

**HAND BOOK OF INFORMATION
UNDER THE RIGHT TO
INFORMATION ACT 2009.**



Issued by Executive Engineer Civil Division – II, Jammu Kashmir State Power Development Corporation Ltd.

Chapter 1

Introduction.

1.1 Right to Information Act 2009.

An act to Provide 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 Authority, in order to promote transparency and accountability in the working of every public authority.

1.2 Objective/purpose of this Hand Book.

The Objective/purpose of this Hand Book prepared under the J&K Right to Information Act 2009 is to keep the public informed about the Division/organisation, its functions, duties etc and to facilitate the public at large regarding the procedure etc for seeking information pertaining to the Civil Division –II JKSPDC Kargil.

1.3 Who can use this Hand Book.

Any person can use this handbook, as the same has been prepared for the information of the public at large under the J&K RTI Act 2009.

1.4 Organisation of the information in this handbook.

Civil Division – II JKSPDC Kargil.

1.5 Definitions.

The words & expression used herein and not defined but defined in the RTI Act 2009, shall have the same meaning respectively as assigned to them in the Act, some expression used herein as:

JKSPDC	:	Jammu Kashmir State Power Development Corporation.
CPE	:	Chief Project Engineer.
HEP	:	Hydro Electric Project.
MW	:	Mega Watt.
SHEP	:	Small Hydro Electric Project.

1.6 Contact Person

Chief Project Engineer,
JKSPDC Ladakh Region Kargil. 194103

1.7 Procedure & Fee Structure for getting information.

a) The procedure and fee structure as prescribed in Section 4 of J&K RTI Act 2009 shall apply while seeking information from the Public authority.

A request for obtaining information shall accompanied by an application fee of Rupees fifty (RS.50) by way of cash against proper receipt or by Indian postal order or demand draft or bankers cheque.

b) The request for obtaining information shall also be deemed to be made duly accompanied by the prescribed application fee, if it is written on a Non – judicial Stamp paper of Rs.50/-(Rupees fifty).

Chapter 2

Particulars of Organisation, Functions & duties.

2.1 Objectives/purpose of the public authority.

Plan, Investigation, research, design and preparation of preliminary feasibility and detailed project reports, Construction, generation, operation and maintenance of power stations.

2.2 Mission/Vision Statement of the Public Authority.

The mission of JKSPDC is to harness the hydro power potential in the State, Civil Division – II is responsible for operation & maintenance of civil works of operational plants and implementation of new project in their divisional control.

2.3 Brief history of the public authority and context of its formation.

In order to harness the power potential of the State in a sustained manner, the Government of J&K established the Jammu & Kashmir State Power Development Corporation Limited (JKSPDCL).

In order to streamlining of operation & maintenance of operational plants & implementation of new projects in the respective division, the corporation re-organised the civil Investigation & Design division as Civil Division – II Kargil.

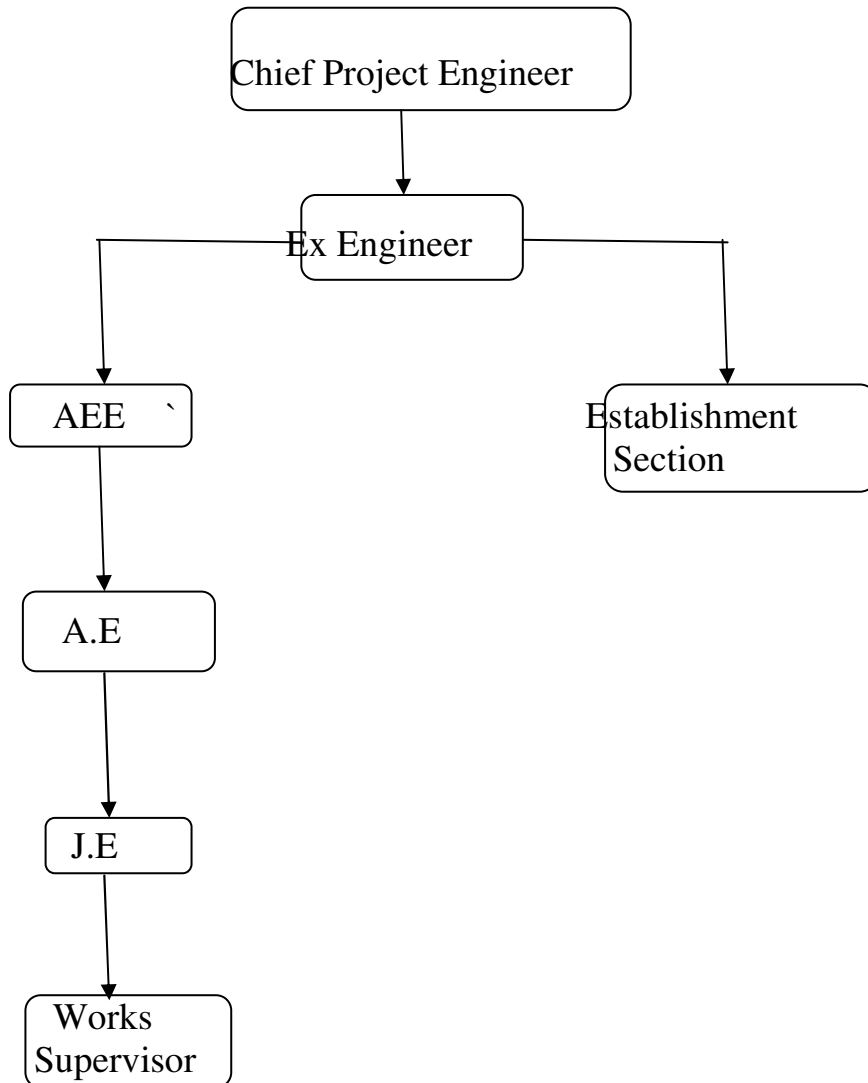
2.4 Duties of the public authority.

The public authority is responsible for operation & maintenance of civil works of operational plants, survey & Investigation and implementation of new projects in the jurisdiction of the Division.

2.5 Main activities/functions of the public authority.

Operation & maintenance of operational plants, Survey & Investigation and Implementation of new projects.

2.6 Organisational chart.



2.7 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

Every citizen is expected to effectively feel concerned about the duties of the employ of the division/corporation towards operation & maintenance of operational plants, survey & Investigation and implementation of new projects, so that the society can be effectively electrified.

2.8 Arrangements and method made for seeking public/contribution.

Corporation website & telephone no's are made available.

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

Every effort is made to redress the genuine grievances of the public as early as possible result of the same is communicated to them in order to secure the feedback.

2.10 Address of the main office and other offices at deferent level.

Main Office: Civil Division – II
JKSPDC, Kargil, 194103.

2.11 Morning hourse of the office: 10.00Hrs
Closing hours of the office: 16.00Hrs

Chapter 3

Powers and duties of officers and employees.

3.1 That, all officers and employees of the division/corporation are discharged their duties in accordance with the procedures/requirements of the corporation. In addition the powers and duties of officers & employees are guided by notifications, circulars and directions issued by Govt from time to time.

Chapter 4

Rules, Regulations, Instructions, Manual and Records for discharging functions.

4.1 that, all the functions are discharged by the officers & employees in accordance with existing Laws, Rules, Regulations, Power policies and other local law of the land.

Chapter 5

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.

The policies are framed at Corporate level.

Chapter 6

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

Chapter 7

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

The Board of Directors are the Governing body of the corporation, also there is cost Engineering committee to deliver technical sanction for works.

Chapter 8

Assistant Public Information Officer.

1	Name	Devinder Sing Behal
2	Designation	Executive Engineer
3	Contact No	941933849
4	Email ID	Xencd1khaltse@gmail.com
5	Adress	CPE JKSPDC Ladakh Region, Kargil

Public Information Officer.

1	Name	I.A. Kakroo
2	Designation	General Manager Civil
3	Contact No	9419153731
4	Email ID	
5	Adress	Corporate Office JKSPDC Srinagar/Jammu

1st Appellate Authority

1	Name	Upinderjeer Sing
2	Designation	Director Finance
3	Contact No	9419019026
4	Email ID	
5	Adress	Corporate Office JKSPDC Srinagar/Jammu

Chapter 9

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 rules of business manual and other rules/regulations etc can be made).

The existing Govt & Corporation Manuals, rules/regulation are followed.

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

Through print and electronic media.

9.3 Who are the officers at various levels whose opinions are sought for the process of decision making.

Board of Directors, Managing Director, Chief Project Engineer.

9.4 Who is the final authority that vets the decision?

Board of Directors and Managing Director.

Chapter 10

Directory of Officer and Employee.

S.No	Designation	STD Code	Phone		E Mail ID	Address
			Office	Home		
1	CPE	01985	232240		cpekargil@gmail.com	CPE Office JKSPDC Ladakh Region, Kargil
2	Ex. Engineer	01985	232265		xenccdkargil@gmail.com	Civil Division – II JKSPDC Kargil
3	A.EE	01985	232265			Civil Division – II JKSPDC Kargil

Chapter 11

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in regulations.

S.no	Designation	Scale of Pay
1	Ex. Engineer	15600 – 39100 + 6600 PB - 3
2	A.E.E	15600 - 39100 + 5600 PB - 3
3	J.E	9300 - 34800 + 4200 PB - 2
4	Head Assistant/Head Draftsman/ Driver	9300 - 34800 + 4200 PB - 2
5	Sr.Assistant/ Finance Assistant	5200 – 20200 + 2800 PB - 1
6	Jr. Assistant	5200 – 20200 + 1900 PB - 1
7	Orderlies	4440 – 7440 + 1900

Chapter 12

The Budget allocated to each agency (Particulars of all plans, proposed expenditures and reports on disbursement made)

S.No	Activities	Sanctioned Budget 2014-15	Budget estimate 2015-16	Expenditure for the year (upto ending Feb 2015)
1	Salaries	82.339	182.88	81.839
2	Revenue	8.457	198.91	6.124
3	O&M/Capital	28.26	51.89	13.04

Chapter 13

Norms set by it for the discharge of its functions.

All the activities are executed through the action plan duly approved by the competent authority.

Chapter 13

Information available in an electronic form.

Corporation website are made available: www.JKSPDC.nic.in