

## **Section 4(1) (b) of J&K Right to Information Act, 2009 pertaining to IWDP-Hills, J&K**

*i. The particulars of its organization, functions and duties.*

### **Functions and Duties of IWDP.**

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

#### **Project Objectives**

- The development objectives of the IWDP-Hills II were to restore the productive potential of the J&K region by using cost effective treatment technologies and community participatory approaches.
- The project specific objectives of IWDP-Hills II include increased production of fodder, fuel wood, grasses, livestock and milk, increase in irrigated area with an opportunity to diversify farming practices towards production of marketable surpluses of high value agriculture crops, horticulture crops,
- increased potable water supply for human and cattle use,
- improvement in moisture infiltration, ground water recharge, reduction in soil loss,
- Reduction in cost of transportation and improved access to the market and social amenities and increase in employment opportunities in rural sector.

#### ***The Proposed objectives of PWMP for third Phase are:-***

- To reverse the process of degradation of natural resources.
- To improve the productivity of natural resources.
- To increase the incomes of rural households.

#### **Brief history of IWDP and context of its formation.**

A brief overview on Integrated Watershed Development Project Hills-I (Year 1991-99), IWDP Hills-II (Year 1999- 2006) and the present progress in Participatory Watershed Management Project (PWMP) are as under:-

The IWDP Phase-I was actually conceived in 1990 for a period of 7 years, because of environmental degradation Integrated Watershed Development Programme was launched in three sub-watersheds, Devak and Ramkote Shivalik region of Jammu and Dudhganga in Karewas region of Kashmir province.

On the successful completion of IWDP Phase-I, the IWDP Phase-II was sanctioned by the World Bank. It was primarily different from Phase-I, in terms of having large geographical coverage a more participatory and integrated approach to improve production potential for sustainability of assets and having some new components such as rural roads, minor irrigation and potable water facilities in Kandi belt.

The IWDP Hills-II was covered under the Social Sector funding of the World Bank. This was directly linked with the poverty alleviation core theme which was developed into a multi sectoral programming resulting into empowerment of people through Participatory mechanism. The Project is carried out as per the Agreement between the World Bank Govt. of India and the J&K Govt. Here World bank is the funding Agency and Government of India is Borrower on behalf of the J&K Govt. and IWDP Hills-II. The J&K Project has done well during the World Bank Supervision Missions. The Supervision Mission has appreciated the difficulties faced by the PIA

in extreme conditions. The World Bank recognized that the benefits have reached to the people for whom the Project has been created.

The PWMP represents an important way to improve the productive potential of the degraded land and increase agricultural output in the proposed areas of the project. Institutional strengthening of the Village Development Committees and Panchayats supports the effective implementation of the project in areas affected by conflict at the community level. Coordination with various line departments for improving livelihood opportunities leads to improved economic opportunities of the rural poor. It is envisaged that the watershed development project through a participatory approach help in improving the socio-economic situation in proposed areas of the once vibrant valley of Kashmir and of the state as a whole.

ii. *The powers and duties of its officers and employees.*

**In the proposed project the Powers and duties of officers and employees are as under:-**

### **Chief Project**

The office of the Project Chief is stationed at Jammu during winter (Nov. to April) and during summer (May to Oct.) at Srinagar as per the routine of darbar moves prevalent in the state. The Project Chief is responsible for the overall implementation of the project in all three regions i.e. Jammu & Kashmir region. The Project Chief has the rank of CCF/Pr.CCF. Project Chief is responsible for all administrative, financial and technical matters of the project at state level. PC maintains liaison with the World Bank, State Govt. and the line departments.

The **Project Chef** is assisted by two Joint Directors.

- Joint Director (Technical)
- Joint Director (Administration)

The **JD (Technical)** is assisted by following cells:

- i. Watershed Management, Social and Environment Cell.
- ii. Institutional Development Cell
- i. Livelihood, Marketing/Agri. Business Cell

The **JD (Administration)** is assisted by following cells:

- i. Planning and Procurement Cell
- ii. Finance and Accounts Cell
- iii. Establishment/Administration Cell.
- ii. M&E Cell

### **Sub-Watershed Office**

Chief Executive Officer (CEO)

The Chief Executive Officer is holding the charge of each sub-watershed. CEO is the Drawing and Disbursing Officer for the Sub-watershed, and shall be of the rank of SWS level officer. CEO is in charge of the overall implementation of the project in the sub-watershed. CEO is responsible for the financial and technical matters in the SWS. CEO is responsible for community mobilization, capacity building and finalization of annual development plans. The CEO coordinates with different line departments at the level. The CEO is assisted by a team of multi-sectoral officers from different line departments viz,

Forest, Agriculture, Horticulture, Animal/Sheep husbandry and Engineering. Coordinators/facilitators/ motivators/ SHGs for institutional strengthening and social mobilization are working under the coordination of the CEO.

- iii. *The procedure followed in the decision making process, including channels of supervision and accountability.*

**The procedure followed to take a decision for various matters.**

In the project the decision making process involves as per the rules and regulations in vogue and the govt. orders issued from time to time. The decision making also involves references to various States/Central Acts and business rules. The decisions are taken on files after their initiation from the concerned authorities and the views/observations/rules are recorded on the files. Accordingly the decision arrived/vetted at the appropriate level.

- iv. *The norms set by it for the discharge of its function.*

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

The norms for formulation of policies planning and implementation of the IWDP project have been given in the byelaws of J&K IWDP Society, project implementation Manual, Community Operation Manual available with Planning & Accounts Section in office.

- v. *The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions*

**Rules, Regulations, Instructions, Manual and Records, for discharging Functions**

The IWDP-Hills-II is not having any rules, regulations, institutions, manual and records of its own. However the rules applicable to Government employees in J&K State are also applicable to employees working in the project.

- vi. *A statement of the categories of documents that are held by it or under its control.*

Document of World Bank guided Project Appraisal Document (PAD), Community Operation Manual (COM), Environment and Social Management Frame Work (ESMF), Project Implementation Manual (PIM) Procurement Plan (PP) that existed in Phase II is available in Accounts and Planning section of the office.

- vii. *The 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.*

A key feature of the project is the proactive involvement of village level institutions as the main planning and executing entity, ensuring local self Govt. and providing his foundation for a decentralized institutional setup.

The steering committee and the governing body of the proposed J&K PWMP Society will have representations from NGOs, universities and eminent person in the concerned fields.

- 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, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;*

No committees and bodies exist presently. It will be proposed for constitution on as and when the project Phase III is sanctioned.

- ix. *A directory of its officers and employees:-*

<b>S.No.</b>	<b>Name of the officers</b>	<b>Designation</b>	<b>Contact number</b>
01.	Sh. Suresh Chugh, IFS	Project Chief	9419195708
02.	Sh. N.P.Singh, IFS	I/C Chief Executive Officer	09412263475
03.	Miss. Shally Ranjan, IFS	Jt. Director	9419257790
04.	Sh. Jagdish Singh	Accounts Officer	9419245776
05.	Sh. Lalit Kumar	Chief Executive Officer	9469210306
06.	Sh. Lalit Kumar	I/C Chief Executive Officer	9469210306
08.	Sh. Muneer Ahmad Bhat	I/C Project Officer	9419073822
09.	Sh. Abdul Dayim	I/C Administrative Officer (head office)	9419075215

- x. *The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.*

### **Salary of Employees**

<b>S.No.</b>	<b>Name officers/officials</b>	<b>Designation</b>	<b>Gross Salary</b>
1	Sh. Suresh Chugh, IFS	Project Chief	235376
2	Miss Shally Ranjan, IFS	Joint Director	82306
3	Sh. Lalit Kumar Sharma	Chief Executive Officer	61271
4	Smt. Priti Aggarwal	I/c Dy. Director (Plg)	58159
5	Sh. Jagdish Singh	I/c Accounts Officer	65773
6	Sh. Ab. Dayim	Cartographer	77530
7	Sh. Deep Singh	Tracer	64804
8	Sh. Dinesh Joshi	Tracer	64804
9	Sh. Mohammad Ayoub Dar	Chauffer	67137
10	Sh. Muneer Ahmad	Cartographer	68516
11	Sh. Gh. Mohd Ganai	Training Officer	64398
12	Sh. Ali Mohd. Malik	Sts. Officer	56950
13	Sh. Imtiyaz Ahmad Kabiri	Head Asstt.	49200
14	Sh. Naresh Kumar	Stenographer	48065
15	Sh. Ashok Singh	Computer Analyst	43175
16	Sh. Ab. Majid Dar	Driver	53313
17	S. Jaspal Singh	Driver	53057

18	Sh. Maghar Singh	Driver	51642
19	Sh. Amin Malik	Driver	49494
20	Smt. Kiran Raina	Sr. Assistant	42404
21	Sh. Sunil Kumar	I/C Sr. Asstt.	38151
22	Smt. Qounser Jabeen	I/C Sr. Asstt.	39369
23	Smt. Rama Gupta	I/C Sr. Asstt.	37617
24	Sh. Omkarnath Raina	Steno typist	39692
25	Sh. Zahoor Ahmad	Computer Opt.	31863
26	Sh. Bilal Ahmad	Junior Assistant	35546
27	Sh. Muzaffar Rasool	Junior Assistant	26213
28	Sh. Moti Lal	I/C Jr. Asstt	27343
29	Sh. Rajinder Kumar	I/C Jr. Asstt	28059
30	Sh. Ajaz Ahmad Khan	I/C Jr. Asstt	28965
31	Sh. Virender Singh	Tele. Opt.	28034
32	Sh. Imtiyaz Ahmad Dar	Tele. Opt.	27497
33	Sh. Ali Mohd. Malla	Dy. Forester	39381
34	Sh. Gh. Nabi Hajam	Dy. Forester	36634
35	Sh. Raj Singh	I/C Dy. Forester	37229
36	Sh. Qaiser Ahmad Shah	Field Asstt.	39963
37	Sh. Ab. Aziz Mir	Forest guard	33438
38	Sh. Sat Pal	Forest guard	25259
39	Sh. Nissar Ahmad Sheikh	Forest guard	32019
40	Sh. Fayaz Ahmad Mir	I/C F. Guard	30799
41	S. Prehlad Singh	I/C F. Guard	32492
42	S. Surjeet Singh	I/C F. Guard	26565
43	Sh. Darshan Kumar	I/C F. Guard	25614
44	Sh. Mohd Rafiq	I/C S.C Guard	29369
45	Sh. Bharat Bushan	Surveyor Gr.II	33816
46	Sh. Deepak Kumar	I/C Surveyor Gr.II	25205
47	Sh. Nazir Ahmad Dar	Store Keeper	29875
48	Sh. Nazir Ahmad Bhat	Stock Asstt.	29875
49	Sh. Tariq Ahmad Ganai	Jamadar Gr. I	25104
50	Sh. Mohd. Ramzan Bhat	Fieldman	30242
51	Sh. Jung Bhadur	Fieldman	16350
52	Sh. Altaf Ahmad Dar	Mali	15480
53	Sh. Prithpal Singh	Khalasi	25106
54	Sh. Joginder Singh	Khalasi	24363
55	Sh. Faiz Ahmed	Khalasi	24363
56	Sh. Gurvinder Singh	Khalasi	25259
57	Sh. Manzoor Ahmed Wani	Orderly	15480
58	Sh. Abdul Hamid Fafoo	Orderly	15480
59	Smt. Rubeena Akhtar	Orderly	15019

60	Sh. Suhail Ahmed Bala	Orderly	15019
61	Smt. Shaheena	Orderly	15019
62	Smt. Satinderjeet Kour	Orderly	15019
63	Smt. Shameema	Orderly	15019
64	Sh. Jangi Ram	Orderly	15019
65	S. Paramjeet Singh	Orderly	15019
66	Sh. Sansar Singh	Orderly	15019
67	Sh. Harjeet Singh	Orderly	15019
68	Sh. Ab. Rashid Shah	Chowkidar	25234
69	Sh. Bashir Ahmad Bhat	Chowkidar	24164
70	Sh. Tariq Ahmad Draboo	Watcher	24164
71	Sh. Mushtaq Ahmad Deedar	Watcher	24164
72	Sh. Abdul Hamid Malik	Gardner	15480
73	Sh. Javid Ahmed Beigh	Gardner	15480
74	Sh. Bilal Ahmed Sheikh	Sweeper	15480
75	Sh. Mehraj-Ud-Din Sheikh	Sweeper	15480
76	Sh. Ab. Rehman Chichi	Cleaner (Adhoc)	15148
77	Sh. Nazir Ahmad Najar	Helper	30407
78	Sh. Gh. Nabi Dar	Helper	27307
79	Sh. Ab. Hamid Palloo	Helper	26642
80	S. Gurpreet Singh	Helper	27413
81	Sh. Dhyan Singh	Helper	26104
82	Sh. Mohinder Kumar	Helper	26155
83	Sh. Ajit Kumar	Helper	25413
84	Sh. Parshotam Lal	Helper	27538
85	Sh. Girdhari Lal	Helper	28027
86	Sh. Dhani Ram	Helper	27282
87	Sh. Brahm Dutt	Helper	26898
88	Sh. Babu Singh	Helper	26898
89	Sh. Kewal Kishore Verma	Helper	26872
90	Sh. Karamjeet Singh	Helper	25589
91	Sh. Krishan Chand	Helper	25589
92	Sh. Farooq Ahmad Khan	Helper	26932
93	Sh. Kewal Singh	Helper	26898

xi. *The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:*

**Position of funds allotted in favour of DDOs of IWDP during the year 2016-17 (Ending 03/2017).**

S.No.	Detail Head of Account	Unit of Approp.	Budget released by the Adm. Deptt.	Allotments in favour of DDOs of IWDP				
				AO, Central. Office	CEO Rambhara	PO Rajwar	CEO Akhnoor	CEO Ramnagar
1	001	Salary	830.00	285.00	103.00	64.00	63.00	70.00
2	002	T.E	11.00	10.45	0.00	0.00	0.15	0.28
3	006	Telephone	1.43	1.18	0.00	0.00	0.15	0.10
4	007	Office Expenses	9.50	7.93	0.34	0.22	0.40	0.43
5	008	Electricity	7.00	7.00	0.00	0.00	0.00	0.00
6	009	Rent Rate & Taxes	1.90	1.90	0.00	0.00	0.00	0.00
7	010	Material & Supplies	3.50	3.20	0.00	0.00	0.05	0.05
8	014	POL	6.17	5.87	0.00	0.00	0.05	0.25
9	023	Maintt. and Repair	3.50	3.50	0.00	0.00	0.00	0.00
10	025	Wages	15.00	7.91	2.82	0.00	3.65	0.62
11	029	Hospitality/ Sumptuary Allowance	0.36	0.36	0.00	0.00	0.00	0.00
12	037	Prof.& special service charges	1.00	0.65	0.00	0.00	0.05	0.00
13	043	Uniforms	0.38	0.38	0.00	0.00	0.00	0.00
14	071	Medical reimbursement	4.00	1.50	0.00	0.30	0.50	0.00
15	103	Office Equipment and Appliance	1.50	1.30	0.00	0.00	0.00	0.00
<b>Total:</b>			<b>896.24</b>	<b>338.13</b>	<b>106.16</b>	<b>64.52</b>	<b>68.00</b>	<b>71.73</b>
<b>16</b>	<b>M.H.2071 Pension &amp; Other Retirement Benefits</b>							
a	641	Non-Pensionary Charges (NPS)	2.00	1.05	0.00	0.00	0.34	0.00
b	670	Leave Encashment	2.30	0.00	2.30	0.00	0.00	0.00

**The PWMP which is the successor of IWDP-II has not yet been sanction so far as such no allocation has been made in favour of IWDP under Plan schemes.**

- xii. *The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.*

At present no subsidy programmes are under execution.

xiii. *Particulars of recipients of concessions, permits or authorizations granted by it.*

Not applicable to IWDP-Hills, J&K.

xiv. *Details in respect of the information available to or held by it, reduced in an electronic form*

The information is available on [www.jkiwdphills.nic.in](http://www.jkiwdphills.nic.in)

xv. *The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:-*

*Not available in library or reading room for public use.*

xvi. *The names, designations and other particulars of the Public Information Officer.*

**Public Information Officers (PIOs) of IWDP-Hills, J&K:**

<b>S.No.</b>	<b>Name of officer</b>	<b>Designation</b>	<b>Place of postings</b>	<b>Contact number</b>
01.	Sh. N.P. Singh, IFS	I/C Chief Executive Officer	IWDP-Hills, Rambiarra SWS, Jammu	09412263475
01.	Sh. Lalit Kumar	I/C Chief Executive Officer	IWDP-Hills, Ramnagar SWS, Jammu	9469210306
02	Sh. Lalit Kumar	Chief Executive Officer	IWDP-Hills, Akhnoor SWS, Jammu	9469210306
03	Sh. Abdul Dayim	I/C Administrative Officer	IWDP-Hills, J&K, Srinagar	9419075215
04.	Sh. Muneer Ahmad Bhat	I/C Project Officer	IWDP-Hills, Rajwar SWS, Srinagar	9419073822

**1<sup>st</sup> Appellate Authority (1<sup>st</sup> AA) of IWDP-Hills, J&K**

<b>S.No.</b>	<b>Name of officer</b>	<b>Designation</b>	<b>Place of postings</b>	<b>Contact number</b>
01.	Ms. Shally Ranjan, IFS	Joint Director	IWDP-Hills, J&K	9419257790

xvii. *Such other information may be prescribed and thereafter updated these publication every year.*

Not Applicable

(c) *Publish all relevant facts while formulating important policies or announcing the decisions which affect public.*

Not Applicable

(d) *Provide reason for its administrative or quasi-judicial decisions to affected persons.*

Not Applicable