requirement of the issue.

- 9.5 Who is the final authority that vets the decision?

The final authority that vets the decision is as per the para-3.1 provided in chapter-3.

- 9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority.

The important matters on which the decision is taken by the public authority are:-

Subjects	Maintenance/ updation of land management records of the State. Land disputes between private parties or
----------	---

	with departmental authorities, Disaster Management preparedness, immediate relief of affected population, temporary restoration of emergent works and mitigation.
Guideline / Direction, if any	The concerned Divisional Commissioner/ Deputy Commissioners/ Settlement Officers can be consulted in this direction.
Process of Execution	An application can be made to concerned Tehsil/Sub-Division/District level officer, who will take up the matter as per the subject matter.
Designation of the officers involved in decision making	Deputy Commissioner / Divisional Commissioner concerned.
Contact information of above mentioned officers	The information is given in relevant chapter of this book.
If not satisfied by the decision, where & how to appeal.	The appeal can be made before MHoD i.e. Financial Commissioner (Revenue), J&K.

## Chapter 10

### Directory of officers & Employees

**10.1** Please provide information district wise in following format:

<b>Directory</b>					
<b>S. No</b>	<b>Office</b>	<b>Contact</b>	<b>Tel. Code</b>	<b>Location</b>	<b>email address</b>
01.	Financial Commissioner Revenue	2470212(O), 2471221(Fax)	0191	Jammu	jkfinancialcr@gmail.com
		2479372 (O), 2473828 (Fax)	0194	Srinagar	
02.	Joint Financial Commissioner	2479171	0191	Jammu	
		2481593	0194	Srinagar	
03	Commissioner Survey & Land Records	2520835 2542797	0191	Jammu	commrslr2015@gmail.com
		2472924	0194	Srinagar	
04	Additional Commissioner (Central)	2471199	0191	Jammu	
		2471932	0194	Srinagar	
05	Director (P&S)	2563747	0191	Jammu	jdpfcr@gmail.com
		2479446	0194	Srinagar	
06	Administrative Officer	2470506	0191	Jammu	
		2471543	0194	Srinagar	
07	Administrative Officer (Relief)	2471219	0191	Jammu	admofficerreleif@gmail.com
		2452234	0194	Srinagar	
01	Divisional Commissioner Jammu	2478999 2478119	0191	Jammu	divcomjammu@gmail.com
02	Addl. Commissioner	0191-2478996	0191	Jammu	
03	Addl. Commissioner		0191	Jammu	
04	A.C. Central	2478995	0191	Jammu	
01	Divisional Commissioners Kashmir	2455357 2452643	0194	Srinagar	divcomk@gmail.com
02	Addl. Commissioner.	2478663	0194	Srinagar	
03	Addl. Commissioner.	2483718	0194	Srinagar	
04	A.C. Central	2473135	0194	Srinagar	
05	OSD with Div. Commr.	2487777	0194	Srinagar	
01	Deputy Commissioner Anantnag	222337 223164	01932	Anantnag	anantnag@nic.in



02	Deputy Commissioner Bandipora	226085 (O) , 2260051(Fx)	01957	Bandipora	bandipore@nic.in
03	Deputy Commissioner Baramulla	234210, 234005	01952	Baramulla	pa.dcbla@gmail.com
04	Deputy Commissioner Budgam	255203(O), 255204	01951	Budgam	dcbudgam@gmail.com
05	Deputy Commissioner Doda	233230, 233229, 233231	01996	Doda	depuycommissionerdoda@gmail.com
06	Deputy Commissioner Ganderbal	2416142 , 2416141	0194	Ganderbal	dmganderbal@gmail.com
07	Deputy Commissioner Jammu	2546223, 2544366	0191	Jammu	dcofficejammu@gmail.com
08	Deputy Commissioner Kargil	232216, 232644	01985	Kargil	dckgl-jk@nic.in
09	Deputy Commissioner Kathua	234007 237667	01922	Kathua	kathua@nic.in
10	Deputy Commissioner Kishtwar	261455 261466	01995	Kishtwar	dckishtwar-jk@nic.in
11	Deputy Commissioner Kulgam	260500, 260499(F)	01931	Kulgam	dckulgam-jk@gov.in
12	Deputy Commissioner Kupwara	252343, 253335	01955	Kupwara	padckupwara@gmail.com
13	Deputy Commissioner Leh	252010, 252106	01982	Leh	<a href="mailto:leh@nic.in">leh@nic.in</a>
14	Deputy Commissioner Poonch	220333 , 222363	01965	Poonch	dcpoonch@gmail.com
15	Deputy Commissioner Pulwama	241243,241962 241306(Fx)	01933	Pulwama	pulwama@nic.in
16	Deputy Commissioner Rajouri	262244, 262481	01962	Rajouri	pa.dcrājouri@gmail.com
17	Deputy Commissioner Ramban	266789, 266906	01998	Ramban	dcofficeramban@gmail.com
18	Deputy Commissioner Reasi	245587, 244121	01991	Reasi	dcreasi@gmail.com
19	Deputy Commissioner Samba	241143, 241141	01923	Samba	samba@nic.in
20	Deputy Commissioner Shopian	260978, 260987	01933	Shopian	<a href="mailto:shopian@nic.in">shopian@nic.in</a>
21	Deputy Commissioner Srinagar	2452182, 2472580	0194	Srinagar	<a href="mailto:srinagar@nic.in">srinagar@nic.in</a>
22	Deputy Commissioner Udhampur	270212, 271845	01992	Udhampur	<a href="mailto:udhampur@nic.in">udhampur@nic.in</a>

The office address of these authorities are given at Para 2.11 of chapter-2.

The Branch/Section-wise contact numbers of Officers/officials is placed on official website.

## Chapter 11

### The Monthly Remuneration Received by each of its officers & Employees, including the system of compensation as provided in regulations.

11.1 Please provide information in following format:

As on 01.06.2019

S. No	Name of Officer/official	Designation	Monthly remuneration	
			Level	Scale
	Administrative Office:			
1	Dr. Pawan Kotwal, IAS	Financial Commissioner Rev.	15	182200-224100
2	Mr. Rajinder Singh Tara, KAS	Joint Financial Commissioner Rev.	13	123100-215900
3	Mr. Surat Singh, KAS	Addl. Commissioner (Central)	11	67700-208700
4	Mr. Nasir Ahmad Shad, KAS	Administrative Officer	11	67700-208700
5	Mr. Ajaz Ahmad Shigan	Private Secretary	10A	56600-179800
6	Mr. Nissar Ahmad Bhat	Tehsildar	8	47600-151100
7	Mr. Kaiser Ahmad Zargar	Tehsildar	6E	35900-113500
8	Mr. Rahul ji Basotra	Tehsildar	6E	35900-113500
9	Mr. Nazir Ahmad Bhat	Section Officer	7	44900-142400
10	Mr. Ravinder Raina	Section Officer	7	44900-142400
11	Mr. Sham Lal Sharma	Section Officer	7	44900-142400
12	Mr. Satish Kumar Sharma	Section Officer	7	44900-142400
13	Mr. Kawsar Ahmad Bhat	Section Officer	6	35400-112400
14	Mr. Zafar-ul-Islam	Asstt. Accounts Officer	7	44900-142400
15	Mr. Imtiyaz Ahmad Mir	Junior Stenographer	6B	35600-112800
16	Mr. Javid Ahmad Wani	Junior Stenographer	6B	35600-112800
17	Mr. Bilal Ahmad Mandoo	Junior Stenographer	6B	35600-112800
18	Mr. Romesh Sethi	Junior Stenographer	6B	35600-112800
19	Mr. Sajad Pervaz Ahmad	Asstt. Revenue Attorney	6E	35900-113500
20	Mr. Mohammad Azar-ud-din	Asstt. Revenue Attorney	6E	35900-113500
21	Mr. Mohammad Iqbal Bhat	Mohasib	6	35400-112400
22	Mr. Shuban Krishan Bhat	Mohasib	6	35400-112400
23	Mr. Aijaz Ahmad Tak	Head Assistant	6B	35600-112800
24	Mr. Ghulam Nabi Haji	Head Assistant	6	35400-112400
25	Mr. Sanjay Takroo	Head Assistant	6B	35600-112800
26	Mr. Rajinder Pandita	Head Assistant	6B	35600-112800
27	Mr. Aftab Ahmad	Senior Assistant	6	35400-112400
28	Mrs. Masrat Hayat	Senior Assistant	6	35400-112400
29	Mr. Nazir Ahmad Sheikh	Senior Assistant	5	29200-92300
30	Mr. Mohammad Shafi Shah	Senior Assistant	5	29200-92300
31	Mr. Ajaz Ahmad Kubrawi	Senior Assistant	5	29200-92300
32	Mtr. Umat-UI-Sami	Senior Assistant	6	35400-112400
33	Mr. Shameem Ahmad Sofi	Senior Assistant	5	29200-92300
34	Mr. Gh. Ahmad Wagay	Senior Assistant	5	29200-92300
35	Mr. Fayaz Ahmad Wani	Senior Assistant	5	29200-92300
36	Mtr. Mehbooba Asad	Senior Assistant	5	29200-92300
37	Mr. Gh. Hassan Mir	Chauffeur	6	35400-112400
38	Mr. Surinder Singh	Driver	6	35400-112400
39	Mr. Mehboob Ahmad	Driver	6	35400-112400
40	Mr. Mohammad Hanief Wani	Driver	6	35400-112400
41	Mr. Irshad Hussain Mirani	Driver	5	29200-92300
42	Mr. Arif Hussain	Driver	5	29200-92300
43	Mr. Feroz Ahmad Fafoo	Junior Assistant	6	35400-112400
44	Mr. Riyaz Ahmad Tenzoo	Junior Assistant	5	29200-92300

45	Mr. Mohammad Yousuf Bhatt -I	Junior Assistant	5	29200-92300
46	Mr. Nitin Singh Wazir	Junior Assistant	5	29200-92300
47	Mr. Bashir Ahmad Wani	Junior Assistant	5	29200-92300
48	Mr. Devinder Singh	Junior Assistant	5	29200-92300
49	Mr. Muneer Ahmad Hakim	Junior Assistant	5	29200-92300
50	Mr. Kashmiri Lal	Junior Assistant	4	25500-81100
51	Mr. Irshad Mohi-ud-din Bhat	Junior Assistant	4	25500-81100
52	Mr. Mohammad Yousuf Bhatt -II	Junior Assistant	4	25500-81100
53	Mr. Mohammad Umar Ali Shah	Junior Assistant	4	25500-81100
54	Mr. Nazir Ahmad Bhat	Junior Assistant	4	25500-81100
55	Mr. Mushtaq Ahmad Khan	Junior Assistant	4	25500-81100
56	Mr. Mushtaq Ahmad Paul	Junior Assistant	4	25500-81100
57	Mtr. Asia Jan	Junior Assistant	4	25500-81100
58	Mr. Tara Singh Jamwal	Junior Assistant	4	25500-81100
59	Mr. Raman Kumar	Jamadar	4	25500-81100
60	Smt. Vijay Kumari	Orderly	SL2	15900-50400
61	Mr. Mubashir Nazir Ganaie	Orderly	SL2	15900-50400
62	Mr. Abdul Gani Pachoo	Orderly	2	19900-63200
63	Mr. Abdul Majeed Shah	Orderly	2	19900-63200
64	Mr. Mushtaq Ahmad Wani	Orderly	2	19900-63200
65	Mr. Gh. Mohammad Mir	Orderly	2	19900-63200
66	Mr. Bashir Ahmad Malik	Orderly	2	19900-63200
67	Mr. Abdul Majid Wani	Orderly	2	19900-63200
68	Mr. Hilal Ahmad Sheikh	Orderly	1	18000-56900
69	Mr. Mohammad Shafi Rather	Orderly	1	18000-56900
70	Mr. Sharief Hussain Teli	Orderly	1	18000-56900
71	Mr. John Mohammad Rather	Orderly	1	18000-56900
72	Mr. Fayaz Ahmad Mir	Orderly	1	18000-56900
73	Mtr. Tabasum Beigh	Orderly	1	18000-56900
74	Mr. Nazir Ahmad Sofi	Orderly	1	18000-56900
75	Mtr. Sabia Jan	Orderly	1	18000-56900
76	Mr. Manzoor Ahmad Sheikh	Orderly	1	18000-56900
77	Mr. Subash Chander	Orderly	1	18000-56900
78	Mr. Abdul Majid Dar	Orderly	1	18000-56900
79	Mr. Bashir Ahmad Bhat	Orderly	1	18000-56900
80	Mr. Mushtaq Ahmad Zargar	Orderly	1	18000-56900
81	Mr. Deepak Raina	Orderly	1	18000-56900
82	Mr. Daya Nand	Orderly	1	18000-56900
83	Mr. Ram Prasad	Orderly	1	18000-56900
84	Mr. Ghulam Mohammad	Orderly	1	18000-56900
	<b>Planning &amp; Sts. Branch:</b>			
1	Mr. Zulfiqar Ali Banday	Director Planning	13	123100-215900
2	Mr. M. Khursheed Kasana	Deputy Director	11	67700-208700
3	Mr. Mohammad Jamal Kumar	Deputy Director (I/c)	8A	50700-160600
4	Mtr. Aisha Bano	Assistant Director	8A	50700-160600
5	Smt. Sumati Sharma	Assistant Director	8	47600-151100
6	Smt. Shruti Gupta	Assistant Director	8	47600-151100
7	Mr. Mohammad Afzal	Assistant Director (I/c)	7	44900-142400
8	Mr. Gh. Mohi-ud-din Malik	Section Officer	7	44900-142400
9	Mtr. Mudasir	Statistical Officer	7	44900-142400
10	Mtr. Rifat Ara	Statistical Officer	7	44900-142400

11	Mr. Subhash Chander	Statistical Officer	7	44900-142400
12	Smt. Veenu Gupta	Statistical Officer	7	44900-142400
13	Mtr. Hamida Qureshi	Head Assistant	6B	9300-34800
14	Mr. Sham Sunder	Statistical Assistant	6B	35600-112800
15	Mr. Mohd Iqbal Reshi	Statistical Assistant	6B	35600-112800
16	Mr. Mushtaq Ahmad	Statistical Assistant	6B	35600-112800
17	Mr. Mudasir Ahmad	Statistical Assistant	6B	35600-112800
18	Mtr. Afroza Bano	Jr. Steno	6B	35600-112800
19	Mr. Ami Chand	Statistical Assistant	6B	35600-112800
20	Mr. Sumit Sharma	Statistical Assistant	6B	35600-112800
21	Smt. Smriti Rajput	Statistical Assistant	6B	35600-112800
22	Smt. Nidhi Mahajan	Statistical Assistant	6B	35600-112800
23	Smt. Sonia Gupta	Statistical Assistant	6B	35600-112800
24	Smt. Archana Gupta	Statistical Assistant	6B	35600-112800
25	Smt. Ekta Sharma	Statistical Assistant	6B	35600-112800
26	Mtr. Gulshan Ara	Senior Assistant	5	29200-92300
27	Mr. Murtaza Ali	Junior Statistical Assistant	5	29200-92300
28	Mr. Ajay Kumar	Junior Statistical Assistant	5	29200-92300
29	Mr. Zulfiqar Ali	Junior Statistical Assistant	5	29200-92300
30	Mr. Baqir	Junior Statistical Assistant	5	29200-92300
31	Mr. Mukhtar Ahmad	Junior Statistical Assistant	5	29200-92300
32	Smt. Jyoti Kour	Junior Statistical Assistant	5	29200-92300
33	Smt. Gagandeep Kour	Junior Statistical Assistant	5	29200-92300
34	Smt. Preeti Kohli	Junior Statistical Assistant	5	29200-92300
35	Mr. Nisar Ahmad	Junior Assistant	6	35400-112400
36	Mr. Zahoor Ahmad	Junior Assistant	4	25500-81100
37	Mr. Bashir Ahmad	Junior Assistant	4	25500-81100
38	Smt. Bandana Slathia	Junior Statistical Assistant I/c	2	19900-63200
39	Mr. Mohd Iqbal	Driver	5	29200-92300
40	Mr. Bilal Ahmad	Orderly	1	18000-56900
41	Mtr. Zareena Bano	Orderly	1	18000-56900
42	Mr. Showkat Ahmad	Orderly	1	18000-56900
43	Mr. Altaf Hussain	Orderly	1	18000-56900
44	Mr. Hilal Ahmad	Orderly	1	18000-56900
45	Mtr. Jawahara Bano	Orderly	SL-2	15900-50400
46	Mr. Mohan Singh	Junior Statistical Assistant	5	29200-92300
<b>Emergency Relief Organisation:</b>				
1.	Mr Zahoor Ahmad Dewani	Administrative Officer	8	47600-151100
2.	Mr Abdul Salam Bhat	Section Officer	7	44900-142400
3.	Mr Riyaz Ahmad Wani	Head Assistant	6B	35600-112800
4.	Mtr. Nighat	Senior Assistant	6	35400-112400
5.	Mr. Tanveer Ahmad Sheikh	Junior Assistant	5	29200-92300
6.	Mr. Tej Krishen Nehru	Junior Assistant	5	29200-92300
7.	Mr. Mohammad Shafi Bhat	Driver	5	29200-92300
8.	Mr. Roshan Lal Saddu	Orderly	1	18000-56900
9.	Mr. Ghulam Mohammad Parray	Orderly	1	18000-56900

NB: The procedure to determine the remuneration is as per rules governing to pay and allowances as ordered by the State Government from time to time.

## Chapter 12

### The Budget allocated to each Agency (Particulars of all plans, proposed expenditures & reports on disbursement made)

#### For public authorities responsible for developmental, construction, technical works.

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format:

#### For Public Authorities

2018-19 Budget Estimates (Non-Plan)

S. No.	Sub- Major Head	Proposed Budget	Sanctioned Budget	Amount released / Disbursed	Balance	Expenditure
<b>A.</b>	<b>2053-District Administration</b>					
1	1051-Fin. Commr. Revenue	463.36	410.49	410.49	0.00	402.549
2	1048- Div. Commissioner	1409.86	1263.46	1263.46	0.00	1256.59
3	1049 -Dy. Commissioner	6333.40	5665.01	5665.01	0.00	5585.14
4	0700 -SDMs	2759.59	2449.54	2449.54	0.00	2151.49
5	1046 -Tehsils	17808.19	15731.47	15731.47	0.00	15040.36
6	1052 -Revenue Trg. Institutes	356.01	308.85	308.85	0.00	254.48
7	2206 -Joint Director Planning	235.06	219.27	219.27	0.00	217.015
8	0569 -Agrarian	1930.61	1728.10	1728.10	0.00	1213.04
9	1059 -Consolidation	1260.81	1141.52	1141.52	0.00	676.30
10	2205 -Settlement	804.75	725.64	725.64	0.00	616.14
11	1058 -Collection Charges	31628.86	28889.34	28889.34	0.00	19829.23
12	1050 -DLRs	303.22	259.20	259.20	0.00	180.83
13	1209 -Nazool	402.18	361.29	361.29	0.00	355.91
14	2310 -ADO/SDM	275.05	243.47	243.47	0.00	177.30
	<b>Total :-</b>	<b>65970.95</b>	<b>59396.65</b>	<b>59396.65</b>	<b>0.00</b>	<b>47956.38</b>
<b>B.</b>	<b>2071-Pension &amp; Other Retirement Benefits:</b>					
1	641 -NPS	818.22	818.22	818.22	0.00	800.25
2	670 -Leave Salary	978.22	1058.22	1058.22	0.00	978.32
	<b>Total :-</b>	<b>1796.44</b>	<b>1876.44</b>	<b>1876.44</b>	<b>0.00</b>	<b>1778.57</b>

## 2018-19 Capital Heads:

S. No.	Sector	Proposed Budget	Budget Approved	Amount released / Disbursed	Balance.
<b>A.</b>	<b>Land Reforms</b>				
1	On-going Works	712.50	439.69	398.67	41.02
2	New Works	547.19	20.00	10.00	10.00
3	Strengthening of Old/New Administrative Units.	52.81	52.81	50.15	2.66
4	Machinery & Equipments.	43.00	25.00	24.55	0.45
5	Land Compensation	70.00	0.00	0.00	0.00
	<b>Total:</b>	<b>1425.00</b>	<b>527.50</b>	<b>483.37</b>	<b>54.13</b>
<b>B</b>	<b>Centrally Sponsored Schemes:</b>				
1	Agricultural Census (AC)	195.92	71.80	65.10	6.70
2	Timely Reporting Scheme (TRS)	210.53	95.00	90.73	4.27
3	Improvement of Crop Statistics (ICS)	125.79	80.00	70.73	9.27
4	Rationalization of Minor Irrigation Statistics. (RMIS)	150.00	137.85	17.61	120.24
	<b>Total :-</b>	<b>682.24</b>	<b>384.65</b>	<b>244.17</b>	<b>140.48</b>

## 2018-19 Financial Commissioner Relief &amp; Rehabilitation Heads:

S. No.	Sub-Major Head /Sector	Proposed Budget	Budget Approved	Amount released / Disbursed	Expenditure
	<b>2045- Relief on account of Natural Calamity.</b>				
<b>A.</b>	<b>Revenue:</b>				
1	Chief Executive Officer	105.25	90.85	90.85	76.16
2	Provincial Rehabilitation Office	38.87	37.42	37.42	29.88
	Total:	144.12	128.27	128.27	106.14
<b>B.</b>	<b>2071-Pension &amp; Other Retirement Benefits:</b>				
1	641 -NPS		0.95	0.95	0.75
2	670 -Leave Salary	-	15.21	15.21	15.20
	Total :-	-	15.56	16.16	15.95
<b>B</b>	<b>Capital:</b>				
1	1074-State Disaster Response Fund	-	27286.35	27086.35	16956.60
2	CAPEX [EOC Construction]	-	100.00	100.00	50.00
<b>C</b>	<b>Centrally Sponsored Schemes:</b>				
1	Strengthening of SDMA/DDMA	17.74	17.74	17.74	16.90
2	Aapda Mitra	-	42.68	42.68	42.68
3	Sustainable Risk in Disaster Response.	-	39.85	39.85	16.92 ??
4	PMDP	-	944.80	944.80	816.58

**Chapter 13****The manner of execution of subsidy programme:**

Not applicable

**Chapter 14****Particulars of recipients of concessions, permits or authorization granted by it:**

Not applicable

**Chapter 15****Norms set by it for the discharge of its functions**

- 15.1 Please provide the details of the norms / Standards set by the Department for execution of various activities / programmes:

The following norms/ standards set in are made applicable in execution of various activities/ programmes.

<b>S. No.</b>	<b>Norms/ Standards</b>	<b>Reference</b>
01	Norms of assistance for SDRF and NDRF the period 2015-20	Govt.of India No.32-7/2014-NDM-I dated: 08.04.2015
02	Standard Operating Procedure for SDRF in J&K	Govt. Order No.53-DMRRR of 2018 dated 17.09.2018

**Chapter 16****Information available in an electronic form**

- 16.1 Please provide the details of the information related to the various schemes which are available in the electronic format:

The information related to the various activities is available on Departmental website [www.jkfcrr.nic.in](http://www.jkfcrr.nic.in).

## Chapter 17

### Particulars of the facilities available to citizens for obtaining information

**17.1** Means methods or facilitation available for the public which are adopted by the Department for dissemination of information like

- Meetings
- Symposium
- Seminars
- Walk and talk programme
- Through press and publication.

## Chapter 18

### Other useful information

**18.1** Frequently asked questions & their answers by public

----

**18.2** Related to seeking information

Related information is available / provided in website [www.jkfcrr.nic.in](http://www.jkfcrr.nic.in),  
[www.jkrevenue.nic.in](http://www.jkrevenue.nic.in) and [www.jksdma.org](http://www.jksdma.org)

**18.3** With relation to training imparted to public by public authority.

Not applicable

**NB:** **The annual detail against Chapter-08 [RTI-PIOs], 10 [Telephone Directory], 11 [Remuneration of Staff] and 12 [Budget], hereafter i.e. beyond 2018-19, shall be updated and placed separately on the official website [www.jkfcrr.nic.in](http://www.jkfcrr.nic.in).**

Sd/- (Z.A. Dewani)  
Administrative Officer (R),  
with Financial Commissioner Revenue,

<<<<<z>>>>>