



“Un Poshe Teli Reli Van Poshe”

Food is subservient to forests

(Sheikh Noorudin Wali A.R.)

**HAND BOOK
(Section -4 RTI)**

Divisional Forest Officer, J&K Kargil

Introduction

1.1. Background of this hand-book

This Handbook has been prepared in compliance to General Administration Department, J&K's Circular No. 05-GAD of 2015 Dated:29.01.2015 endorsed vide Deputy Commissioner/CEO ,LAHDC,Kargil,Office No. DC-K/SQ-395/RTI/2014. Dated: 30.01.2015. The basic purpose of the hand book is to facilitate the public to have access to the desired information in different forms, which is available under the control of this Department on the working of Soil Conservation and Social Forestry Department.

1.2. Objectives of the Hand Book

The objective of the Hand Book is to provide the users – general public, employees and officers of the entire Department or any person or persons interested to get any information on a broad view of the functioning of the Department in a transparent manner. The primary objective is to bring transparency.

1.3. Intended Users of this handbook

This hand-book is intended for the use of all desirous General Public whosoever is interested in getting any information about Department of Forest Division, J&K. Kargil

1.4. Organization of the information in this hand book

This Hand Book gives a broad overview of the activities carried on by the Department of Forest Division Kargil and the procedures to be followed for obtaining information from the Department as per Right to Information Act, 2009.

1.5. Definitions used in the hand-book

“Act”	means the Right to Information Act 2009
“Pubic Authority”	means the Forest Department, Kargil
“Government”	means the Government of Jammu & Kashmir.
“State”	means State of Jammu & Kashmir

1.6. Contact Person

(Nodal Officer (Website))

Name of the Officer (S/Shri)	The Division don't have its own website.
Designation	
Official website	
Phone (office)	
Mobile No. Email Address	

1.7. Procedure & Fee Structure for getting information not available in the hand book.

Person seeking information from the Department under the Act, may give an application indicating the complete details of information required. The persons seeking information, if so desire, may also inspect the concerned records at a specified time during office hours on a specified working day and also obtain copies of documents upon payment of prescribed fee prescribed for as indicated below.

Schedule of fees

As prescribed by the Government of J&K under the RTI Act of 2009 from time to time.

Particulars of Organization, Functions and Duties

2.1. Objective/Purpose

- (a) To carry out forest plantation on the departmental units and its maintenance, Community Plantation on the public land, silvi-pasture activities and compact plantation, farm-forestry, Soil- Conservation activities etc.
- (b) To supply Fire-Wood to the general public and govt.institutions and supply of Timber to the general public and Govt. Offices through SFCc depots in all the Ranges of this Division.
- (c) To encourage farmer community to plant trees on farm bunds/agro forestry/farm forestry.
- (d) To mobilize community participation through Joint Forest Management in creating, maintaining, protecting and managing the plantations.
- (e) To help in poverty alleviation by providing livelihood/employment to the rural poor.
- (f) To conserve and improve ecology and environment in the region.
- (g) To increase the productivity of wastelands.
- (h) To check the diversion of Forest land for development activities and accordingly processing the cases under the J&K Forest Conservation Act.

2.2. Mission/Vision Statement

- I. Afforestation on the Forest land and Extension Forestry with the participation of local community is a priority area to meet the aforesaid objectives besides ensuring a sustained income to the poor populace and contributing towards betterment of rural economy and amelioration of the environment. In this backdrop, following measures could be expected in near future:-
- II. Taking-up the Forestry activities at its full capacity as per availability of resources and infrastructure.
- III. Taking-up cultivation of medicinal plants on Government as well as private lands on commercial models and projects will be formulated in this regard. Also measures will be taken to check smuggling of the scheduled medicinal herbs.
- IV. Development of additional nurseries to raise more plants in order to give boost to the forest activities including Farm Forestry , Community Forestry and Silvi-pasture activities, which will also boost Rural Development.
- V. Many of the plantations raised during early years are mature and needs replacement and maintenances like renovation of fencing, gap-filling, extraction of dead and dry standing trees.
- VI. To formulate a policy for the in-situ conservation of the Juniperus and to introduce other conifers species in the division and to establish a state of the art conifers nursery in division. Matter will be taken up with the cold desert ecology experts of the HFRI,Dehradun and other premier forest institutes of India.

2.3. Brief History & formation.

The Kargil District is ecologically categorised as Cold Desert due to Extreme Cold Climate and very low precipitation and is devoid of any natural vegetation except sparse Juniper and many types of seasonal medicinal herbs. The division was created during the year 1979 with the objective to established departmental forest units, encourage the community plantation and silvi-pasture activities thereby meeting extending the tree cover and also meeting the local demands of the firewood, fodder and employment generation. Apart from this the department since its inception also played a very crucial rule in supply of Firewood and Timber to the general public.

Accordingly, the newly created Department besides implementing sanctioned works under District Plan, has at present to undertake the following tasks also.

01. Carry out Compensatory Afforestation under CAMPA Scheme.
03. Implementation of CM package having special emphasis on raising plantation on public land (Community Plantation) including Sivi-pasture etc.
04. Formulation of new projects as per the local needs/demands and to arrange funds sanction thereof to meet the purpose.
05. Distribution of benefits arising out of the Forest Activities including Soil Conservation etc.
06. CAT Activities under the Aegis of NHPC.
07. Watershed Management Under Haryali etc. of Rural Development Department.

2.4. Duties

The primary duty of Department is to carry afforestation programme under various components which include Raising of Plantations, Rehabilitation of Degraded Forests Units, Raising of Strip Plantations, Raising of Institutional Plantations, Silvi Pasture Works, Institutional Plantations etc. Besides plants are distributed among farmers under Farm-Forestry scheme. Nurseries are to be established in future.

4

The Afforestation works undertaken by the Department helps in rehabilitation of degraded forests, enhancing the scenic beauty and to meet people's demands of small timber, fuel, fodder in addition to providing livelihood to the rural population involved in plantation activity.

The plants raised by Department under Community plantation, Silvi-pasture and Farm and Social Forestry have become a major source of raw-material for the small timber for construction, a source of fodder to live-stock, fuel for the poor class and above all reducing the pressure on forests units thus conserving the environment & ecology.

2.5. Main activities/functions

The Department of Kargil Forest Division is entrusted with the assignment of extending Forest and green cover in the District also giving thrust to Community and compact Plantation, Silvi-Pasture and Farm-Forestry besides the development of Medicinal Plants, JFM activities, supply of fire-wood and timber etc. The Department is to maintain all the assets created under various schemes and to create nurseries to produce planting stocks, raise plantations, distribution of plant material to the locals, farmers, Govt. agencies for planting in their fields/premises with an ultimate goal of greening the state, improving the environment, generating the employment and conserving the natural forests.

The impact of the activities of the Department of is the creation of community plantation, wood-lots along the roads and on their lands, Farm forestry etc.

The Department is also aimed at creating the desired level of awareness among the people about the significance and importance of planting trees.

2.6. List of services being provided

1. Department provides plants to people under Farm Forestry and Social Forestry.
2. Compensatory Afforestation under CAMPA in lieu of the Land diverted for development activities.
3. Engaging Community for Community plantation ,Silvi-pasture etc.
4. Supply of fire-wood, Timber, Fodder, grasses to the locals through Masjids ,VFCs , Forest Depots, SFC Depots etc.
5. Upliftment of socio-economic conditions of locals.
6. Environmental improvement.
7. Adding to the aesthetic scenario.
8. Soil and water conservation.
9. Reducing the thrust on forests units for wood/timber/grazing etc.
10. Awareness about importance of ecology..

2.7. Organizational Structure

ORGINIZATIONAL CHART OF FOREST DEPARTMENT, KARGIL J&K			
DIVISIONAL FOREST OFFICER			
RANGE OFFICER	RANGE OFFICER	RANGE OFFICER	RANGE OFFICER
Drass Range	Kargil Range	Sankoo Range	Zansker Range
Forester Sub. Division Drass	Forester Headquarter Block Forester Sub. Division Shargole Forester Sub. Division Shaker Chicktan	Forester Sub. Division Sankoo Forester Sub. Division Tai-suru Forester TSG Block	Forester Sub. Division Zansker.
Abstract			
No of Division	One	No of Range	Four

2.8. The Department expects from public.

Massive tree plantation is the only option to mitigate environmental hazards confronting the mankind and the society at present and also to extend the tree cover. Protection of Juniperous, the only evergreen conifer growing in the region. Cooperation to the department in mitigating the encroachment pressure on natural resources like rivers, mountains, grazing grounds and meadows etc. which are perennial sources of water , fodder and grasse apart from provoding the scenic beauty to the region. The Department expects full support & active participation of Kargil public in this regard.

2.9. Public Participation/Contribution

In order to strengthen the Peoples participation many of the schemes like Community plantaion, silvi-pasture, farm forestry etc are implemented with their participation. Department will also engage itself in watershed management and other JFM activities in consultation with the Gram panchayats as when funds will be relelased for the same.

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 Range Officers . It may be in the form of Letter, Fax, Telephone, E-mail etc. The Department has a monitory & evaluation cell to assess the quantity and quality of works executed. The trainings are also being imparted to the forests staff for carrying on forestry related works across institutes of forest department of the state. Apart from this internal monitoring is also being carried from the head offices as and when desired.

2.11. Addresses/Contacts

Main Office: Office of the Divisional Forest Officer
Baroo, Kargil Ladakh.

Offices at Block level.

Range Offices at :

- I. Kargil,
- II. Drass,
- III. Sankoo &
- IV. Zansker

2.12. Working Hours

Summer: - 10 A.M Opening 4 P.M. Closing

Winter: - 10:30 A.M Opening 4:30 P.M Closing

(six days a week)

Chapter-3

Powers and Duties of Officers and Employees

Designation

D.F.O (HOD)

Powers	Administrative	Divisional Head and Controlling Officer for Division
	Financial	DDO for the Division
Duties	Others In charge and responsible for all executions in concerned Division. Custodian of all the assets of the department within his jurisdiction.	
Designation	All other Executive Staff including ROs, Foresters FGDs Gardeners & Mallies	
Powers	Administrative	Nil
	Financial	Nil
Duties	Others Nil Responsibility for execution of Afforestation works & its watch & ward. Community mobilisation and sensitisation in relation to forestry schemes and its implementation.	
Designation	All other Ministerial Staff ,Head Assistant,Sr. Assistant. Jr. Assistant, Orderlies.	
Powers	Administrative	Nil
	Financial	Nil
Duties	Others Nil Office works/Safe custody of the office record of their sections etc.	

Chapter-4

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

Name/title of the document with brief Write- Up on the Document	01. J&K Civil Service Rules (deal with Service conditions and control of the employees) 02. J&K Financial Code (deals with financial matters & delegation of powers etc.) 03. J&K Leave Rules. (deal with leaves of the employees). 04. J&K Medical Attendance Rules (deal with Medical claims of the employees) 05. J&K Classification & Conduct Rule:- (deal with discipline and conduct of the employees) 06. Forest Manual/Act (deals with management and raising of plantations) 07. SRO-175 of 2009 (Non-Gazetted Recruitment Rules) 08. SRO-61 of 1992 & SRO-17 of 1999 (Deal with formation of VFCs and sharing of usufruct etc). 09. SRO-143 (VFCs) 10. State Forest Policy-2011 11. SRO 103 regarding wood based industries. 12. J&K Forest Conservation Act, 1997. and many other rules and acts as mentioned in forest compendium.
From where one can get a copy of Rules, regulations, instructions, manual and records	Direction Office/District Administration Jammu/Srinagar.
Fee charges by the Department for a copy of rules, regulations, instructions, manual and record (if any)	As prescribed by the Government of J&K from time to time.

Chapter-5

Particulars of 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

Sr. No	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
1	Formation of Village Forest Committees	Yes	As per the guidelines of SRO-61 dated : 19-03-1991, modified vide SRO-17 dated:- 12-03-1999

Implementation of Policy

Sr. No	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation
1	Formation of Village Forest Committees	Yes	As per the guidelines of SRO-61 dated : 19-03-1991, modified vide SRO-17 dated:- 12-03-1999

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	DFO/ROs
2.	Plans	Action plan of the various schemes	By an application and the price for Photo copy	DFO/ROs
3.	List of Beneficiaries	Beneficiaries of the Schemes	By an application and the price for Photo copy	ROs

All affairs of the Department including works, conduct etc. of its employees are governed by the following in vogue service rules of State.

01. J&K Civil Service Rules
02. J&K Financial Code
03. J&K Leave Rules
04. J&K Medical Attendance Rules
05. J&K Classification & Conduct Rules
06. State Forest Policy-2011.

Chapter-7

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

Name and address of the Affiliated Body

Type of Affiliated Body (Board, Council, Committees, Other Bodies)

Brief Introduction of the Affiliated Body (Establishment Year, Objective/Main Activities)

Role of the Affiliated Body (Advisory/Managing/Executive/Others)

Structure and Member Composition

Head of the Body

Address of main office and its Branches

Frequency of Meetings

Can Public participate in the meetings?

Are minutes of the meetings prepared?

Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them.

Not Applicable

Chapter-8

The names/designations and other particulars of The Public Information Officers

Name of the Public Authority: - Department of Kargil Forest division.

Details of Public Information Officers/ Appellate Authorities in Department of Forest Division

(As per order issued by Director, DSF, J&K (HoD) under No. DIR/DSF/Estt/596-616/G dated:- 18-07-2012)

Public Information Officers

Name of the Officer (S/Shri)	Mohammad Ilyaz
Designation	I/C Range officer, Kargil Range
Jurisdiction (District)	Kargil, Hqtr./Shargole Sub-Division/Shaker Chicktan Sub-Division
Phone/Fax (O)	01985-232279
Mobile No.	9469730726
Email Address	mohdillyas.pulsay@gmail.com

1st Appellate Authorities

Name of the Officer (S/Shri)	Ashwani Kumar
Designation	Divisional Forest Officer. Kargil
Jurisdiction (District)	Kargil, Baroo
Phone/Fax (O)	01985-232279
Mobile No.	9419220844
Email Address	ashwanimitra06@gmail.com

Chapter-9

Procedures 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 Business Rules and other rules/regulations etc. can be made).**

This depends upon the nature of the case and are settled at different levels i.e. at Divisional Level (by concerned DFO), At Circle Level (by concerned Conservator of Forests and in our case it is CF Central), at State Level and Province level (by Head of the Forest Department) strictly as per rules in accordance with the powers vested to each, however issues/matters which lie beyond the competence of Head of the Department are referred to Administrative Department (Forests) for guidance and final orders.

- 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?**

The rules and procedure to decide cases of different nature are well prescribed vide various Acts, Manuals, SROs and notifications. The issues at different levels are settled/ decided strictly as per the prescribed rules and regulations at Divisional, Regional, Direction Office and Administrative Department level.

- 9.3. What are the arrangements to communicate the decision to the public?**

Public is informed about the decisions on demand, through post and can be communicated through media as well, if required.

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

In the process of decision making opinion of the concerned functionary viz. RO, DFO, RD etc. is sought.

- 9.5. Who is the final authority that vets the decision?**

Competence to take decision is well defined in book of financial code and business manual. Depending upon the nature of the case and competence, the decision is taken by Divisional Forest Officer, conservator of Forests, Head of Forest Department & Administrative Head of the Department is the final authority to vet the decision, if lies, in his competence.

9.6. Please provide information separately in the following format for the important matters on which the decision is taken by the Public Authority.

Sr. No.

Subject on which the decision is to be taken

Guidelines/Direction, if any

Forest manuals and compendium, CAMPA guidelines, SFDA Guidelines, Shhedule of rates etc.

Process of Execution

Works are executed at the division level through rangers after completion of Codal Formalities from the concerned higher authorities like DC/CEO office, CF office, and direction offices. For the execution of the works materials are being procured from the JK SICOP and also through short quotations and tenders as well.

Designation of the officers involved in decision making

1. DFO concerned
2. Range officers Concerned
3. CF Central
4. Head of the State Forest Department.

Contact information of above mentioned officers

Given at "Chapter-10" of this Hand book.

If not satisfied by the decision, where and how to appeal Direction office Jammu/Srinagar.

Chapter-10

Divisional Officers & Employees

S.No	Name S/Shri	Designat- ion	STD Code	Phone Nos		Fax	E-Mail	Address
				Office	Mobiles			
1	Ashwani Kumar	DFO, Kargil	01985	232279	9419220844	232279	Dfokargil- jk@nic.in	Baroo, Kargil
Range Heads								
1	Syed Nizam-ud- din	Range Officer Grade-II	-	-	9419176227	-		Sankoo Thasgam
2	Villayat Mohd Ali	I/C Range Officer	-	-	9419978915	-		Main Bazar Drass
3	Mohd Ilyaz	I/C Range Officer	-	-	9469730726	-		Baroo Kargil
4.	Moh. Abaas.	I/C Range Officer.			9419177153			Kargil Town.

Chapter-11

The Monthly Remuneration Received by each of its officers and Employees including the system of Compensation as provided in Regulations

Sr. No	Name	Designation	Monthly remuneration	Compensation/ Compensatory allowance	The procedure to determine the remuneration as given in the regulation.

The staff strength of the Department as per Government Order No.

S. No	Category of Posts	No of posts Sanctioned	Remarks
1	DCF	1	Sanctioned Strength as per PCCF order No:-1064-1128/Bix-Staff Dis. Dt:20-02-1991 and CF Central Circle endorsement letter No:-S/S/E/CC/523-29 dated:-17-06-2009
2	Range Officer Grade I	3	
3	Range Officer Grade II	1	
4	Forester	8	
5	Dy. Forester	1	
6	Forest Guards	35	
7	Sr. Gardaner	2	
8	Gardaner	23	
9	Mali	8	
10	Accountant	1	
11	Sr.Assistant	1	
12	Jr.Assistant	4	
13	Orderly	3	
14	Farash	1	
15	Driver	1	
16	Firewood Guard	1	
17	Firewood Chowkidar	2	
18	Chowkidar	1	
19	Watchman	1	
20	Game Guard	2	

Strength & composition of the service in the Department as per
SRO-175 of 2009 dated: - 29-06-2009 is given as under:-

SCHEDULE-IA
(Ministerial)

Sr. No	Name of the Post	No. of Posts	Pay	Remarks
1	Accountant	1	9300-34800+4200	
2	Sr.Assistant	1	5200-20200+2400	
3	Jr.Assistant	5	5200-20200+1900	
4	Orderly	1	4400-7440+1300	
5	Driver	1	5200-20200+1900	
6	Farash	1	4400-7440+1300	
7	Chowkidar	1	4400-7440+1300	
8	Watchman	1	4400-7440+1300	

SCHEDULE-IB
(Executive)

Sr. No	Name of the Post	No. of Posts	Pay	Remarks
1.	Range Officer Grade I	3	9300-34800+4600	
2	Range Officer Grade II	1	9300-34800+4200	
3	Forester	8	5200-20200+2800	
4	Dy. Forester	1	5200-20200+2400	
5	Forest Guards	35	5200-20200+1900	
6	Game Guard	2	5200-20200+1900	
7	Firewood Guard	1	5200-20200+1900	
8	Sr. Gardener	2	5200-20200+1900	
9	Gardener	23	4400-7440+1300	
10.	Mali	8	4400-7440+1300	

Chapter-12

Budget for the year 2013-14

Capital

Rs. In lacs)

Sr. No.	Name of the scheme/Head	Activity	Starting date of the activity	Planned date of the activity	Amount proposed	Amount sanctioned	Amount released/disbursed (No. of installment	Actual expenditure for the last year till ending 3/2013	Responsible officer for the complete execution of the work
1.	District Plan	Plantation and soil conservation works.			79.51	79.51	79.51	64.73	
2.	CAMPA.				57.19	57.19	57.19	41.25	
3.	CM's PAP.		-	-	2.00	2.00	2.00	1.00	

Non Plan Budget for the year 2013-14

(Rs. In lacs)

S. No.	Budget Sub-Head / Primary Head	Activity	Starting date of the activity	Planned date of the activity	Amount proposed	Amount sanctioned	Actual Expenditure 3/2013
1.	Salaries				252.64	252.64	249.38
2.	Travel Expenses				3.00	2.80	2.80
3.	Telephones				0.25	0.25	0.12
4.	Office Expenses				3.50	2.90	2.90
5.	Electricity Charges				1.00	1.00	1.00
6.	Rent, Rates and Taxes				-	-	-
7.	Books and Periodicals				0.30	0.30	0.05
8.	Maint. Of Vehicles				0.50	0.30	0.30
9.	POL				1.00	1.00	1.00
10.	Outsourcing of Upkeep				23.94	23.94	23.94
11.	Medical Reimbursement				0.50	0.40	0.40
12.	Firewood				45.50	40.00	40.00
13.	NPS Salary				0.95	0.95	0.80
14.	Leave Salary				11.00	11.00	11.00

Chapter-13

The Manner of Execution of Subsidy Programme

- Name of programme/scheme
- Duration of the programme/scheme
- Objective of the programme
- Physical & financial targets of the programme (for the last year)
- Eligibility of Beneficiary
- Pre-requisites for the benefit
- Procedure to avail the benefits of the programme
- Criteria of deciding eligibility
- Details of the benefits given in the programme (also mention the amount of subsidy or other help given)
- Procedure for the distribution of the subsidy.
- Where to apply or whom to contact in the office for applying.
- Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application).
- List of attachments (certificates/documents)
- Format of Attachments • Where to contact in case of process related complaints
- Details of the available fund (at various levels like district level, block level etc.)
- List of beneficiaries in the format below

Sr. No/Code	Beneficiary Name	Amount of Subsidy	Parent Guardian	Criteria of Selection	Address Amount sanctioned Amount released/disbursed (No. Of instalment Actual expenditure for the last year			
					District	City	Town/Village	House No

The Department is operating no subsidy programme, however, provides plants to people at subsidized rates.

Chapter-14

Particulars of Recipients of Concessions, permits or authorization granted by it

- Name of Programme
- Type (Concession/Permits/Authorization)
- Objective
- Target set (For the last year)
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concession/permits/authorizations
- Application Fee (Where applicable)
-]List of attachments (certificates/documents) • Format of Attachments
- List of beneficiaries in the format given below.

Sr. No/Code	Beneficiary Name	Amount of Subsidy	Parent Guardian	Criteria of Selection	Address Amount sanctioned Amount released/disbursed (No. Of instalment Actual expenditure for the last year			
					District	City	Town/Village	House No

N.A

Chapter-15

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 execution of various activities/programmes.**

The works executed at divisional level are first sanctioned under various heads and schemes under each component of work as per the tariff rates and labour rates approved from the PWD/CAPD, DC office, labour officer etc. The works are then executed for all afforestation & other works of the department in their jurisdiction under the control & technical guidance of CF Central however the issues/cases which lie beyond the competence of the CF are referred/guided to/by the Direction office.

Chapter-16

Information Available in an electronic form

The Division office do not have its own Websits , however information related to the division is available on the J&K Forest deptt. Website and also with the DFO Statistics.

Chapter-17

Particulars of the facilities available to citizens for obtaining information

In both soft and as well as in hard form, information remains readily available for citizens and can be obtained during office hours on any working day.

Chapter-18

Other Useful Information

18.1. Frequently Asked Questions and their Answers by Public

18.2. Related to seeking information

- Application form (a copy of filled application form for reference)
- Fee
- How to write a precise information request. Few Tips.
- Right of the Citizen in case of denial of information and procedure to appeal.

18.3. With relation to training imparted to public by public authority.

- Name of training programme with brief description
- Time period for Training Programme/Scheme
- Objective of training
- Physical & Financial Targets (Last year)
- Eligibility of training
- Prerequisite for training (if any)
- Financial and other form of help (if any)
- Description of help (mention the amount of financial help, if any)
- Procedure of giving help
- Contact Information for applying
- Application Fee (Wherever applicable)
- Application Form (in case the application is made on plain paper)
- List of enclosures/documents
- Procedure of application
- Selection Procedure
- Time table of training programme (in case available)
- Process to inform the trainee about the training schedule
- Arrangement mad by the Public Authority for creating public awareness about the training programmes
- List of Beneficiary of the training programme at various levels like district level, block level etc.

Not Applicable

18.5. With relation to registration process.

- Objective
- Eligibility for registration
- Pre-requisite (if any)
- Contact information for applying
- Application Fee (Wherever applicable)
- Other Fee (Wherever applicable)
- Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide.
- List of enclosures/documents
- Format of enclosures
- Procedure of application
- Process followed in the Public Authority after the receipt of application.

With regard registration of the wood based industries the registration authority is the CF Central and the applications are processed here as per the SRO 103 of Wood based industries which defines all the fees and other formalities required for the registration of the industrial unit.

**Ashwani Kumar SFS Divisional Forest Officer, Kargil/ First Appellate Authority
HAND BOOK (Section-4-RTI)
Office of the Divisional Forest Officer ,
Kargil Forest Division.**

**Moh.Iliyaz, Range Office , Kargil/ HQ and PIO
HAND BOOK (Section-4-RTI)
Office of the Divisional Forest Officer ,
Kargil Forest Division.**