

HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009  
WITH RESPECT TO HOME DEPARTMENT.

Chapters	Contents	Page No.
	Introduction	2
Chapter-1	Particulars of Organization, Functions and Duties	3-17
Chapter-2	Powers and Duties of Officers and Employees	18-20
Chapter-3	Rules, Regulations, Instructions, Manual and Records for discharging functions	21
Chapter-4	A statement of boards, Corporations and other bodies constituted as its part.	22
Chapter-5	Names, Designations and other particulars of Public Information Officers (PIOs) and 1 <sup>st</sup> Appellate Authority.	23-25
Chapter-6	Monthly remuneration received by each of the officer and employees of Home Department.	26-27
Chapter-7	The approved budget under plan, releases & expenditure thereof 2017-18	28

HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009  
WITH RESPECT TO HOME DEPARTMENT

---

INTRODUCTION

The J&K Right to Information Act, 2009 as passed by the Jammu and Kashmir State Legislature received the assent of the Hon'ble Governor, J&K on 20<sup>th</sup> 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 Jammu and Kashmir Right to Information Rules, 2010 were notified vide SRO 199 dated 29<sup>th</sup> April, 2010. These rules have been subsequently replaced by the Jammu and Kashmir Right to Information Rules, 2012 notified vide SRO 279 dated 30<sup>th</sup> August, 2012.

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

## **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 Government Business Rules framed under Section 43 and sub-section 2 of Section 45 of the Constitution of the State. The Council of Ministers headed by the Hon'ble 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, with one or more Departments headed by an Administrative Secretary.

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

1. Home.
2. Police.
3. Prisons.
4. Fire and Emergency Services.
5. Forensic Science Laboratory.
6. Defence Labour Procurement.
7. Sainik Welfare.

The Home Department functions under the supervision and guidance of the Hon'ble Chief Minister (Minister I/C Home) who is assisted by the Hon'ble Minister of State for Home and the Administrative Secretary of the Home Department, presently of the rank of Principal Secretary to the Government.

#### **I. Police Department:**

The Police Department works under the command and control of Director General of Police, J&K (DGP). At the Police Headquarters level, the DGP is assisted by ADGP Headquarters, ADGP Coordination, IGP Headquarters, IGP (Pers), IGP Tech. & CIV, DIG Administration, DIG (Trainings), Director Prosecution, AIG (Pers), AIG (CIV), AIG (Prov. & Tpt), AIG (Welfare) and AIG (Buildings) who in turn are assisted by SPs, DySPs and Section Officers to deal with various aspects of personnel administration, logistics, policy planning, trainings etc. J&K Police has a sanctioned

strength of 83,757 officers/men which include 1178 Gazetted and 82,579 non-gazetted officials.

The primary objective of the Police Department is maintenance of law and order, prevention of crime, protection of life and property of citizens, ensure protection of human rights and dignity of all persons in accordance with law.

The different wings of the Police Department are as under: -

**i. Executive Police:**

J&K State has been divided into two Zones – Jammu Zone and Kashmir Zone. Each Zone is under the charge of an Inspector General of Police. These zones are sub-divided into Ranges and each Range under the charge of a DIG. There are 07 Ranges, 04 in Jammu Zone (Jammu-Kathua-Samba, Rajouri-Poonch, Udhampur-Reasi and Doda-Kishtwar-Ramban) and 03 in Kashmir Zone (Central Kashmir, North Kashmir and South Kashmir). The Range DIGs supervise the police administration of the districts. Each district is headed by an officer of the rank of SSP/SP.

While Jammu Zone has 10 Police Districts (Jammu, Samba, Kathua, Udhampur, Reasi, Rajouri, Poonch, Doda, Kishtwar and Ramban), Kashmir Zone has 15 Police Districts (Srinagar, Ganderbal, Budgam, Pulwama, Anantnag, Kulgam, Shopian, Awantipora, Baramulla, Sopore, Bandipora, Kupwara, Handwara, Leh and Kargil). The district SSPs/SPs are assisted by one or more Additional SPs/DySPs.

To bring the Police Administration closer to people, the Police Districts have been divided into Sub-Divisions, Police Stations and Police Posts. There are 39 Sub-Divisions, 195 Police Stations (including 02 women Police Stations one each at Srinagar and Jammu) and 161 Police Posts/Divisions in the State. There is an armed reserve contingent under the charge of a DySP in each district headquarters to meet any contingency or any other duty. In addition, there are 108 Border Police Posts.

**ii. Armed Police:**

The Armed Police is under the charge of Additional Director General of Police (Armed) who is assisted by 02 IGPs and 04 DIGs, 01 Staff Officer and other staff. There are at present 11 Armed and 20 IRP Battalions in the State. The Armed Police is a specialized force responsible for maintenance of law and order, combating militancy, provide static guards to protect, vital installations and vulnerable areas.

**iii. Security:**

The Security Wing is under the charge of Additional Director General of Police, assisted by IGP Security, DIGs Security and SSPs Security. The Security Wing provides security to protected persons, vital installations and to secure venues during sensitive events.

**iv. Traffic Police:**

The Traffic Wing of the Police Department was created in 1982 and is under the charge of an Inspector General of Police who is assisted by two DIGs, 5 SSPs, Staff Officer and other subordinate staff. In order to ensure effective and efficient regulation of traffic on the National Highway/District routes and safety on roads, the State has been divided into 05 Traffic Divisions, namely, Traffic Srinagar City (covers Srinagar District), Traffic Rural Srinagar [covers Rural areas (all districts, except Srinagar) of Kashmir valley including Leh and Kargil], Traffic Jammu City (covers Jammu District), Traffic Rural Jammu (covers Districts of Poonch, Rajouri, Kathua and Samba) and Traffic NHW Ramban (covers Districts of Doda, Ramban, Reasi, Udhampur and Kishtwar). Each traffic division functions under the charge of a SP.

v. **Crime:**

This wing is under the charge of an Inspector General of Police (IGP) who is assisted by a DIG and SSPs, one each at Jammu and Srinagar. The organization is entrusted with the investigation of cases of public importance, collection and consolidation of crime data, supervision of State Crime Records Bureau (SCRB), Crime Photograph Cell and maintenance of Dog Squad. There are two Police Stations, one each at Srinagar and Jammu, under the Crime Branch, which are vested with the powers of investigation and investigation of cases in terms of SRO 202 dated 3<sup>rd</sup> June, 1999.

vi. **Railways:**

The Railway Wing is under the charge of an Inspector General of Police who is assisted by one DIG and three SSP/SPs, one each for Jammu, Kashmir and Katra. The Railway Police is responsible for protection of railway property and prevention of crime at the Railway platforms and tracks. In addition, 07 GRP SDPOs, 11 GRP Police Stations and 20GRP Police Posts are also dealing with cases related to Railway property and prevention of crime at Railway track/platforms.

vii. **Home Guard/Civil Defence/SDRF:**

This wing is under the charge of DGP J&K who is also the ex-officio Commandant General. He is assisted by an ADGP who is the Joint Commandant General. There are two DIGs, who exercise command and control over Civil Defence/Home Guard and two SDRF (formerly Auxiliary Police Battalions), one each at Jammu and Srinagar. The SDRF discharges multifarious duties such as assistance to the civil Police in traffic control/regulation, maintenance of law and order and protection of life and property. The SDRF also train Civil Defence and Home Guard Volunteers to cope with emergencies like natural disasters etc.

**viii. Technical Services, J&K**

This organization is under the charge of an IGP who is assisted by an officer of the rank equivalent to that of a DIG designated as Director, Police Telecommunication, 02 SSPs, 07 SPs, 36 DySPs and other technical staff. Telecommunication Wing is responsible for installation, functioning and maintenance of Police Telecommunication grid in the State linking Police Stations, Control Rooms, District Headquarters and other Police wings. The IGP Technical Services also oversees the functioning of the Police Hospital besides Police Transport workshops.

**ix. Police Housing Corporation:**

There is an independent Housing Corporation Called Police Housing Corporation (PHC) to execute construction works of J&K Police. The PHC is headed by a Chairman-cum-Managing Director who is assisted by Superintendent Engineer, Executive Engineers, Assistant Executive Engineers and Junior Engineers. The Engineering staff of PHC are all on deputation to the Corporation.

**x. Criminal Investigation Department (CID):**

Criminal Investigation Department is the premier intelligence wing of J&K Police. The CID is currently under the charge of an IGP. He is assisted by two DIGs, SSPs Special Branch/Counter Intelligence in their respective provinces and SP CID Cell New Delhi. While Special Branch is dealing with collection, collation and dissemination of intelligence inputs and to maintain surveillance over the undesirable elements etc., the Counter Intelligence is basically an anti-militancy set-up dealing with the collection of intelligence to counter the threat of anti-national, subversive, espionage, smuggling of contrabands and trans-border activities. Apart from these functions, the CID carries out verification for the purpose of service, passports, threat perception, VISA clearance, NORI, migration relief cases and other allied verifications.

SSP, CID SB Kashmir/Jammu are also designated as Foreigners Registration Officers in their respective jurisdictions. In case of Leh and Kargil districts, the concerned SPs have been designated as Foreigners Registration Officers (FRO). In addition, one SP is looking after the CID, Cell New Delhi who is responsible for maintaining liaison with the Government of India and collection of intelligence inputs having bearing on law and order, security and terrorist activities.

## **II. Prisons Department:**

The objective of the Prisons Department is to bring about improvement in security set up of jails, strengthen the criminal justice system, reform and rehabilitation of prisoners and de-congestion of jails.

The department is under the charge of DG Prisons who is assisted by one DIG, two Senior Superintendent, Jails, 13 Superintendent Jails, other non-gazetted staff which includes 07 Dy. Superintendent Jails, 28 Assistant Superintendent Jails, 106 Head warders and 766 Warders/SG Warders etc, besides some staff on deputation from Health and Medical Education Department.

## **III. Fire and Emergency Services Department:**

The Department of Fire & Emergency Services was established in the year 1893 as Srinagar Fire Brigade and was under the control of the Police Department. The department was segregated in the year 1978 and re-organized as a full-fledged department. The department is infact the third oldest fire service of the Country.

The objective of the Department is to safeguard life, property of common masses, mitigate loss of life and property on account of fire incidents and exhibit prompt response in case of emergency. The department also creates public awareness among general masses about prevention of fire. The department is under the charge of a Director General and is assisted by two Joint Directors, 06 Deputy Directors, 17 Assistant Directors and other non-gazetted staff. The Fire & Emergency Services has a total strength of 3583 officers/officials which includes 32 gazetted, 3502 non-gazetted and 49 Class-IV employees.



The department has a large fleet of fire fighting appliances comprising about 300 fire tenders, hydraulic platforms (bronto sky lifts), advanced rescue tenders, emergency tenders, besides 187 imported potable pumps.

**IV. Forensic Science Laboratory (FSL):**

The organization is under the charge of a Director who is assisted by one Joint Director, 06 Deputy Directors, 12 Scientific Officers, one Assistant Chemical Examiner, 32 Assistant Scientific Officers, 34 Laboratory Assistants and other non-gazetted staff. There are two (02) Forensic Science Laboratories, one each at Jammu and Srinagar, and ten (14) Field Mobile FSL units. The FSL has various sections like Chemistry and Toxicology, Biology and Serology, Documents, Finger Print and Foot Print, Physics, Ballistic, Polygraphy and Explosive.

**V. Defence Labour Procurement:**

The Department of Defence Labour and Procurement has been created in June, 1948. The objective of the department is to procure and provide porters and ponies to Defence Forces in J&K State. The Department is also entrusted with the task of procurement of porters/ponies for Shri Amar Nath ji Yatra. The Department is fully financed by the Union Ministry of Defence. The department has 25 sub-offices spread across the state. The department is under the charge of a Director who is assisted by one Deputy Director, 07 Labour Procurement Officers, 13 Assistant Labour Procurement Officers and 82 other non-gazetted staff.

**VI. Sainik Welfare Department:**

The Sainik Welfare Department looks after the welfare of Ex-servicemen and their families. The department is under the charge of a Director who is often a retired army officer of the rank of a Brigadier. There is also an Ex-Servicemen Cell in the Home Department under the charge of Commissioner Civil Military Liaison.

The Administrative Secretary of the Home Department is assisted by a team of officers comprising one Commissioner Civil Military Liaison drawn from the Police Department (generally of the rank of IGP or DIG) and officers of the rank of Special Secretary/Additional Secretaries/Deputy Secretaries/Under Secretaries.

Below the Under Secretary level, there is an established non-gazetted administrative hierarchy headed by the Section Officers. The procedures for dealing with the cases and the functions of the non-gazetted staff have been defined in the Secretariat Manual reiterated in the Secretariat Induction 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 in the process of decision making.

With a view to dealing with the different issues, different Sections have been set up in the Home Department. The brief description of each section is as under:-

1) **HUMAN RIGHTS:**

The section deals with implementation of recommendations/judgements of National/State Human Rights Commission and other related matters like verification/seeking factual report from concerned Deputy Commissioners as well as J&K Police and furnishing action taken report to NHRC/SHRC.

An Empowered Committee has been set up in the Home Department vide Government Order No.905 of 2008 dated 31.12.2008 to consider and take early decision on the recommendations of the Human Rights Commission.

2) **DETENTION:**

The section deals with: -

- i. Cases pertaining to persons detained under the Jammu and Kashmir Public Safety Act, 1978
- ii. Cases pertaining to persons detained under the Jammu and Kashmir Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act, 1988.
- iii. Habeas Corpus petitions in which the detenues challenge their detention orders before the Hon'ble High Court of J&K as well as

Apex Court of India for time bound response of the State Government.

- iv. Cases of dismissal of Government employees found to be involved in militancy related incidents and treatment of their dismissal/suspension/detention period as per the detailed instructions/guidelines issued by the GAD.

**3) PROSECUTION:**

The section deals with accord of sanction for launching prosecution against: -

- (a) accused government employees who are found to be involved in criminal/Corruption cases and against whom FIRs are registered in different Police Stations of the State after prior consultation with the General Administration Department.
- (b) accused civil persons against whom FIRs are registered under militancy related cases.

**4) ADMINISTRATION:**

The following issues are being dealt with by the Section: -

- 1. Establishment matters of officials posted in the Home Department.
- 2. All administrative matters as may be referred by the subordinate departments to the Home Department.

**5) PLANNING:**

The section deals with the collection of data required for framing policies by the Government and also implementation of the State Plan of the Department and Centrally Sponsored Schemes of Government of India.

This wing also deals with:-

- i. Monitoring of Annual Plans of Subordinate Offices/Departments.
- ii. Release of Funds under Plan schemes including construction programmes to the subordinate offices.
- iii. Preparation of monthly and quarterly expenditure reports and its transmission to the Planning & Development Department.

6) **ACCOUNTS:**

The Section deals with the issues pertaining to the accounts matters of the Department, besides cases of Police modernization, MACT, SRE, Condemnation, step u cases, NDCs (Gazetted/Non-gazetted), rent and relief.

7) **GENERAL:**

The Home Department receives communications from different Departments of the State Government and the Government of India on various issues. These include issues of general nature not otherwise specifically defined and such matters are being dealt with by the General Section. This Section has also coordinating role over the subordinate Departments functioning outside the Secretariat. The representative of the Home Department not below the rank of Deputy Secretary attends the various Departmental Promotion Committee meetings of subordinate Departments of the Home Department.

Disposal of important references received from President's Office, Prime Minister's Office and Union Home Ministry on the issues of public importance.

Submission of Monday returns to the General Administration Department and maintenance of Government orders issued by the Department.

8) **LEGAL:**

The Section attends to with the legal issues like providing opinion/advice on legal matters pertaining to the Home Department, cases where either

Home Department is directly involved or where the Administrative Secretary, Home has been arrayed as a respondent. The Section also provides advice on the policy formulation of the Government which may become subject matter of litigation before any Competent Court of the State/Country.

**9) VISA/PASSPORT/NORI:**

The section deals with: -

- i. Extension of period of VISA of Foreigners/Pak nationals.
- ii. Submission of cases of Pak and other Foreign nationals to Ministry of Home Affairs for grant of Long Term VISA.
- iii. Furnishing of verification reports to MHA and concerned
- iv. Embassies in respect of persons who are presently working, studying in other countries.
- v. Issuance of No Objection to Return India (NORI) Certificates.

**10) SRO-43:**

The SRO-43 section deals with appointment of NOKs of personnel of Police, Fire Service and Prisons Departments under SRO-43 who die in militancy related incidents in J&K State.

**11) RELIEF:**

This section deals with: -

- i. Grant of ex-gratia relief to NOKs of Armed forces who are killed/injured in militancy related incidents in the State.
- ii. Submission of cases to MHA for grant of additional ex-gratia relief in favour of NOKs of deceased Police persons who are killed in militancy related incidents in the State.
- iii. Proposal for enhancement of ex-gratia relief in favour of Armed/Police persons who killed during militancy.

**12) LAND ACQUISITION:**

This section deals with: -

- i. Acquisition/transfer of land for construction of buildings for the Police Department.
- ii. Issuance of No Objection for acquisition/requisition of land by the security forces/armed forces.
- iii. Issuance of SROs u/s 21 of Requisition and Acquisition of Immovable Property (RAIP) Act, 1968.
- iv. Appointment of Arbitrator, extension of Arbitration period under RAIP.
- v. Legal matters pertaining to the above subjects.

**13) CIVIL MILITARY LIAISON:**

The section deals with maintenance of close liaison and hold regular interactions at function levels with the army and security personnel to resolve outstanding issues, if any, and develop further synergy between the army and security personnel and the state administration.

**14) INTERNAL SECURITY:**

This section deals with: -

- i. All issues relating to crime and law and order situations.
- ii. Providing of security to protected persons.
- iii. Providing of security to dignitaries visiting J&K.
- iv. Coordinating the Conference on Internal Security attended by the Hon'ble Chief Minister (Minister I/C Home).
- v. Processing of case for Magisterial enquiries.
- vi. Issues related to LOC trade.
- vii. Issues related to Shri AmarNath Ji Yatra.

**15) AWARD:**

This section deals with the processing of cases for grant of President's Police Medals for Distinguished Service/Meritorious Service/Gallantry, President's Fire Service Medals, Police Medals for Meritorious Service/Gallantry, President's Correctional Service Medals, Correctional

Service Medals, Presidents Fire Service Medal for Gallantry, Fire Service Medal for Gallantry and Sher-i-Kashmir Police Medals for Meritorious Service/Gallantry.

**16) ARMS:**

This section is deals with the following: -

- i. Extension of jurisdiction of Arms licenses to All India/adjoining states on the basis of proposals submitted through Web based system by various District Magistrates, in terms of the Arms Act, 1959 and other guidelines/instructions issued by MHA/State Government from time to time.
- ii. Issuance of sale/keep and repair licenses and their renewal.

**17) TRAFFIC:**

This section is deals with all the traffic related matters including public grievances, National Highway issues etc.

**18) RAILWAYS:**

This section deals with: -

- i. providing of security to the railway projects, railway stations.
- ii. creation of manpower for railway projects, railways stations in the J&K State.

**19) GAZETTED ESTABLISHMENT OF POLICE:**

This section deals with the service related matters of the officers of Police Gazetted Service (IPS/SPS), like their promotion to various scales, deputation, training, seniority and appointments etc.

**20) NON-GAZETTED ESTABLISHMENT OF POLICE:**

This section deals with the service matters of the officials of Police Non-Gazetted Service as are referred to the Home Department for advice/opinion or decision.

**21) JAILS:**

The Jails section deals with: -

- i. Service matters of the officers of Prisons Gazetted Service like their promotion to various scales, seniority and appointments etc.
- ii. Service related matters of the officials of Prisons Non-Gazetted Service as are referred to the Home Department for advice/opinion or decision.
- iii. Creation of additional posts/manpower for the Prisons Department.
- iv. Administrative aspects of the construction of new Jails/repairs
- v. Legal matters of Prisons Gazetted/non-Gazetted service.

**22) FIRE AND EMERGENCY SERVICES:**

This section deals with: -

- i. Service matters of officers of the Fire & Emergency Gazetted Service like their promotion to various scales, seniority, appointments etc.
- ii. Service related matters of the officials of Fire and Emergency Service Non-Gazetted Service as are referred to the Home Department for advice/opinion or decision.
- iii. Setting up of new Fire and Emergency Service Stations.
- iv. Creation of additional manpower for Fire & Emergency Service Department.
- v. Legal matters pertaining to Fire & Emergency (Gazetted and non-Gazetted) Service.

**23) DEFENCE LABOUR PROCUREMENT (DLP):**

This section deals with service matters of officers of the Defence Labour Procurement Gazetted Service like their promotion to various scales, seniority, appointments etc. as also service related matters of the non-gazetted officials as are referred to the Home Department for advice/opinion or decision.

**24) HOME GUARDS/CIVIL DEFENCE/AUX. POLICE AND CONDEMNATIONS:**



This section deals with the service matters of Home guards personnel/Volunteers like enhancement of honorarium, awards and condemnation cases of Home guards Department.

**25) RTI:**

RTI applications related to the above mentioned sections are dealt with by the respective sections in accordance with the Jammu and Kashmir Right to Information Act, 2009.

## **CHAPTER-2**

### **Powers and Duties of Officers and Employees**

The Home Department plays a lead role in formulation of policies for smooth functioning of the subordinate Departments and monitors, coordinates their working. For proper disposal of the cases involving policy decisions relating to various Departments, the matters are placed before the Competent Authority for advice and guidance. As per the rules governing the respective fields, the cases after thorough examination at different levels are submitted for orders of the Competent Authority. However, depending upon the delegation of powers, the cases are submitted to the Principal Secretary, the Hon'ble MoS and the Hon'ble Chief Minister or the Cabinet, as the case may be. The cases listed in Schedule III of the J&K Government Business Rules are submitted to the Hon'ble Chief Minister.

The Administrative Secretary of the Department is assisted by a team of officers comprising a Commissioner Civil Military Liaison drawn from the Police Department (generally of the rank of IGP or DIG) and officers of the rank of Additional Secretaries/Deputy Secretaries and Under Secretaries.

Below the Under Secretary level, 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 the Secretariat Manual reiterated in the Secretariat Induction 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 subjects assigned to officers posted in the Home Department are given below:-

#### **Mr. Zubair Ahmad, Special Secretary**

1. Police (Gazetted / Non-Gazetted)
2. Office Administration
3. F&ES (Gazetted/Non-Gazetted)
4. SRO-43 cases
5. Prosecution
6. Home Guards/CD/SDRF
7. Police Housing Corporation
8. Traffic

**Mr. Shakeel-ul-Rahman, Special Secretary**

1. Prisons (Gazetted / Non- Gazetted, establishment).
2. Arms
3. ISA.
4. Relief

**Mr Muzaffar Ahmad, Special Secretary**

1. Detention
2. Deportation.

**Mr. Tahir Hussain Director Finance**

1. Accounts matters,
2. Police Modernization
3. SRE
4. Condemnation cases
5. G.P Fund cases
6. Step up cases
7. MACT
8. Rent,

**Mr.Shabir Hussain Keen, Addl. Secretary**

1. Sainik Welfare
2. Defence Labour Procurement
3. PSGA
4. General Section.
5. Land Acquisition
6. Human Rights(SHRC/NHRC)
7. Coordination with other Departments
8. Railways
9. Red Cross
10. Awards
11. Visa/Passport/Nori
12. FSL (Gazetted/Non-Gazetted)

**Mr. Mushtaq Ahmed Deputy Secretary**

1. SRO-43
2. Internal Security Affairs.
3. Human Rights (SHRC/NHRC)
4. OWP

**Mr. Sanjay Kr Bhat, Deputy Secretary**

1. General Branch.
2. Awards.
3. Civil Military Liaison.
4. Relief.
5. Land Acquisition
6. Sainik Welfare.

**Syed Yasir Farooq, Under Secretary**

1. Police Gazetted.
2. Traffic.
3. Railways.
4. Home Guards.
5. Police Housing Corporation.
6. Arms.
7. Office Administration

**Ms. Nivedita Munshi, Under Secretary**

1. Police Non-Gazetted.
2. FSL(Gazetted/Non-Gazetted).
3. Defense Labour Procurement.
4. Fire &Emergency Services.
5. Prisons (Gazetted/Non-Gazetted).
6. Visa/Passport/NORI.

**Mr. Suhail Muzaffar, Senior Law Officer.**

1. Legal Matters  
(Land acquisition/Fire & Emergency (Gazetted/Non- Gazetted)/Sainik Welfare/Prisons (Gazetted/Non-Gazetted)/ Internal Security Affairs/OWP/PILs before Hon'ble Supreme Court/OWP/PILs before Hon'ble High Court/Police Gazetted/Police Non-Gazetted/Home Guards/Rent Cases/Arms/MACT)

**Syed Sarfaraz Razvi, Senior Law Officer.**

1. Legal Matters  
(Visa/Passport/NORI Section/Relief/Traffic/Defence Labour Procurement/FSL (Gazetted/Non-Gazetted)/ General Section/Criminal Acquittal Appeals in OWP Section/SRO-43 Cases/Civil Military Liaison/Police Housing Corporation/Railways/Prosecution Cases/Human Rights (SHRC/NHRC)/Awards/Public Service Gurantee Act)

### **CHAPTER-3**

#### **Rules, Regulations, Instructions, Manuals and Records for Discharging Functions.**

The list of rules, regulations, instructions, manual and records is hosted on the website of the Home Department i.e [www.jkhome.nic.in](http://www.jkhome.nic.in) Rules, Regulations, instructions, Manual and records held by the Department. Different functions of the Department are discharged at various levels in accordance with, amongst other, the following Acts, Rules, Bye-laws and Manuals:-

1. *Jammu and Kashmir Police (Gazetted) Service Recruitment Rules, 2002*
2. *Jammu and Kashmir Police (Gazetted) Service Uniform Rules, 1976.*
3. *Jammu and Kashmir Fire & Emergency Service (Gazetted) Recruitment Rules, 1977 amendments.*
4. *Jammu and Kashmir Prison (Gazetted) Service Recruitment Rules, 1982.*
5. *Jammu and Kashmir Prison (Subordinate) Service Recruitment Rules, 1985.*
6. *Jammu and Kashmir Forensic Science Laboratory (Gazetted) Service Recruitment Rules, 2014.*
7. *Jammu and Kashmir Defence Labour Procurement (Gazetted) Service Recruitment Rules, 2011.*
8. *Jammu and Kashmir Defence Labour Procurement (Subordinate) Service Recruitment Rules, 2008.*
9. *All India Services (Death-cum-Retirement Benefits) Rules, 1958-Rule 16(3)- Guidelines for intensive review of records. {IAS,IPS,IFS}*
10. *Jammu and Kashmir Public Safety Act, 1978 Act No.VI of 1978 (with Amendment dated 18.4.2012)*
11. *Jammu and Kashmir Medical Attendance-cum- Allowance Rules 1990*
12. *J&K Budget Manual, J&K Secretariat manual etc.*

## **CHAPTER-4**

### **A statement of Boards, Corporations and Other bodies constituted as its part.**

The Home Department, administers and monitors the functioning of the following Organizations/Statutory Bodies/Boards: -

#### **Police Housing Corporation:**

Pursuant to the Cabinet Decision No.80 dated 29.03.1989 vide Government Order No.Home-128 (Police) of 1989 dated 30.03.1989 ,sanction has been accorded to the setting up of Police Housing Corporation subject to the fulfillment of codal formalities as laid down in the Companies Act, 1956. In the said order, the post of Managing Director has also been created for the Corporation. The Director General of Police, J&K is the Chairman of the Corporation. The Managing Director of the Corporation is the ex-officio Director of the Corporation and Vice-Chairman.

The Police Housing Corporation (PHC) is presently under the charge of an officer of the rank of Additional Director General of Police who is assisted by a Superintending Engineer, Executive Engineers, Assistant Executive Engineers and Junior Engineers. The Engineering staff of PHC is on deputation to the Corporation. The Corporation is responsible for execution of construction works of J&K police.

## CHAPTER-5

### **The names, designations and other particulars of the Public Information Officers & 1<sup>st</sup> Appellate Authority.**

Any citizen can seek information pertaining to Home Department in terms of the relevant provisions of J&K Right to Information Act-2009 and Rules notified there under vide SRO 199 of 2010 dated 29.04.2010.

THE PUBLIC INFORMATION OFFICER (PIO) & 1<sup>ST</sup> APPELLATE AUTHORITY OF HOME DEPARTMENT IS AS UNDER: -

<b>First Appellate Authority</b>		
S.No.	Name of the Officer	Subject
1.	Mr. Muzaffar Ahmad Wani, Special Secretary 0194-2506262, 9419436252 <a href="mailto:19ahmadmuzaffar@gmail.com">19ahmadmuzaffar@gmail.com</a>	1. Detention/Deportation.
2.	Mr. Zubair Ahmad, KAS Special Secretary 0191-2543261, 0194-2506236, 9419000988 <a href="mailto:Email.Findzubair@gmail.com">Email.Findzubair@gmail.com</a>	1. Police (Gazetted / Non-Gazetted) 2. Office Administration 3. F&ES (Gazetted/Non-Gazetted) 4. SRO-43 cases 5. Prosecution 6. Home Guards/CD/SDRF 7. Police Housing Corporation 8. Traffic
3.	Mr. Shakeel-ul-Rahman, KAS Special Secretary 9419062092 <a href="mailto:Email.rathersshakeel74@gmail.com">Email.rathersshakeel74@gmail.com</a>	1. Prisons (Gazetted / Non-Gazetted) 2. Arms. 3. ISA. 4. Relief
4.	Mr. Tahir Hussain, Director Finance 0191-2579904, 0194-2506049, 9419709327 <a href="mailto:Email:dfhome2017@gmail.com">Email:dfhome2017@gmail.com</a>	1. Accounts matters, 2. Police Modernization 3. SRE 4. Condemnation cases 5. G.P Fund cases 6. Step up cases 7. MACT 8. Rent, 9. Planning matters.
5.	Mr. Shabir Hussain Keen, KAS Additional Secretary 01912540503, 9419933233	1. Sainik Welfare 2. Defence Labour Procurement 3. PSGA

Email. <a href="mailto:skeen@rediffmail.com">skeen@rediffmail.com</a>	4. General Section 5. Land Acquisition 6. SHRC/NHRC 7. Coordination with other departments 8. Railways 9. Red Cross 10. Awards 11. Visa/Passport/Nori 12. FSL (Gazetted/Non-Gazetted)
---	---

<b>Public Information Officer</b>		
S.No.	Name of the Officer	Subject
1.	Mr. Mushtaq Ahmed, KAS Deputy Secretary 9419209839 <a href="mailto:Email.muhtaq5162@gmail.com">Email.muhtaq5162@gmail.com</a>	1. SRO-43 2. Internal Security Affairs (ISA) 3. Human Rights (SHRC/NHRC)
2.	Mr. Sanjay K Bhat, KAS	1. General Branch 2. Awards 3. Civil Military Liaison 4. Relief 5. PSGA 6. Account matters 4. Land Acquisition 7. Sainik Welfare
3.	Suhail Muzaffar Senior Law Officer <a href="mailto:home-jk@nic.in">home-jk@nic.in</a>	1. Prosecution
4.	Syed Sarfaraz Rizvi Senior Law Officer 9419088941 <a href="mailto:home-jk@nic.in">home-jk@nic.in</a>	1. Detention/Deportation 2. OWP
5.	Syed Yasir Farooq, KAS Under Secretary Home Department 9419407520 <a href="mailto:Email:syed.yasir@jk.gov.in">Email: syed.yasir@jk.gov.in</a>	1. Police Gazetted 2. Traffic/Railways 3. Home Guards 4. Police Housing Corporation 5. Arms 6. Office Administration
6.	Ms. Nivedita Munshi Under Secretary 9906081017 <a href="mailto:nivedita.munshi@yahoo.com">nivedita.munshi@yahoo.com</a>	1. Police Non-Gazetted 2. FSL (Gazetted/Non-Gazetted) 3. Defense Labour Procurement 4. Fire & Emergency Services 5. Prisons (Gazetted/ Non- Gazetted) 5. Visa/Passport/Nori

**(EPABX: 0191-2547365-66-67-68-69, 0194-2506000, 2506666)**



The officers of the Home Department are available for public hearing on every working day between 3 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 Home Department.

#### OFFICE TIMINGS

Morning Hours of the office = 09.30 A.M

Closing Hours of the office = 05.00 P.M

## CHAPTER-6

### The monthly remuneration received by each of the officers and employees of the Home Department

S.No	Name of the officer Mr/Ms	Designation	Pay in the Pay Band	Basic Pay	Grade Pay
1.	R,K Goyal, IAS	Principal Secy.	67000-79000	211300	-
2.	Zubair Ahmad, KAS	Spl. Secretary	37400-67000	48040	10000
3.	Shakeel-ul-Rahman	Spl. Secretary	37400-67000	29500	7600
4.	Muzaffar Ahmad Wani	Spl. Secy. Leg	37400-67000	23270	6600
5.	Tahir Hussain	Dir. Finance	37400-67000	37400	8700
6.	Shabir Hussain Keen, KAS	Addl. Secretary	15600-39100	27640	6600
7.	Mushtaq Ahmad Dar, KAS	Dy. Secretary	15600-39100	29990	6600
8.	Sanjay Kumar Bhat	Dy. Secretary	15600-39100	22000	4800
9.	Suhail Muzaffar	S.L.O	9300-34800		4800
10.	Syed Sarafraz Razivi,	S.L.O	9300-34800	15650	4800
11.	Nivedata Munshi	Under Secretary	9300-34800	20270	4800
12.	Syed Yasir Farooq, KAS	Under Secretary	9300-34800	17590	5600
13.	Bashir Ahmad Reshi	Pvt. Secretary	9300-34800	22610	4800
14.	Asmat Shafi	Pvt. Secretary	9300-34800	16590	4800
15.	Zameer Ansari	AAO	9300-34800	18110	4600
16.	Puran Chand	AAO	9300-34800	17620	4600
17.	Gh Mohi-ud-din Tak	SO (Plan)	9300-34800	18910	4600
18.	Shabir Ahmad Baba	SO	9300-34800	15760	4600
19.	Mohammad Iqbal Lone	SO	9300-34800	15780	4600
20.	Surjeet Singh	SO	9300-34800	15780	4600
21.	Imtiyaz Ahmad Rather	SO	9300-34800	14040	4600
22.	Laxmi Kant	SO	9300-34800	13510	4600
23.	Harbinder Singh	Sr. Steno	9300-34800	14580	4600
24.	Naresh Kumar	Sr. Steno	9300-34800	16220	4600
25.	Rakesh Raina	Stt. Asstt	9300-34800	11470	4200
26.	Satish Singh,	I/C Accountant	9300-34800	9420	4200
27.	Kamal Kishore	I/C Accountant	9300-34800	9420	4200
28.	Manzoor Ahmed Rah	HA	9300-34800	12910	4200
29.	Tariq Ahmad	HA	9300-34800	12000	4200
30.	Kundan Lal	HA	9300-34800	9300	4200
31.	Vijay Raina	HA	9300-34800	9700	4200
32.	Munshi Sajad	HA	9300-34800	9710	4200
33.	Syed Mushtaq	HA	9300-34800	9710	4200
34.	Ab Hamid Lone	HA	9300-34800	9710	4200
35.	Zahoor Ahmad	HA	9300-34800	9710	4200

36.	Rafiq Bano	HA	9300-34800	9710	4200
37.	Baljinder Singh	HA	9300-34800	9710	4200
38.	Gulzar Ahmad Bhat	Acctts. Asstt	5200-20000	14720	2800
39.	Mohi-ud-din Lone	Sr. Asstt	5200-20000	9200	2400
40.	Vijay Kumar	Jr. Asstt	5200-20000	7350	2400
41.	Abhisheikh Sharma	Jr. Asstt.	5200-20000	6310	1900
42.	Shabir Ahmad Sofi	Jr. Asstt.	5200-20000	6310	1900
43.	Mohit Bharti	Jr. Asstt	5200-20000	6560	1900
44.	Karpal Singh	Jr. Asstt	5200-20000	6560	1900
45.	Mushtaq Ahmad Shiekh	Jamadar	4440-7440	9740	1800
46.	Gh. Nabi Bhat	Jamadar	4440-7440	9310	1800
47.	Bashir Ahmad Kaloo	Jamadar	4440-7440	7980	1400
48.	Bilal Ahmad Khan	Orderly	4440-7440	4800	1300
49.	Pervaiz Ahmad Parry	Orderly	4440-7440	4800	1300
50.	Mohammad Aasim Wagra	Orderly	4440-7440	4800	1300
51.	Irshad Ahmad Malik	Orderly	4440-7440	4800	1300
52.	Shams-ud-din	Orderly	4440-7440	4620	1300

## CHAPTER-7

### The approved budget, releases & expenditure thereof 2017-18

Major Head	Sub Head	2017-18		
		B.E2017-18	Release up to date	Expenditure as on date 30.9.2017
2055-Prp Secy	957	800.00	500.00	274.24
Prpl.Secy	2395	50.00	25.00	15.00
Director General of Police	758	115043.98	121866.171	182711.37
	780	7628.79	7206.407	
	789	13282.82	13389.211	
	181	6847.78	6165.451	
	764	11681.76	10494.973	
	779	4546.22	4018.505	
	785	4082.96	3937.066	
	1357	28364.37	23697.08	
	754	90339.61	79502.002	
	778	66531.81	58915.818	
	1320	12105.45	10698.619	
	735	2685.56	1942.101	
	1333	10670.09	9808.269	
	957	23309	46677	
	740	20000	15000	
2055-FSL	727	1113.91	944.558	432.26
	749	15849.82	12587.08	6780.12
2070-Fire & Emergency	979	485	485	140
2055-Prison(SRE)	0729-Jails	2000	1809.95	1004.53
2056-Jails/Prison	312	285.3	237.77	167.36
	729	7097.45	6120.485	3090.81
	741	151.25	62.05	16.43
2070-HG	244	540.1	443.738	267.88
	1702	1501.3	1240.926	575.55
	2156	6191.8	5420.525	3316.11
2055-Home Guard	0957-HG	23.00	17.25	2.71
	749	15152.32	12587.09	6040.07
2070-Advisory	485	80.92	72.00	37
2235 Sainik Welfare	244	903.60	762.90	353.295
2575-OSAP	877	1829.77	1611.25	1494.42