INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT OF ADMINISTRATIVE (COOPERATIVE) DEPARTMENT.

INTRODUCTION

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

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

Chapter-I

Particulars of Organization, Functions and Duties

The business of the Government of Jammu and Kashmir is transacted in accordance with the Jammu and Kashmir Government Business Rules. These Rules have been framed under section 43 and sub-section (2) of section 45 of the Constitution of the State. The Council of Ministers headed by the Chief Minister is the highest executive authority of the State under the Constitution. Each Minister is Incharge of one or more Administrative Departments. At the Secretariat level, the business of the government is transacted through various Departments, each one or more Departments being headed by an Administrative Secretary.

In terms of Rule-4(1) of the Jammu and Kashmir Government Business Rules, the following subjects are assigned to the Cooperative Department:-

Department of Cooperative .

1. Co-operative
2. Cooperative Banks
3. Confed
4. JAKFED

The Cooperative Department by virtue of its duties is the nerve centre of the administration of its subordinate offices. The Department functions under the supervision and guidance of the Chief Minister, the Minister of State for Cooperatives and Administrative Secretary.

The Administrative Secretary of the department is assisted by a team of officers of the rank of Special Secretary/Deputy Secretary/ Under Secretaries, besides officers from the Planning and Accounts wings. Down-below the Deputy Secretary there is an established Non-Gazetted administrative hierarchy headed by the Section Officers.

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

1. Gazetted Section.
2. Non-Gazetted Section.
3. Co-ordination Section.
4. Legal Section
5. Accounts Section
6. Planning Section
7. Complaints and Grievance Section.

1. Gazetted Section .

The Section is headed by an Officer of the rank Special Secretary of Cooperative Department. The issues relating to the Induction of the Cooperative Gazetted Service Officers into KAS, regularization of the non-gazetted officers into gazetted cadre and other service matters are being dealt with in this Section.

2. <u>Non-Gazetted Section.</u>

The Section is headed by an Officer of the rank of Special Secretary of Cooperative Department. The issues relating to the Non-Gazetted establishment as received from HOD's and requiring intervention of the Administrative Department are dealt with in this Section.

3. Legal Section.

There is a full-fledged Legal Section in the Cooperative Department assisted by Law Officer. This Section deals with the legal issues like providing opinion/ advice and preparing of replies in compliance of orders from the Hon'ble Court in respect of matter pertaining to Cooperative Department. The Section attends to the litigation cases where either Cooperative Department is directly involved or where the Department has been arrayed as a respondent.

5. Accounts Section.

There is a full-fledged Accounts Section in the Cooperative Department headed by Director Finance. This Section deals with the issues pertaining to the accounts matters of the Cooperative Department.

6. Planning Section.

This Section deals with implementation of the State Plan of the department and Centrally Sponsored Schemes of Government of India. It is headed by an Officer of the rank of Assistant Director.

7.Complaints and Grievance Section

Grievances of the general public received either from the Hon'ble Chief Minister Grievance Cell or received directly in the Department are being processed in this section.

THE PUBLIC INFORMATION OFFICER (PIO): Any citizen seeking information pertaining to Administrative Cooperative Department in terms of the relevant provisions of the J&K Right to Information Act, 2009 and Rules notified there under can approach the designated PIO of the Department.

The officers of the Administrative (Cooperative) Department are available for public hearing on every working day between 3 to 4 p.m. Any person can approach the officers for redressal of grievance/enquire about the status of pending case, if any, in the Cooperative Department.

Office Timings

Opening 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 Cooperative Department plays a lead role in formulation of policies for smooth functioning of the Departments subordinate to it and monitors and coordinates their working. The matters originating in the Administrative Department or received from the sub-ordinate Departments are placed before the Competent Authority for advice/guidance/orders. 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 Administrative Secretary, the Hon'ble Minister and the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in Schedule Second of the J&K Government Business Rules are submitted to the Cabinet and those listed in the Schedule Third are submitted to the Hon'ble Chief Minister through Chief Secretary.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Special Secretary, Director Finance, Deputy Secretary Under Secretaries, Assistant Director and the Law officer.

Down below there is an established Non-Gazetted administrative hierarchy headed by the Section Officers/Accounts Officer. The procedures for dealing with the cases and the functions of the Non-Gazetted staff have been defined in Secretariat Manual.

Chapter-3

Acts, Rules, Schemes administrated by Cooperative Department for Discharging Functions.

The list of Acts, Rules, Schemes is hosted on the website of the Cooperative Department i.e. www.jkcooperatives.nic.in .

Act, Rules, Regulations, Instructions and Manuals held by the Department for discharge of its functions are as follows:-

1. At Secretariat level:- Different functions of the department are discharged at various levels in accordance with standing orders under Jammu and Kashmir Government Business Rules and other Rules as under:

1. J&K Civil Services Regulations, Volume-I & II.
2. The Jammu and Kashmir Reservation Rules, 2005 notified vide SRO 294 dated 21-10-2005 read with SRO-144 of 2008 dated 28- 05-2008.
3. The Jammu and Kashmir Civil Services (Medical Attendance-cum- allowance) Rules, 1990.
4. The Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
5. The Jammu and Kashmir Government Employees (Conduct) Rules, 1971.
6. The J&K Civil Services Decentralization and Recruitment Rules, 2010.
7. The Jammu and Kashmir (Compassionate Appointment) Rules, 1994.
8. The Jammu and Kashmir Civil Services (Leave) Rules, 1979.
9. The Jammu and Kashmir Procedure of Secretariat Manual.
10. The Jammu and Kashmir Budget Manual.
11. The Jammu and Kashmir Financial Code, Volume-I & II
12. The Jammu and Kashmir Book of Financial Powers.

2. At Sub-ordinate levels:-

Following Acts, Rules and Regulations are being administered by Cooperative Department for discharging functions through its Subordinate Departments.

1. Jammu and Kashmir Cooperative Societies Act, 1989
2. Jammu and Kashmir Cooperative Self Reliant Cooperatives Act, 1999

Chapter-4

The Cooperative Department administers and monitors the functioning of the following Department/Statutory Bodies/Boards.

S. No.	Name of the Department	Website
1.	Registrar Cooperatives	
2.	Cooperative Banks	
3.	Confed	
4.	JAKFED	

Chapter-5

The names, designations and other particulars of the Public Information Officer and First Appellate Authority:-

Public Information Officers:

1.	Name	Mukthar Ahmad
2	Designation	Deputy Secretary to Government, Cooperative Department
3	STD Code	Jammu - 0191 Srinagar - 0194
4	Ph.No. Office	Jammu - 2506917 , Srinagar – 2479755 Mob:- 9419171830.
5	Fax	Same
6	Email	Mukhtarah medchowdhary @gmail.com
7	Address	Cooperative Department

1st Appellate Authority:

1	Name	Kamla Devi, KAS
2	Designation	Special Secretary to Government
3	STD Code	Jammu - 0191 Srinagar --194
4	Ph.No. Office	Jammu – 2520180 Srinagar – 2484375
5	Fax	Same
6	Email	
7	Address	Cooperative Department

Chapter 6

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

Cooperative Department

S. No	Name of the officer/officials	Designation	Monthly remuneration
1	Ramesh Kumar Koul IAS	Secretary to Govt.	PB-4 37400-67000+8700
2	Kamla Devi, KAS	Special Secy to Govt	PB-4 37400-67000+8700
3	Mukhtar Ahmad Choudary	Dy. Secy to Govt.	PB-3 15600-39100+6600
4	Arun Kumar Kokiloo	Under Secy to Govt	PB-2 9300-34800+4800
5	Qadir Hussain	Under Secy to Govt	PB-2 9300-34800+4800
6	Rahoof Ahmad Khan	Public Law Officer	PB-2 9300-34800+4800
7	Shakeel Ahmad	Pvt. Secy	PB-2 9300-34800+4800
8	Tarandeep Singh	Section Officer	PB-2 9300-34800+4600
9	Vishal Metha	I/c Sts Officer	PB-2 9300-34800+4200
10	Bashir Ahmad Koka	Asstt. Acctt. Officer	PB-2 9300-34800+4600
11	Ms. Ranu Kanta	Sr. Scale Stenographer	PB-2 9300-34800+4600
12	Som Nath	Head Asstt.	PB-2 9300-34800+4200
13	Subash Chander	Head Asstt.	PB-2 9300-34800+4200
14	Mohammad Shafi Mir	Sts. Asstt.	PB-2 9300-34800+4200
15	Rafiqa Banoo	Senior Asstt.	PB-1 5200-20200+2400
16	Ashaq Hussain	Senior Asstt.	PB-1 5200-20200+2400
17	Asiya Hafeez	Senior Asstt.	PB-1 5200-20200+2400
18	Haleema Banoo	Junior Assistant	PB-1 5200-20200+1900
19	Habib-Ullah	Jamadar	PB-1 5200-20200+1800
20	Firdousa Banoo	Jamadar	IS- 4440-7440+1300
21	Noor Mohamad	Orderly	IS- 4440-7440+1300
22	Jamsheed Ahmad	Orderly	IS- 4440-7440+1300
23	Shabir Ahmad	Orderly	IS- 4440-7440+1300