

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009

Introduction

The J&K Right to Information Act, 2009 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 function being delivered by the Horticulture Department.

Chapter – 1

Particulars of Organization, Functions and Duties

The Horticulture Department formulates policies, implement programmes and undertake all such activities in the horticulture sector that promotes income and livelihood security of the farming community.

The business of the Department 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.

In terms of Rule 4 (i) of the Business Rules, following subjects are assigned to the Horticulture Department.

- (i) Horticulture;
- (ii) Horticulture Planning and Marketing; and
- (iii) Horticulture Produce Marketing and Processing Corporation Limited.

The HORTICULTURE DEPARTMENT presently functions under the supervision and guidance of the Hon'ble Advisor (V), and the Administrative Secretary Horticulture. The Horticulture Department has been separated from Agriculture Production Department at the Secretariat level during 2016-17. A separate full-fledged Department of Horticulture has been established to give focused attention to the horticulture sector, which is the backbone and symbol of flourishing economic condition of the State. The Department plays a lead role in formulation of policies for smooth functioning of the concerned Departments. 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 Hon'ble Advisor or the Administrative Secretary, as the case may be.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Additional Secretary/Deputy Secretary/ Deputy Director (P&S)/ Senior law Officer and Under Secretary.

Down-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 Secretariat Manual.

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

- i. **ADMINISTRATION SECTION:-**The Section is headed by an officer of the rank of Additional Secretary assisted by an officer of the rank of Deputy Secretary. The section besides, dealing with the administration of the department at the secretariat level, also deals with the issues relating to horticulture J&K (gazetted and non-gazetted) and other related matters pertaining to the Directorate of Horticulture. These include the personnel matters like appointments, promotions, trainings, settlement of service benefits etc. The representative of the administrative department represents the Departmental Promotion Committee/ Departmental recruitment committee for Class IV, of the subordinate Offices. The valuable assistance is provided to the DPC/Recruitment Committee in finalizing the promotions/recruitment in accordance with the rules.
- ii. **COORDINATION SECTION:-**The Section is headed by an officer of the rank of Additional Secretary assisted by an officer of the rank of Under Secretary. The section besides, dealing with the coordination issues also deals with the issues relating to Horticulture (P&M) J&K (gazetted and non-gazetted), J&K HPMC and other related issues of the Directorate

of Horticulture Jammu/Kashmir. These include the personnel matters like appointments, promotions, trainings, settlement of service benefits etc. The representative of the administrative department represents the Departmental Promotion Committee of the subordinate Offices. The valuable assistance is provided to the DPC in finalizing the promotions in accordance with the rules.

- iii. **LEGAL SECTION**:-There is a Legal Section in the Horticulture Department headed by Senior Law Officer which deals with the legal issues like providing opinion/advice on legal matters pertaining to the horticulture. The Section prepares draft para-wise replies to defend the court cases on behalf of the Department to safeguard the interest of the department and to ensure that the departmental viewpoint is correctly presented and cases are properly attended to in various courts besides, liaise with the standing counsels of the department to coordinate the legal matters and its follow up.
- iv. **PLANNING and STATISTICAL SECTION**:- The Planning and Statistical section is responsible for the preparation of plans & their monitoring under the Centrally Sponsored Schemes (CSS) and the State Sector. It coordinates with the Directorates and other field offices and provides guidance to them to execute the plans & programmes in line with the laid down guidelines and priorities of the government. This section is also for monitoring expenditure, submission of Utilization Certificates and other related matters.
- v. **FIRST APPELLATE AUTHORITY AND PUBLIC INFORMATION OFFICER**:- Any citizen can seek information pertaining to Horticulture Department in terms of the relevant provisions of J&K Right to Information Act-2009 and Rules notified there under vide SRO 279 of 2012 dated 30.08.2012.

Dr. Subash Chander, Additional Secretary to the Government, Horticulture Department is the First Appellate Authority.

Shri Mohammad Yaseen Baqal, Under Secretary to the Government, Horticulture Department is the Public Information Officer (PIO), of the Department.

The particulars of the officers of the Horticulture Department are available on its Website **www.horticulture.jk.gov.in**

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 Horticulture Department plays a lead role in formulation of policies for smooth functioning of the Departments. It monitors and coordinates working of the subordinate offices. The Horticulture sector plays an important role in the State and contributes significantly to the State Economy and is a source of livelihood for 33 lac population. About seven lakh families are directly or indirectly involved and depend on the Horticulture Sector. Horticulture development is one of the thrust areas and a number of programmes are being implemented, resulting in the generation of higher incomes in the rural areas, thereby improving the quality of life in villages.

The cases in the department as per the distribution of work assigned to the officers, 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 Administrative Secretary, or the Hon'ble Advisor, as the case may be. The coordination cases/ cabinet cases as defined in the business rules are submitted to the GAD for placing before the Hon'ble Governor through Chief Secretary/ SAC as the case may be.

The Administrative Secretary is assisted by a team of officers of the rank of Additional Secretary/Deputy Secretary/ Deputy Director (P&S) /Senior Law Officer/Under Secretary.

Down-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 Secretariat Manual. As per the Secretariat Manual, the Section Officer is empowered to dispose of certain issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

Chapter - 3

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions.

The list of rules, regulations, instructions, manual and records is hosted on the website of the Horticulture Department i.e **www.horticulture.jk.gov.in**

Chapter – 4

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

The Department has the following Subordinate Officers/HODs:

1. Directorate of Horticulture (Planning and Marketing), J&K.
2. Directorate of Horticulture, Jammu.
3. Directorate of Horticulture, Kashmir.

Besides, the Department has one Corporation namely J&K Horticulture Marketing Produce Corporation Limited (JKHMPC).

1. Directorate of Horticulture Department, Jammu/Kashmir

At the Divisional level, the Department is headed by Director Horticulture, one each at Jammu and Kashmir. The Department has a network of officers and experts at the district level headed by the Chief Horticulture Officer assisted by District Horticulture Officers and subject matter specialists offering technical guidance/expertise to the farmers.

A district is generally divided into horticulture zones, each zone is headed by Horticulture Development Officer assisted by Horticulture Technicians and Gardeners, looking after the affairs of the zone and providing technical knowhow/guidance to the farmer's community at the gross root level, for management of orchards, their establishment and plant protection measures for quality production of fruit crops.

The Department undertakes following various activities/programmes for the farmer's community:

- ☞ Area expansion Programme.
- ☞ Rejuvenation of old and senile orchards.
- ☞ Implementation of Plant protection measures.
- ☞ Strengthening of irrigation infrastructure.
- ☞ Strengthening of Farm Mechanization.
- ☞ Awareness and trainings for the capacity building of farming communities.
- ☞ Propagating of quality planting material in the departmental nurseries.
- ☞ Conservation and dissemination of germ plasm.
- ☞ Popularization of Protected cultivation.
- ☞ Popularization of organic farming.
- ☞ Providing incentives to the Entrepreneurs for establishment of Food Processing units/C.A. Storage under Post Harvest Management.

For further details visit Directorate website:

Directorate of Horticulture, Jammu (<http://hortijmu.jk.gov.in>)

Directorate of Horticulture, Kashmir (<http://hortikashmir.gov.in>)

2. Directorate of Horticulture Department,(Planning & Marketing) Jammu & Kashmir.

The Directorate of Horticulture Planning & Marketing is playing important role in facilitating the marketing of fruits and vegetables from the state to other parts of the country/exports.

The role/objectives of the Department are as:

- ☞ To establish/develop/maintain fruit & vegetable markets in the production zones of the state, improving marketing connectivity within and outside the state and quick dissemination of market intelligence amongst growers/traders.

- ☞ Facilitation of fruit supplies directly from mandis to potential domestic markets and exports to other countries like Bangladesh and Nepal.
- ☞ Providing a platform for the growers to sell their products in the potential areas to avoid exploitation of the traders/middleman.
- ☞ Development of market infrastructure in the form of mandis, cold storage, grading and packing line, cold chain and processing industries.
- ☞ To formulate plan and monitor scheme/programmes for promotion of marketing Horticulture produce.
- ☞ To conduct market studies and surveys relating to demand, supply and export of horticulture/agriculture produce.

The Department is performing the above activities through well-trained and dedicated officers comprising one Director, assisted by Area Marketing Officers at District level, Assistant Grading Marketing Officers and Marketing Inspectors within and outside the state. The offices are also located outside the state like Delhi, Bhopal, Chandigarh, Amritsar, Jaipur, Lkhnow, Bangalore, Mumbai, Ahmadabad, Chennai, Kolkatta, Patna and Hyderabad.

For further details visit Directorate website <http://jkdhpm.in>

3. Jammu and Kashmir Horticulture Produce Marketing & Processing Corporation Limited.

The Jammu and Kashmir Horticulture Produce Marketing & Processing Corporation Limited is established to promote production, packing & grading, processing and marketing of fruits and its related products.

Chapter – 5

The names, designations and other particulars of First Appellate Authority and Public Information Officer.

First Appellate Authority:

Name	Dr. Subash Chander
Designation	Additional Secretary to the Government, Horticulture Department
E-mail	subashadt@rediffmail.com
Contact No.	9419703961
Address	Horticulture Department, Civil Secretariat, Jammu/Srinagar

Public Information Officer:

Name	Mohammad Yaseen Baqal
Designation	Under Secretary to the Government, Horticulture Department
E-mail	baqalmy@ gmail.com
Contact No.	7780940600
Address	Horticulture Department, Civil Secretariat, Jammu/Srinagar

Chapter – 6

The net monthly remuneration (excluding GPF & other deductions) received by each of the officers and employees of the Horticulture Department

S.No.	Employee Name	Designation	Revised Pay levels	Basic Pay	Net Payable
1	Manzoor Ahmad Lone	Secretary	Level-13	186200	107576
2	Sh. Subash Chander	Addl. Secretary	Level-11	96600	93592
3	Sh. Madan Gopal Sharma	Dy. Director (Plg)	Level-11	71800	55734
4	Tahir Mustafa Malik	Dy Secretary	Level-11	71800	45246
5	Mohd. Yaseen Baqal	Under Secretary	Level-8	68000	63560
6	Mushtaq Ahmad Wani	Pvt. Secretary	Level-8	83200	81621
7	Naresh Kumar	AD(Planning)	Level-8	56900	60647
8	Kewal Krishan	Sts. Officer	Level-7	62200	49879
9	Bilal Ur Rehman	AAO	Level-7	53600	39348
10	BISHAN DASS -I	Section Officer	Level-7	49000	37190
11	Bishan Dass - II	Section Officer	Level-7	47600	41682
12	Aftab Ahmad Mir	SLO	Level-6-F	61000	57980
13	Mohd Saleem Shah	Sr. Steno.	Level-7	50500	45535
14	Annyatullah Bhat	Head Asstt.	Level-6	46200	35698
15	Manoj Kumar Pandit	Head Assistant	Level-6	39900	34697
16	Ashwani Kumar	Senior Asstt.	Level-5	42800	51967
17	Ravinder Kumar	Acctts. Asstt.	Level-4	31000	32327
18	Rajesh Kumar	Junior Asstt.	Level-2	27600	24783
19	Mohd Ahtasham Malik	Sts. Asstt.	Level-6	41100	46075
20	Yousuf Mushtaq	Sr. Asstt.	Level-5	26300	31900
21	Mudasr Nazar Lone	Jr. Asstt.	Level-2	21100	25024
22	Kulwant Singh	Daftari	Level-2	10600	32385
23	Bittu Kumar	Class-IV	---	11280	32745