

Chapter 1 Introduction

1.1 Please throw light on the background of this handbook (Right to Information Act –2005)

Transparency and cleanliness in working are the essential elements to strengthen a Democratic system. In this perspective Govt of Jammu & Kashmir enacted the Right to Information Act, 2009. Horticulture Department Kargil has also been Obligated for effective implementation of J&K RTI Act, 2009 This handbook may prove helpful in getting information about Horticulture Department, Kargil and its functioning.

1.2 Objective/purpose of this handbook

Objective: The main objective of this handbook is to provide basic information to the citizens about the functioning Horticulture Department, Kargil

1.3 Who are the intended users of this handbook?

- Members of Parliament and State legislature, Concerned
- Ministry, Departments of Central Govt, State Govt. and Various NGOs.
- Officers working in various departments either directly or indirectly concerned with the programme.
- **Public at large**

1.4 Organisation of the information in this handbook?

The information in the handbook is organized in the following sequence. Manual – 1, Manual – 2, Manual – 3....., Manual - 17.

1.5 Definitions (Please provide definitions of various terms used in the handbook).

RTI Act :	Right to Information Act
MIDH :	Mission Integrated Development of Horticulture
TSP:	Tribal Sub Plan.
BADP :	Boarder Area Development Programme.
STF :	Special Task Forces.
LAHDC:	Ladakh Autonomous Hill Development Council

1.6 Contact Person:

Sh. Ali Raza
District Horticulture Officer, Kargil
Phone: 232217.

1.7 Procedure and Fee Structure for getting information

A request for obtaining information shall be accompanied by an application fee of Rupees fifty by way of cash against proper receipt or by Indian Postal Order or demand draft or bankers cheque payable to the Accounts Officer of the Public Authority.

A request for obtaining information shall be deemed to be made duly accompanied by prescribed application fee if it is written on a non-judicial stamp paper of Rupees fifty.

Chapter-2 (Manual –1)

PARTICULAR OF ORGANIZATION, FUNCTIONS AND DUTIES

2.1 Objective/purpose of the public authority.

Horticulture department Kargil has been established in the district during in the year 1979, with the sole aim and objective of increase the fruit production by way of area expansion under improved cultivar of different fruit varieties. With the increase in area and production, this department has been trying their best afford toward its value addition.

Horticulture department acts as a bridge between research institution and fruit grower in disseminate the latest fruit growing technology up to grass root level. Ultimate goal of the department is to alleviate the farmer's economy and facilitate them the day to day required assistance with great enthusiasm.

2.2 Mission/ vision statement of the public authority

In order to achieve various objectives and to meet present challenges, the department has taken and is taking various steps as detailed under.

1. Increase the productivity; The fruit plants in the district spread over an estimated area of **1997.45** hac producing **6873.62 MT** of fruit crop, fetching an annual return of Rs,1841.04 Lac. The fruit grower at grass root level are being motivating toward health and hygiene of their orchard through frequent training camps and farmer gosties at different locations. The orchardist are made aware regarding importance of pruning / training , application of a Farm yard manure and adoption of various insect/pest control measure.

2. Value addition of the produce.

Keeping in view the market demand, the grower were made aware regarding safe and hygienic drying, standard packing of their product to compete in the market

3. Combat the menace of codling Moth.

The fruits of Ladakh region has been restricted in the region, and blanket ban has been imposed in export of fresh fruit and plant out side district, due to presence of Insect i,e codling moth. In order combat the menace fruit grower are being made aware regarding its control measure However department is also assisting the fruit grower in keeping the injury below economic thresh hold level with the available limited resources.

4 Introduction of High density Plants

Department has been introduced the high density apple and pear in the district since last 3 years, and achieving Over whelming promising result.

In order to cover more area under this improved cultivar, department is importing plant material from recognized departmental nurseries of Kashmir valley.

2.3 Brief history of the public authority

Department of Horticulture Came in to existing in the year 1979, having created three Horticulture Zone viz Kargil zone, Batalik zone and Chiktan zone.

Apricot, Apple, Pear and Walnut have been under cultivation in Kargil distt.since long. In recent years other fruit like Cherry, Plum, Peach,and Almond has also been introduced and successfully grown in warmer belts of the region. The region has received its value of return bounty in the from of Apricot which is the only trade other than Pashmina from Ladakh to the rest of the Country. Apricot constitutes 90% both in area as will production.

Fruit trees in Kargil district is grown over an estimated area of 1980.66 Hectares. The annual estimated fruits production is 6860.31 MT of fresh fruit and 13.31 MT of dry fruits with an annual estimated value of Rs.1841.04 lacs. Around 3500 Houses hold are engaged in the cultivation of fruit crops in 70 villages out of total 129 Villages in the district.

2.4 Duties of the public authority

The duties of the Institute involve functioning as:

- To prepare the plans and implement works under various schemes
- To make people aware about the various schemes of the Government.
- To educate the general mass about the benefits of the schemes implemented by the department.
- To plug the various infrastructural gaps.

2.5 Main activities/ functions of the public authority

1. To implement the action plan under District.
2. To implement other schemes of the Government like BADP, TSP and CSS.
3. To educate and aware the farmers/ orchardist regarding the latest Know & how by way of training camps seminar exhibition etc.
4. To implement the works assigned under various Local Area Development Funds like MPLAD, MLA/MLC LAD, and CCDF.
5. To implement Schemes planned by the department itself

2.6 List of services being provided by the public authority with a brief write ups on them.

District Plan Scheme

I. Raw material/drugs:-

A, To produce quality plant material and fruits from the departmental nurseries/Orchards , an out lay of Rs.4.00 lacs has been earmarked during 2014-15 for purchase of inputs, abaina charges, fuel charges of lift irrigation system/casual labour, need basis at MOCN Khurbathang. An amount of Rs, 5.00 lacs has been earmarked during 2015-16.

B, An amount of Rs.0.45 lacs has been earmarked for purchase of raw material for fruit preservation and utilization extension centre the year 2014-15.

II. Machinery & Equipment:-

A, Hygienic drying of fruit and vegetable, Home Scale Solar drier 70Kgs capacity is being issued to the orchards/Farmers on community basis. An outlay of Rs.3.95 lacs has been earmarked during 2014-15. During 2015-16 an amount of Rs.4.00 lacs has been proposed.

B, To impart training to the un-employed youth in the arts of fruit processing by preparing Jam, Juice, Jelly, Tomato Puree and Pickle etc. For the purchase of new machines an amount of Rs.0.15 lacs has been earmarked during 2014-15 and for purchase of new machines for the canning centre an amount of Rs. 0.60 lacs has been proposed for the year 2015-16.

III. Subsidy/ Incentives:-

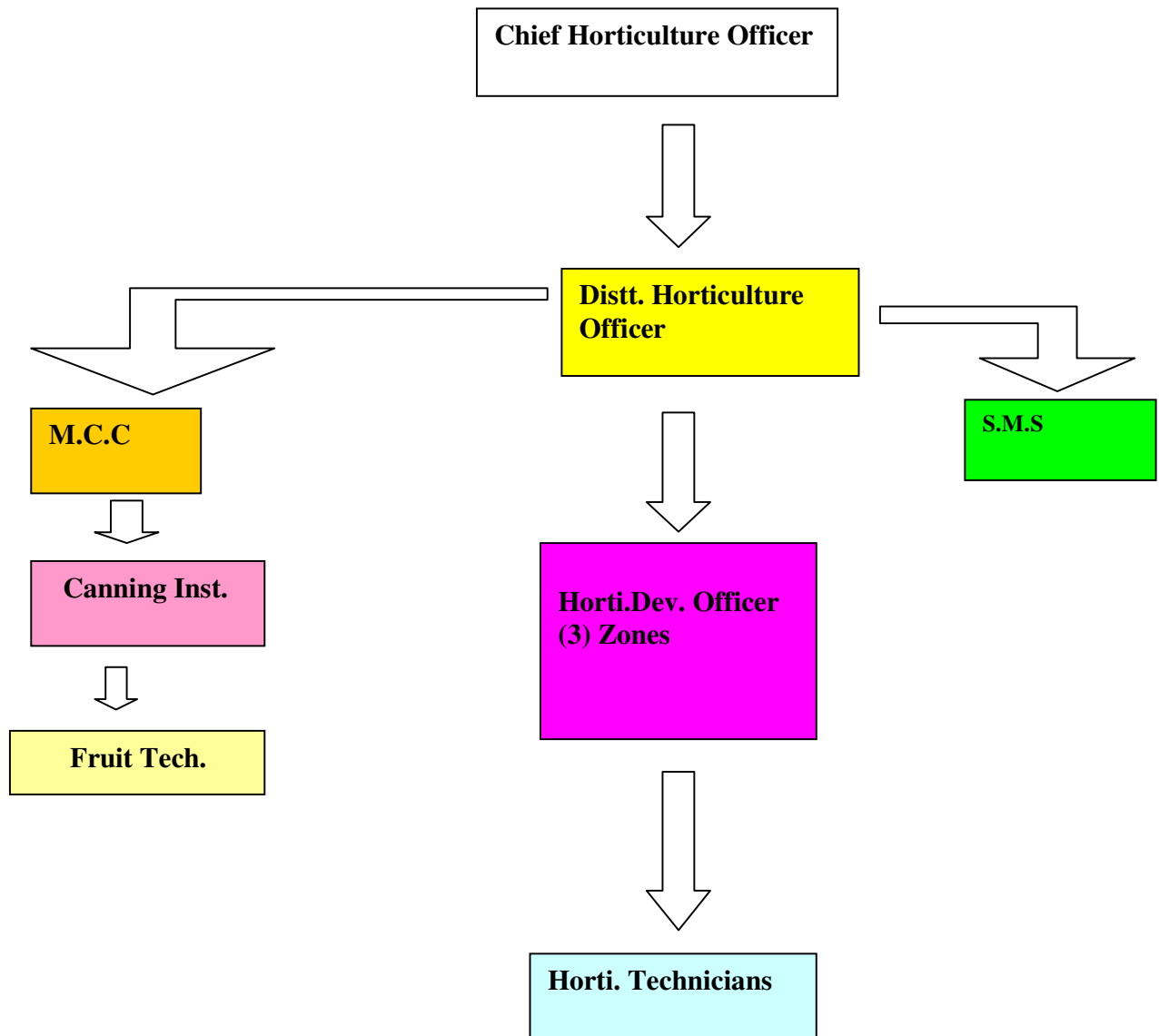
1. To Establish two kanal size orchards and one Kanal size orchards in every knock and corner of the district by providing financial assistance/subsidy @ Rs.20000/= and 10000/= each respectively after completion of fencing and plantation of fruit plants by the beneficiaries themselves with the recommendation of Hon'ble councilor and sarpanch of the concerned Area. An outlay of Rs. 2.00 lacs earmarked during the year 2014-15.To cover more area under this programme an amount of Rs. 14.00 lacs has been earmarked during the year 2015-16.
2. The main objective of the programme to control the codling moth and other pest and disease by providing pesticides to the orchardist at 50% sub. An outlay of Rs. 1.50 lacs has been earmarked to purchase pesticides during the year 2014-15. An amount of Rs.1.50 lacs has been proposed for the said purpose during the year 2015-16.
3. An outlay of Rs.2.00 lacs has been earmarked for purchase of Osmotic Dehydration Equipment for supply the Apricot grower of Kargil district @ 50% sub. during the year 2014-15.The main objective of the scheme to preserve the natural colour and taste of apricot Halman by sulphiting and Osmotic dehydration so that the growers earn handsome rates of the Dry Apricot. An amount of Rs.4.00 lacs has been proposed to purchase the equipment during the year 2015-16.
4. The preservative materials are used to preserve the colour and taste of the Halman and Khanty as well the preservative materials are available to the orchardist at 50% sub. To void fungus and other climatic damages out side in the district. An outlay of Rs.4.00 lacs has been earmarked to purchase the preservative material during the year 2014-15.An amount of Rs.4.00 lacs has been proposed for the year 2015-16.
5. In Kargil District there are several villages which are facing sever drought situation and the fruit plants effecting badly to avoid such situation this department is supplying Irrigation pump to the effected areas at 50% sub. and an outlay of Rs. 4.00 lacs earmarked during 2014-15 and proposed Rs.3.00 lacs for the year 2015-16.

6. To avoid from dust and rain the treated and un treated and Khanty apricot fruits during post harvesting this department is supplying Tapeline synthetic (Sulpanlin) to the orchardist at 50% sub. to protect the fruit, an outlay of Rs. 2.00 lacs earmarked during the year 2014-15 and an amount Rs.2.00 lacs has been proposed for the said purpose during the year 2015-16.
7. To purchase of shell Breaker /Power Sprayer and supply to the farmers at 75% sub. For the extraction of apricot oil scientifically and spray pesticides against pest and disease on the fruit trees with out wasting time the department has earmarked an amount of Rs.3.00 lacs during 2014-15 and proposed 3.00 lacs for the year 2015-16.
8. For training/ pruning of the fruit trees to produce quality fruits the department is providing Horticulture tool kits to the fruit growers at 75% sub. An outlay of Rs.3.00 lacs earmarked during 2014-15 and proposed an amount of Rs.3.00 lacs for the year 2015-16.

Border Area Development Programme BADDP

A special allocation is given to all the blocks bordering other countries so that the border areas develop at par with the other areas of the country. Kargil District has three blocks like Drass kargil and Shaker Chiktan which share the same border with Pakistan.

2.7 ORGANISATIONAL CHART OF CHIEF HORTICULTURE OFFICER KARGIL.



2.8 Expectation of the public authority from the public for Enhancing its effectiveness and efficiency:

To the general public is expected to send their feedback about the programmes run by the Institute. And sincere cooperation with the department will help for effective implementation of the schemes.

2.9 Arrangements and methods made for seeking public / Contribution.

Horticulture Dev. Officer are available at each zonal Head quater and Horti. Technicians are further posted at circle level to monitor the field activities and receive the feedback.

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

Any specific information/grievance related to works and beneficiaries and other Areas of Concern of the department is addressed immediately by the concerned Horticulture Development Officers. It may be in the form of Letter, Horticulture Dev. Officer is available at zonal level to address the public grievance.

2.11 Addresses of the main office and other offices at different levels.

Main Office: Chief Horticulture Office Baroo Kargil

Offices at Block level.

Horticulture Development Officer,
Kargil, Chiktan, Batalik.

2.12 Morning hours of the office: 10 am
Closing hours of the office: 4.00pm
(six days a week)

Chapter-3 (Manual-2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Chief Horticulture Officer

Administrative Power:-

He is the Head of office in charge of establishment and administration of Chief Horticulture Officer:-

To accord administrative approval upto Rs 1.5 Lakh

Duties:-

1. He is also overall in-charge of all schemes implemented by the Horticulture Development officers
2. Monitoring, Inspection and Supervision of the performance of the schemes and submission of reports to, DC, Director .
3. Conduct of Review Meeting for assessing the performance of the scheme &take corrective action and submission of Reports to the Higher Authorities.
4. Any other works assigned to by the Council/DC.

District Horticulture Officer

Administrative Power:

II. Financial Power:

2. Finalise tender

Duties

2. His role is to supervise and co-ordinate with HDO,s in the implementation of the Schemes.
Providing guidance to the HDO./ Technicians in the execution of all Scheme/Works.
Field inspection and monitoring of all scheme / Works

Horticulture Development Officers

- I. Powers:-
Establishment and administration as Head of Office.
Overall control of the Horticulture Zone assigned to them.

Duties:-

1. To implement the Horticulture Development Programmes at Block level.
2. Preparation of the Annual Action Plan in respect of Horticulture Development
3. Programmes
4. Furnishing of Periodical Report to CHO.
5. Selection of beneficiaries in respect of individual oriented schemes and
6. The places for construction of Community Assets.
7. Review and advise on the progress and implementation of the
8. Development programmes.
9. Supervision and monitoring of the quality of works

Chapter – 4 (Manual –3)

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

Please provide list of rules, regulations, and instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.

S No	Name of the Act/rules etc	Brief List	Reference no if any	Priced
1.	MIDH	Fruit Plantation/ protected cultivation, Rejuvenation, Fruit Training	MIDH guidelines	G.O.I
2.	STF	Construction of Fruit processing units.	Action Plan	CPO
3.	TSP	Fruit Plantation	Action Plan	CPO
4.	District Plan	Sub. Incentives	Action Plan	CPO
Rest of the Government rules and document same as any other department and can be obtained from the Government Press Jammu/Srinagar.				

Chapter – 5 (Manual – 4)

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

Formulation of Policy:

Being a department of the Govt of Jammu & Kashmir, it is not empowered to formulate policies for the public. However, in respect of its own activities public can respond through letters, emails, Complaint box, guest book in the office etc.

Implementation of Policy:

Whether there are any provisions to seek consultation/Participation of public or its representatives for implementations of policies? If there is please provide details of the provisions in the following format.

S No	Subject/Topic	Is it mandatory to ensure public Participatin	Arrangement for seeking public participation
1.	For formulation of annual action plan all plans	Yes	Convening Gram Sabhas Participates of Public representative General Council meeting

Chapter – 6 (Manual – 5)

A statement of the categories of documents that are held by it or under its control

6.1. Use the format given below to give the information about the Official Documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing Others).

S No	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by /under control of
1.	Norms/ Guidelines	All schemes implemented by the Department	By an application and the price for Photo copy	CHO
2.	Plans	Action plan of the various schemes	By an application and the price for Photo copy	CHO
3.	List of Beneficiaries	Beneficiaries of the Schemes	By an application and the price for Photo copy	CHO

Chapter – 7 (Manual – 6)

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

The department comes under the preview of Deputy Commissioner Kargil in terms of both district plan and centrally sponsored scheme. The composition of the district level coordination committee for central sponsored like Mission for integrated Development of Horticulture as listed below.

1. Chairman - Deputy Commissioner, Kargil
2. Member - Chief Agriculture Officer Kgl.
3. Member - Programme Coordinator KVK Kgl.
4. Member - Chief Animal Husbandry Officer, Kgl.
5. Member - Divisional Forest Officer Forest Department Kgl.
6. Member - Project Officer (DRDA) Kargil.
7. Member
Secretary - Chief Horticulture Officer, Kargil .

Chapter- 8 (Manual – 7)

The names, designation and other
Particulars of the Public Information Officers

Assistant Public Information Officer

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Post Vacant							

Public Information Officers:

S. No	Name	Designation	S.T.D Code	Ph. No.		Fax	E. mail	Address
				Office	Home			
1	Ali Raza	Distt.Horti. Officer	01985	232217	0	232217	ali raza stakchay @ gmail.com	Chief Horticulture Office Complex Baroo

Chapter – 9 (Manual – 8)

Procedure followed in Decision Making Process

9.1 What is the procedure followed to take a decision for various matters (A reference to Secretariat Manual and Rule of Business Manual and other rules/regulations etc can be made)

As per the Manual on Office Procedure.

9.2 What are the documented procedures/laid down Procedures/Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?

Same as any other Government Department

9.3 What are the arrangements made to communicate the decision to the public?

Through the Information Department and also through public notices, radio broadcasts

9.4 Who are the officers at various levels whose opinions are sought for the process of decision-making?

Deputy Commissioner, Chief Horticulture Officer, District Horticulture Officer, SMS and Horticulture Development Officer.

9.5 Who is the final authority that vets the decision?

General Council and Deputy Commissioner

Chapter – 10 (Manual – 9)
Directory of Officers and Employee

S. No	Name	Designation	STD Code	Phone No		E-Mail	Address
				Office	Home		
1.	Sh. Ali Raza	D.H.O	01985	232217	-	ali raza stakchay @ gmail.com	Chief Horticulture Office Complex Baroo
2.	Smt. Hamida Banoo	Sr. Asstt.	01985	232217	-		Chief Horticulture Office Complex Baroo
3.	Sh. Gh.Hassan	Driver	01985	232217	-		Chief Horticulture Office Complex Baroo
4.	Sh. Baqir Ali	Orderly	01985	232217	-		Chief Horticulture Office Complex Baroo
5.	Sh. Murtaza Ali	Orderly	01985	232217	-		Chief Horticulture Office Complex Baroo

Chapter – 11 (Manual – 10)
**The Monthly Remuneration Received By Each of its
Officers and Employees Including the System of
Compensation as Provided in Regulations**

S. No	Name of the Officer/Official	Designation	Pay Band	Pay as on 01-04-2014	Grade Pay	Total Pay + Grade Pay
1	2	3	4	5	6	7
1.	Sh. Ali Raza	D.H.O	PB- 2(9300-34800)	21660	4800	26460
2.	Smt. Hamida Banoo	Sr. Asstt.	PB-I (5200-20200)	11760	2800	14560
3.	Sh. Gh.Hassan	Driver	PB-I (5200-20200)	5920	2400	8320
4.	Sh. Baqir Ali	Orderly	4440-7440	4990	1300	6290
5.	Sh. Murtaza Ali	Orderly	4440-7440	4440	1300	5740

Chapter –12 (Manual – 11)

The Budget Allocated to each Agency
(Particulars of all plans, proposed
Expenditures and reports on disbursement made)

Major Head	Activities to be performed	Sanctioned Budget 2014-15	Budget estimate 2015-16	Revised Estimate 2014-15	Expenditure for the last year
Non Plan	Salaries Contingent	118.63	180.53	155.16	121.02

Non Plan

Name of the Plan Scheme	Activities to be undertaken	Date of Commencement	Expected Date of completion	Amount sanctioned	Amount disbursement up to Jan.2015.
1	2	3	4	5	6
Distt. Plan	Raw Material and Drugs.				
	a, Maintenance of departmental nurseries / orchards including cost of inputs, Abaina charge , fuel charge of lift irrigation system at MOCN Khurbathang etc.	April	31 st March	2.00	1.47
	b, Purchase of Raw material for fruit preservation and Utilization Extension Centre.	April	31 st March	0.23	0.23
	Total (RMD) :-			2.23	1.70
	Machinery & Equipment				
	a, Providing of Home Scale Solar drier 70 Kg capacity for drying apricot & other fruit.	April	31 st March	1.95	1.95
	b, Purchase of Food Processing Machineries for fruit preservation & Utilization Extension Centre.	April	31 st March	0.08	0.08
	Total:- (M&S)			2.03	2.03
	Subsidy & Incentive				
	Incentives to the Benef. For expansion of area under fruit plants including subsidy on walling / fencing @ Rs. 20000/- per two Kanal size orchard & 10000/= per on kanal size orchard.	April	31 st March	1.00	0.00
	Supply of pesticides on 50% sub.	April	31 st March	0.75	0.75
	Supply of Osmotic dehydration units to apricot growers on 50% sub.	April	31 st March	1.00	0.98
	Supply of preservative material on 50% sub.	April	31 st March	2.00	2.00
	Supply of Irrigation Pump on 50% sub.	April	31 st March	2.00	0.00
	Supply of Tarpallin Synthetic (Silpaulin) 90 GSM 100% water proof 12x18 make	April	31 st March	1.00	1.00

	supreame @ 50% sub.				
	Carriage charges of fruit plants/inputs from source to site	April	31 st March	0.50	0.30
	Supply of Shell Breaker Machine/Power	April	31 st March	1.50	1.50
	Sprayer on 75% sub.				
	Replacement of UV film on 50% sub.	April	31 st March	0.00	0.75
	75% sub. on Horticulture tool kits to fruit growers.	April	31 st March	1.50	1.50
	Total (Subsidy / Incentives)			11.25	8.03
MIDH	Fruit plantation/protected cultivation /training				
	Establishment of new Gardens (Area Expansion) for a maximum area of 4 hact. Per beneficiary				
	Cost incentive crops				
	High-density planting Apple				
	Without integration 60:20:20	April	31 March	0.60	0.4375
	Fruit crops other than cost intensive crops using normal spacing				
	Without integration 60.20.20	April	31 March	3.60	1.188
	Rejuvenation/replacement of senile plantation, canopy mgt. 50% total cost Maximum of Rs.20000/hact limited to 2 hact per beneficiary.	April	31 March	10.00	7.366
	Creation of Water Sources				
	Water harvesting system for individuals for storage of water in 20x20x3m,pond/tube wells/dug wells @ 100/ cum.	April	31 March	1.80	0.00
	Naturally ventilated system				
	Tublar Structure (50% cost for a maximum area of 4000 sq.Mtr per beneficiary)	April	31 March	12.88	8.937
	Wooden Structure (200 sq Mtr per beneficiary)	April	31 March	32.29	19.885
	Anti Bird/Anti hial nets (50% cost limited to 5000 sqmtr per beneficiary)	April	31 March	0.70	0.70
	Promotion of integrated Nutrient Management (INM) integrated pest Management (IPM)				
	Promotion of IPM/INM (30% of cost subject to a maximum of Rs.1200/ha limited to 4.00 Ha /beneficiary)	April	31 March	1.20	1.20
	Organic Farming				
	Vermi compost Unit (50% of cost conforming to the size of the unit of 30x8x2.5 feet dimension of permanent structure to be administered on pro-rata basis.	April	31 March	2.50	2.000

	Horticulture Mechanization				
	Tractor upto 20 HP			1.50	0.00
	Power Tiller ((8BHP and above)	April	31 March	0.60	0.0
	Human Resource Development				
	Training of farmers				
	within State (Rs.1000/day per farmer including transport	April	31 March	1.00	1.00
	Outside state project based			0.50	0
	Exposure visit of farmers				
	With in state			0.24	0
	Outside state (project based as per actual) 100% of cost	April	31 March	0.50	0.00
	Integrated Post harvest Management				
	Functional Pack House/On farm collection unit 9mx6m	April	31 March	2.00	2.000
	Mission Management				
	State and District Mission Offices and implementing agencies for administrative expenses, project preparation, computerization, contingency etc.	April	31 March	1.50	1.50
	Institutional Strengthening hire /purchase of Vehicles, hardware/software (public Sector)	April	31 March	1.00	1.00
	Seminar, conferences, Workshops, Exhibitions, Kissan Mela , Horticulture Shows , Honey festivals etc.				
	District level			2.00	2.00
	Information dissemination through publicity, literature etc and local advertisement @ Rs.0.40/ per block	April	31 March	0.20	0.030
	Total:.			76.61	49.244
BADP	Solar Apricot Drier	April	31 March	0.40	0
SCA to TSP	Fruit Plantation	April	31 March	6.91	5.20
Task Force	Construction of Fruit Processing units.	April	31 March	5.00	0

Chapter – 13 (Manual – 12)

The Manner of Execution of Subsidy Programmes

The subsidy programmes are planned and beneficiaries identified in the Zonal Officer, as well as Hon 'ble Council convened at the village level and the plan is submitted to the higher authorities. Once the plan gets sanctioned the payment of money is done through cheque.

Chapter – 14 (Manual – 13) Particulars of Recipients of Concessions, permits or authorization granted by it.

No concessions, permits or authorization granted by the Department.

Chapter – 15 (Manual –14) Norms set by it for the discharge of its functions

15.1 Please provide the details of the Norms / Standards set by the department for the execution of various activities / programmes.

Activities and programmes are executed through action plan duly approved by the appropriate authorities

Chapter – 16 (Manual – 15) Information available in an electronic form

16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

All related information will be uploaded to District NIC Kargil.

Chapter – 17 (Manual – 16)

Particulars of the facilities available to Citizens for obtaining information

17.1 Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Office Library: There is no office library.

Through News paper: The department places notices and other information through newspapers.

Exhibition: Horticulture Exhibition are held at District level to high light the Decimate achievement and progress made by the orchardist.

Notice Board: The information about the various schemes is pasted on the department notice wall.

Inspection of records in the offices: No such system in the main office however information about the schemes is available at each panchayat Ghars and also shared Office records are inspected by the Audit as and visited to this establishment.

System of issuing copies of documents: Photo copy through.

Printed Manual Available: Not available but the manuals can be got copied.

Website of the Public Authority: Not hosted as yet

Sd/=

**Chief Horticulture Officer,
Kargil.**