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INFORMATION HANDBOOK UNDER RIGHT TO
INFORMATION ACT, 2009 WITH RESPECT TO
PUBLIC WORKS (R&B) DEPARTMENT

INTRODUCTION

The J&K Right to Information Act, 2009 is a historic legislation enacted by the Jammu and Kashmir State Legislature when it received the assent of the Hon'ble Governor on 20th March, 2009. The Act ushered in an era of accessibility to information which hitherto lied under the safe custody of Public Authorities and has empowered the common man in a real sense. The Act has totally changed the procedures adopted for decision making and policy formulation thereof by the Government or Government affiliated agencies. A new era of accountability and transparency has dawned upon the State of Jammu and Kashmir. Under the Act, the State Information Commission has been constituted which ensures the smooth flow of information in a time bound manner from Public Authorities to a “common man”.

The objective of this handbook is to provide information to the intended users regarding different functions being performed by the Public Works (R&B) Department. Besides, this handbook also includes Directory of officers/officials of this department.

Brief History Of Public Works (R&B) Department

1	The State of Jammu & Kashmir came into existence in March 16, 1846 under Treaty of Amritsar when it was purchased by Raja Gulab Singh from Britishers under this treaty for Seventy Five Lakh Currency Units.
2	Public works Department first came into existence in Jammu & Kashmir State in the reign of Maharaja Partap Singh in the year 1885. the overall technical guidance and supervision was from British Engineers.
3	The first road in the J&K state named "Jehlum Valley Cart road" was started in the year 1881. The 92 miles long road stretch from Baramulla to Kohala was completed in 1890.
4	The first road (92 miles Baramulla Kohala Stretch of Jehlum Valley Cart road) was opened to wheeled traffic in Sept. 1890 by Maharaja Partap Singh.
5	The first entry of wheeled vehicle in the state was on 13th Sept. 1890 when Maharaja Partap Singh was driven on Baramulla Kohala road.
6	The first road to be brought to asphaltic specifications was Jammu city main road in the year 1934.
7	Banihal Cart road was started in the year 1901. The road was first opened to traffic from Jammu to Srinagar on 2nd May 1921 in connection with annual Darbar move.
8	Ladakh road became motorable up to Gagangir by the year 1941.
9	Batote Bheaderwah road was started in 1937 and completed in 1943.

10	Kathua Basholi road was started in 1937 and completed in 1940.
11	Udhampur Ramnagar road was started in 1937 and completed in 1940.
12	Mirpur Bhimber road via Chhapper was started in 1938 and completed in 1939.
13	Patnitop - Sanasar road was started in 1938 and completed in 1939.
14	Saria to Nowshera road was started in 1936 and completed in 1937.
15	Katra Reasi road was constructed in 1934.
16	Mirpur Kotli Poonch road was thrown open to traffic in 1933.
17	Doda - Kishtwar road was constructed in 1941.
18	In Kashmir Province, Valley road from Sadi Hazi to Drugian was constructed in 1898-99. Durgian bridge to Shalamar Garden road was constructed in 1896-97. The other important road including Tanga road from Srinagar to Gulamrg; Uri Hajipura road and Avantipur Islamabad road were constructed with a cost of Rs. 67174-00 ; Rs. 17230-00 and Rs. 53419-00 respectively.
19	Public Works Department in J&K headed by Chief Engineer belonging to J&K state came into existence in the year 1945.
20	A separate department of PWD Roads and Buildings J&K state came into existence in the year 1952.
21	The Public Works (Roads & Buildings) Department was bifurcated in two Divisions of Jammu Province and Kashmir Province with two Chief Engineers in the year 1958.

22	<p>Among the recent achievements the Mughal Road is of utmost importance. The road connects District Poonch in Jammu Division with District Shopian in Kashmir Division. The construction of the prestigious project was started in October, 2005 and the road will be thrown open for LMVs very shortly.</p>
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CHAPTER-1

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

The business of the Government of Jammu and Kashmir 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. The Council of Ministers headed by the Chief Minister is the highest executive authority of the State under the Constitution. Each Minister is In-charge of one or more Administrative Departments. At the Secretariat level, the business of the Government is transacted through various Departments, each one or more Department(s) headed by an Administrative Secretary.

In terms of Rule 4 (i) of the Business Rules, following Subjects are assigned to the PW(R&B) Department.

- Designs Organization.
- Irrigation and Flood Control*
- J&K Projects Construction Corporation.
- Mechanical Department.
- Public Health Engineering*
- Roads and Buildings.
- Stores Procurements.

* The Public Health Engineering and Irrigation and Flood Control Departments are no more subjects of PW(R&B) Department since Public Works Department was bifurcated into two departments viz PW(R&B) and ME Department and PHE/I&FC Department in the year 2009.

An effective communication network is essential not only to cater to the needs of travel and transport but also for Socio-economic development of a State and the Country. In case of J&K, the same is all the more important for promotion of tourism as well. Revival of Tourism and restoration of damaged infrastructure, which had become the target during the period of disturbance in the state has been a priority of the State Government.

The State Government, with the supplementation of Central resources, made concerted efforts in rebuilding of destroyed infrastructure in the shape of roads, bridges, school buildings and the social infrastructure, etc. With this objective in view, special schemes were launched, besides giving a boost to the ongoing schemes of the Department.

To execute programmes of road connectivity, creation/ maintenance of infrastructure and effective quality control following field agencies are functioning under the administrative control of the Public Works (R&B) Department:-

Chief Engineers at Divisional level in Roads and Building Wing;

Chief Engineers at Divisional level to head/ monitor implementation of projects under PMGSY;

1. Chief Engineers at Divisional level in Mechanical Engineering Wing;
2. Mughal Road Project Organization headed by an officer of the rank of Chief Engineer;
3. Directorate of Designs, Inspection and Quality Control;
4. Directorate of Stores Procurement headed by an officer of the rank of Chief Engineer;
5. J&K Projects Construction Corporation Limited headed by Managing Director of the rank of Chief Engineer.
6. State Road Development Corporation headed by Commissioner/Secretary PW(R&B) Department as Managing Director.

The Administrative Secretary of the Department is assisted by a team of officers of the rank of Development Commissioner (Works) /Special Secretaries/Director Finance/Director Planning and Statistics/ and Under Secretaries. 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 certain

issues at his own level or seek information from the concerned offices which he feels would be relevant for decision making.

With a view to dealing with the different issues pertaining to the Public Works (R&B) Department, different Sections have been set up. The brief description is as under:-

I. HRM Branch:-

As per Government Order No.515-GAD of 2011 dated 27.04.2011, among other departments, HRM Branch was established in the Public Works (R&B) Department. The HRM Branch was primarily assigned following functions:-

- To deal with personnel matters of State cadre employees insofar as they relate to promotions, seniority lists, APRs, departmental enquiries/ vigilance cases;
- To ensure timely referral of vacancies (both under direct recruitment and promotion quotas) to the designated recruiting agencies/ Departmental Promotion Committees, for which administrative department is responsible;
- In addition to above, the officer heading the branch is to be nominated as the Vigilance Officer for the department as an interim measure until personnel records are fully streamlined.

II. Civil/ Mechanical Section:-

- This section deals with following areas pertaining to this department;
- Service matters of Gazetted and non-Gazetted officers/ officials of Civil/ Mechanical Branch of R&B /Mechanical Engineering Departments/ JKPCCC like appointments including those covered under J&K Compassionate Appointment Rules;
 - To give effect to , placements, transfers/ postings as and when the need arises, deputation of engineers within and outside the State;
 - Issuance of NDCs on account of conveyance advance and HBA beyond September, 1985 and issuance of retirement notifications;
 - Regularization of Daily Rated Workers/ Work Charged employees under SRO 64 of 1994;
 - To deal with Complaints pertaining to the section including those received through CM's Grievances Cell;

III. Accounts Section:-

The Accounts Section is performing the prominent role of financial watchdog of the department. The following functions are performed by the section;

- Preparation of Budget Estimates,
- To deal with matters related to Public Accounts Committee and Committee on Public Undertakings,
- To settle the cases relating to stepping-up of pay,
- To furnish opinion/comments viz a viz matters involving financial implications
- Maintenance of office equipments/stock register, and maintenance of leave accounts of employees of the department;
- To provide with opinion/ advice on service related issues of Administrative Department as well as subordinate departments of PW(R&B) department;
- To accord financial concurrence whenever required after fulfilling all the codal formalities;

In addition to above Director Finance acts as Drawing and Disbursing Officer of the Department.

IV. Planning Section: -

Planning section has assumed a pivotal role in the overall functioning of the department. Following functions have been assigned to Plan Section of this department.

- Preparation of Annual Plan,
- Preparation of Result Framework Document (RFD) and to review it to evaluate the progress of targets achieved from time to time;
- Release of funds under various developmental programmes/schemes,
- To accord of administrative approval prior to execution of works;
- Monitoring of Physical and financial progress of developmental works as per specific formats.

V. Legal Section: -

There is a full-fledged Legal Section in the Public Works (R&B) Department which deals with the legal issues like providing opinion/advise on legal matters pertaining to the department and also on the issues referred to by various subordinate Departments. The Section attends to the litigation in the cases wherever PW(R&B) Department is involved. This Section also provides advice on the important decisions of the department which become subject matter of litigation(s) before any Competent Court(s) of the Country.

VI. The Public Information Officer (PIO): -

Any citizen can seek information pertaining to PW(R&B) Department in terms of the relevant provisions of J&K Right to Information Act-2009 and Rules notified thereunder vide SRO 199 of 2010 dated 29.04.2010 amended from time to time.

The Public Information Officer (PIO) in case of issues pertaining to PW(R&B) Department is Mr. Reyaz-ul-Haq, Under Secretary to Government, PW(R&B) Department. The Special Secretary to

Government PW(R&B) Department, Ms. Shabnam Kamili (KAS) is the First Appellate Authority (FAA).

The officers of the PW(R&B) Department are available for public hearing on every working day between 1 to 5 p.m. Any person can approach the officers for redressal of grievances/enquire about the status of pending case, if any, in the PW(R&B) Department.

VII. Hon'ble Chief Minister's Grievance Cell: -

The 24x7 Online Portal is being monitored by the Nodal office of PW(R&B) Department who ensures timely disposal of online complaints. The Nodal Officer PW(R&B) Department primarily coordinates the redressal of public grievances involving all the concerned subordinate department(s).

Office Timings

Morning Hours of the office = 09.30 A.M.

Closing Hours of the office = 05.00 P.M.

Chapter-2

The names, designations and other particulars
of the Public Information Officers

Public Information Officer

- | | |
|----------------|--|
| 1. Name | Reyazul-Haq |
| 2. Designation | Under Secretary to Government, |
| 4. Ph.No. | Office Jammu 0191-2560213 |
| Srinagar | 0194-2450945 |
| 5. Fax | Same |
| 6. Email | rnbcmg@gmail.com |
| 6. Address | Civil Secretariat PW(R&B) Department Jammu/Srinagar |

First Appellate Authority

1. Name Ms. Shabnam Kamili, KAS
2. Designation Special Secretary to Government,
4. Ph.No. Office Jammu 0191-2560213
Srinagar 0194-2450945
5. Fax Same
6. Email rnbcmg@gmail.com
6. Address Civil Secretariat PW(R&B) Department Jammu/Srinagar

Chapter-3

Rules regulations, Instructions, Manual and Records for Discharging Functions

The list of rules, regulations, instructions, manual and records is hoisted on the website of Public Works (R&B) Department i.e. www.jkpwdrb.nic.in.

Chapter-4

Directory of Officers/Officials of PW(R&B) Department

S.No	Name and Designation Mrs/Mr.	Phone/Mobile No. official	Fax No.
1	Tanveer Jehan, IAS, Commr./Secretary	0194-247893 7	0194-245223 7
2	Shabnam Kamali, KAS, Spl.Secretary.	9419282107	0194-245094 5
3	Imtiyaz Ahmed Wani ,KAS, Director(F)	9419155886	0194-248530 0
4	Tariq Ahmed Khan, Director(Plg.)	9419033434	0194-247468 7
5	Mohd.Shaheed Saleem, KAS, Addl.Secretary (OSD)	9419169070	0194-245301 1
6	Syed Nadeem Iqbal, Under Secy	9906545141	0194-245094 5
7	Rakesh Kumar Sharma, Pvt.Secretary	9419148043	0194-245223 7
8	Hakim Riyaz Haq,, Under Secretary	9018455902	0194-245094 5
9	Rameshwar Kumar, Under Secretary	9469132578	0194-248544 8
10	Manzoor Ahmed Lone	9419036673	0194-245094 5
11	Bashir Ahmed Parra, AAO	9469184091	0194-245094 5
12	Mohd.Ayoub Dar, S.O.	9469550622	0194-245094 5

13	Ghulam Qadir,S.O	9419644119	0194-245094 5
14	Kulbir Singh,Sts.Officer.	9419182584	0194-245094 5
15	Gh.Hussan Wani,Sts.Officer,	9796899886	0194-245094 5

Chapter-5

Remuneration received by the Officers/Officials of PW(R&B) Department

S.No	Name and Designation Mrs/Mr.	Monthly Remuneration
<u>1.</u>	Tanveer Jehan, IAS, Commr./Secretary	PB-4 37400-67000+10000
<u>2.</u>	Shabnam Kamili, KAS, Spl.Secretary.	PB-3 15600-39100+6600
<u>3.</u>	Imtiyaz Ahmed Wani ,KAS, Director(F)	PB-3 37400-67000+8700
<u>4.</u>	Tariq Ahmed Khan,Director(Plg.)	PB-3 15600-39100+7600
<u>5.</u>	Mohd. Shahid Saleem,KAS, (OSD to Hon'ble Minister)	PB-3 15600-39100+6600
<u>6.</u>	Syed Nadeem Iqbal Andrabi, Under Secy	PB-2 9300-34800+4800
<u>7.</u>	Manzoor Ahmed Lone,PLO	PB-2 9300-34800+4800
<u>8.</u>	Hakim Riyaz-ul-Haq, Under Secretary	PB-2 9300-34800+4800
<u>9.</u>	Rameshwar Kumar, Under Secretary	PB-2 9300-34800+4800
<u>10</u>	Rakesh Sharma, Pvt.Secretary	PB-2 9300-34800+4800
<u>11</u>	Sofi Hanif Ahmed, Pvt.Secretary	PB-2 9300-34800+4800
<u>12</u>	Bashir Ahmed Parra, AAO	PB-2 9300-34800+4600
<u>13</u>	Mohd.Ayoub Dar, S.O.	PB-2 9300-34800+4600
<u>14</u>	Ghulam Qadir, S.O	PB-2 9300-34800+4600
<u>15</u>	Baby Shabnam ,Sr.Scale Steno.	PB-2 9300-34800+4600
<u>16</u>	Kulbir Singh, Sts.Officer.	PB-2 9300-34800+4600
<u>17</u>	Reyaz Ahmed Natoo. Sts.Officier,	PB-2 9300-34800+4600
<u>18</u>	Gh.Hussan Wani, Sts.Officer,	PB-2 9300-34800+4600

<u>19</u>	Shabir Ahmed, Accountant	PB-2	9300-34800+4220
<u>20</u>	Vijay Kumar, Head Assistant	PB-2	9300-34800+4200
<u>21</u>	Ab.Rashid Dar, Head Assistant	PB-2	9300-34800+4200
<u>22</u>	Asif Rashid Wani, Head Assistant	PB-2	9300-34800+4200
<u>23</u>	Baby Parveez, Head Assistant/	PB-2	9300-34800+4200
<u>24</u>	Asha Rani, Clerk	PB-2	9300-34800+4200
<u>25</u>	Ashok Kumar, Sts.Assistant	PB-2	9300-34800+4200
<u>26</u>	Manoor Lal, Jr.Scale Steno.	PB-2	9300-34800+4200
<u>27</u>	Hakim Ajaz Hussain, Sr.Assisitant	PB-2	5200-20200+2800
<u>28</u>	Ghulam Nabi Sheikh, Sr.Assisitant	PB-2	5200-20200+2400
<u>29</u>	Naza Akhter, Sr.Assistant	PB-2	5200-20200+2400
<u>30</u>	Mohd Sajid, Sr.Assistant	PB-2	5200-20200+2400
<u>31</u>	Mohd.Yaseen, Sr.Assistant	PB-2	5200-20200+2400
<u>32</u>	Kamal Kishore, Jr.Sts. Assistant	PB-2	5200-20200+2400
<u>33</u>	Nazir Ahmed Bhat, Sr.Assistant	PB-2	5200-20200+2400
<u>34</u>	Mohd.Amin Malik. Jr.Assisitant.	PB-2	5200-20200+1900
<u>35</u>	Manzoor Ahmed Dar, Jr.Assisitant.	PB-2	5200-20200+1900
<u>36</u>	Puranender Singh, Jr.Assistant.	PB-2	5200-20200+1900
<u>37</u>	Thakur Dass, Daftri	PB-2	5200-20200+1900
<u>38</u>	Kisheen Jeet Singh, Dafri.	PB-2	5200-20200+1900
<u>39</u>	Bashir Ahmed Malik, Jamadar,	PB-2	5200-20200+1800
<u>40</u>	Ajaz Ahmed Dar. Jamadar,	PB-2	5200-20200+1400
<u>41</u>	Raj Kumar Koul, Orderly.	PB-2	5200-20200+1400
<u>42</u>	Muzaffer Ahmed Bhat, Orderly	PB-2	4440-7440+1300