

INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT, 2009 WITH RESPECT OF ADMINISTRATION (HEALTH AND MEDICAL EDUCATION) DEPARTMENT.

INTRODUCTION

The Jammu & Kashmir Right to Information Act, 2009 as passed by the Jammu and Kashmir State Legislature received the assent of the Governor on 20th 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 objective of this handbook is to provide information to the intended users regarding different functions being delivered by the Health and Medical Education Department

Chapter-I

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. These Rules have been framed under Section-43 and Sub Section-2 of Section-45 of the Constitution of the State. The Council of Ministers headed by the Chief Minister is highest executive authority of the State under the Constitution. Each Minister is Incharge of one or more Administrative Departments. At the Secretariat level, the business of the government is transacted through various Departments, each one or more Departments headed by an Administrative Secretary.

In terms of Rule-4(1) of the Jammu and Kashmir Government Business Rules, following subjects are assigned to the Health and Medical Education Department:-

1	Administrative Control of Government Medical College, Jammu/ Srinagar.
2	Administrative Control of Government Dental College, Jammu/ Srinagar.
3	Administrative Control of Directorate of Health Services, Jammu/ Kashmir.
4	Administrative Control of Directorate of Indian Systems of Medicine, J&K.
5	Administrative Control of Directorate of Family Welfare & RCH.
6	Administrative Control of Drug and Food Control Organization.
7	Administrative Control of National Rural Health Mission, J&K.
8	Administrative Control of J&K, Aids Control & Prevention Society.

The **Health and Medical Education Department** by virtue of its duties is the nerve centre of the administration of its subordinate offices. The Department functions under the supervision and guidance of the Hon'ble Chief Minister, Minister for Health and Medical Education, besides Administrative Secretary.

The Administrative Secretary of the department is assisted by a team of officers of the rank of Special Secretary/ Additional Secretary/ Financial Advisor/ Joint Director (P&S)/ Deputy Secretary/ Senior Law Officer and Under Secretaries.

Down-below the under Secretaries there is an established Non-Gazetted administrative hierarchy headed by the Section Officers. The procedures for dealing with the cases and the function of the Non-Gazetted staff have been defined in the Secretariat Manual. As per the Secretariat Manual, the Section Officer is empowered to

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

With a view to dealing with the different issues pertaining to the Health and Medical Education Department, different Sections have been set up. The brief description is as under:-

- Gazetted Section (Health).
 - Non-Gazetted Section (Health).
 - Gazetted Section (Medical Education).
 - Non-Gazetted Section (Medical Education).
 - Coordination Section.
 - Legal Section
 - Accounts Section
 - Planning Section
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- **Gazetted Section (Health).**

The Section is headed by an Officer of the rank of Special Secretary to Government, Health and Medical Education Department. The issues relating to the doctors belonging to Health establishment and other gazetted categories are being dealt within this Section. This section includes the gazetted staff of Indian Systems of Medicine, Drug and Food Control Organization, NRHM, J&K State AIDS Control & Prevention Society.

- **Non-Gazetted Section (Health).**

The Section is headed by an Officer of the rank of Special Secretary to Government, Health and Medical Education Department. The issues relating to the non-gazetted establishment as received from HOD's and requiring intervention of the Administrative Department are dealt with in this Section. This section includes the non-gazetted staff of Indian Systems of Medicine, Drug and Food Control Organization

- **Gazetted Section (Medical Education).**

The Section is headed by an Officer of the rank of Additional Secretary to Government, Health and Medical Education Department. The issues relating to the faculty members belonging to Medical Education establishment and other gazetted categories are being dealt with in this Section.

- **Non-Gazetted Section (Medical Education).**

The Section is headed by an Officer of the rank of Additional Secretary to Government, Health and Medical Education Department. The issues relating to the non-gazetted establishment as received from HOD's and requiring intervention of the administrative department are dealt with in this Section.

- **Legal Section.**

There is a full-fledged Legal Section in the Health and Medical Education Department headed by Senior Law Officer. This Section deals with the legal issues like providing opinion/ advice and preparing of replies in compliance of Court orders in respect of matter pertaining to Health and Medical Education Department. The Section attends to the litigation in the cases where either Health and Medical Education Department is directly involved or where the department has been arrayed as a respondent.

- **Accounts Section.**

There is a full-fledged accounts Section in the Health and Medical Education Department headed by Director Finance. This section deals with the issues pertaining to the accounts matters of the Health and Medical Education Department.

- **Planning Section.**

This section deals with the collection of data and also implementation of the State Plan of the department and Centrally Sponsored Schemes of Government of India. It is headed by an Officer of the rank of Joint Director.

OFFICE TIMINGS & PUBLIC MEETING

Morning Hours of the office = 09:30 A.M.

Closing Hours of the office = 05.00 P.M.

The officers of the Administrative (Health and Medical Education) 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 grievance or to enquire about the status of pending case, if any, in the Health and Medical Education Department.

Chapter-2

Powers and Duties of Officers and Employees

The Health and Medical Education Department plays a lead role in formulation of policies for smooth functioning of the subordinate department and monitors/coordinates their working. For better appreciation of the cases involving policy decisions relating to various departments, the matters are placed before the competent authority for advice/guidance. The cases after thorough examination at different levels are submitted for orders of the Competent Authority as provided under rules. However, depending upon the delegation of powers, the cases are submitted to the administrative secretary, the Hon'ble Minister 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.

Chapter-3

Rules, Regulations, Instructions, Manual and Records administrated by Health and Medical Education Department for Discharging Functions.

The list of Rules, Regulations, Instructions, Manual and Records is hosted on the website of the Health and Medical Education Department i.e. www.jkhealth.org.

Rules, Regulations, Instructions, Manual and Records held by the Department under its control is as follows:-

At Secretariat level:-

- Jammu and Kashmir Health and Family Welfare (Gazetted Services Recruitment Rules, 2013, (SRO 325 dated 12-07-2013.)
- Jammu and Kashmir Medical Education (Gazetted) Services Recruitment Rules, 1979, (SRO 517 dated 19-09-1979.)
- Jammu and Kashmir Health and Medical (Subordinate) Services Recruitment Rules, 1992, (SRO 20 dated 24-02-1992.)
- Jammu and Kashmir Dental College (Gazetted) Services Recruitment Rules, 1993, (SRO 75 dated 15-04-1993.)
- Jammu and Kashmir Drug and Food Control Gazetted Recruitment Rules, 1997 (SRO 56 dated 03-02-1997)
- Jammu and Kashmir ISM Gazetted Services Recruitment Rules, 2006. (SRO 379 dated 12-12-2006)
- J&K Civil Services Regulations, Volume-I & II.
- Jammu and Kashmir Reservation Rules, 2005 read with (SRO-144 of 2008 dated 28-05-2008.)
- Jammu and Kashmir Civil Services (Medical Attendance-cum-allowance) Rules, 1990.

- Jammu and Kashmir Civil Services (Classification, Control and Appeal) Rules, 1956.
- Jammu and Kashmir Government Employees (Conduct) Rules, 1971.
- Jammu and Kashmir (Compassionate Appointment) Rules, 1994.
- Jammu and Kashmir Civil Services (Leave) Rules, 1979.
- Jammu and Kashmir Procedure of Secretariat Manual.
- Jammu and Kashmir Budget Manual.
- Jammu and Kashmir Financial Code, Volume-I & II
- Jammu and Kashmir Book of Financial Powers.

At Sub-ordinate levels:-

The Policies, Rules, Regulations framed by the Government in Health and Medical Education Department and Instructions thereof are being administered by Health and Medical Education Department for discharging functions through its subordinate departments.

Chapter-4

The Health and Medical Education Department administers and monitors the functioning of the following department/statutory Bodies/Boards.

S. No.	Name of the Department	Website
1.	Government Medical College, Srinagar	www.gmcsrinagar.net
2.	Government Medical College, Jammu	www.gmcjammu.nic.in
3.	Indra Gandhi Government Dental College, Jammu	
4.	Government Dental College, Srinagar	
5.	Directorate of Family Welfare and RCH	
6.	Directorate of Health Services, Jammu/ Kashmir	www.jkhealth.org
7.	Directorate of ISM, J&K	www.jkdism.in
8.	Controller, Drug and Food Control Organization, J&K	
9.	Mission Director , NRHM, J&K	
10.	Project Director, Aids Control & Prevention Society, J&K	

Chapter-5

The name, designations and other particulars of the Public Information Officer and First Appellate Authority:-

First Appellate Authority Health and Medical Education Department:

1.	Name	Sh. Zahoor Ahmed
2.	Designation	Director Finance
3.	E-mail	Zahoorwani.aaa@gmail.com
4.	STD Code	0191 (Jammu), 0194 (Srinagar)
5.	Contact No.	9469664525
6.	Fax	2541729 (Jammu) 2473662 (Srinagar)
	Address	ROOM NO. 3/18, 3RD FLOOR, MINI BLOCK, CIVIL SECRETARIAT, JAMMU. ROOM NO. 244, 2ND FLOOR, CIVIL SECRETARIAT, SRINAGAR

Public Information Officer, Health and Family Welfare Department, ISM, Drug and Food Control and HRM Branch:

1	Name	Dr. Des Raj Bhagat
2	Designation	Deputy Secretary
3	E-mail	dr_raj_shallu04@yahoo.co.in
4	STD Code	0191(Jammu), 0194 (Srinagar)
5	Contact No.	9419188288
6	Fax	2546334 (Jammu) 2452262 (Srinagar)
	Address	Room No. 36, 1 st Floor, Mini Block, Civil Secretariat, Jammu

	Room 259 , 2ND FLOOR Civil Secretariat, Srinagar
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Public information Officer, Medical Education Department:

1	Name	Dr. Iftikhar Rasool Hamdani
2	Designation	Under Secretary
3	STD Code	0191(Jammu), 0194 (Srinagar)
4	Contact No.	9622917296
5	Fax	2546334 (Jammu) 2452262 (Srinagar)
6	Address	Room No. 36, 1 st Floor, Mini Block, Civil Secretariat, Jammu ROOM NO. 2, Ground Floor Civil Secretariat, Srinagar

Chapter -6

The monthly remuneration received by each of the officers and officials of Health and Medical Education Department

S.No	Name	Designation	Basic Pay	Grade Pay
1	Gazzanfer Hussain, IAS	Commr/Secretary	64560	8700
3	Zahoor Ahmad Wani	Director Finance	37400	8700
4	G.M.Ganie	Joint Director	30410	7600
6	Dr. Des Raj Bhagat, KAS	Deputy Secretary	26890	6600
7	Altaf Hussain	Senior Law Officer	21830	4800
8	Bilal Ahmed	Under Secretary	18140	4800
9	Iftikhar Rasool Hamdani	Under Secretary	18140	4800
10	Vijay Laxhmi	Pvt Secy	21180	4800
11	Lalit Bhat	Assistant Director	13900	4800
12	Mohd Abdullah Mir	Addl.Private Secretary	18830	4600
13	Bajinder Singh	Assistant Account Officer	14160	4220
14	Nayeem Ahmad	Assistant Account Officer	17730	4600
15	Manzoor Ahmad	Stastical Officer	16280	4600
16	Mohan Lal Sharma	Section Officer	12460	4600
17	Janak Raj Sharma	Section Officer	11950	4600
18	Rehmatullah Shah	Section Officer	13250	4600
19	Tasneem Jan	Section Officer	14070	4600
20	Laxmi Kanth	Section Officer	11470	4600
21	Mohammad Latief Shalla	Sr. Scale Stenographer	18140	4600
22	Jan Mohammad	Stenographer	18510	4600
23	Nasir Ahmad	Statical Assistant	11010	4200
24	Ravneet Singh	Head Assistant	10130	4200
25	Javed Iqbal lone	Head Assistant	10130	4200
26	Pritam Singh	Head Assistant	12560	4200
27	Shaima Nargis	Head Assistant	9300	4200
28	Mukhtar Ahmad Khan	Head Assistant	9640	4200
29	Manoj Kumar	Head Assistant	9300	4200
30	Shabir Hussain	Senior Assistant	12690	2400

31	Fida Hussain	Senior Assistant	8630	2400
32	Imtiyaz Ahmad	Senior Assistant	7630	2400
34	Manmeet Singh	Senior Assistant	10310	2400
35	Ajaz-Ul-Zaman	Senior Assistant	7630	2400
36	Irfan Mahmood	Senior Assistant	7630	2400
37	Sujeet Mattoo	Junior Assistant	7360	1900
38	Abdul Majid	Junior Assistant	9000	1900
39	Hilal Ahmad Lone	Junior Assistant	6050	1900
40	Raj Kumar	Daftri	8820	1900
41	Sheikh Mohd Rafiq	Jamadar	7350	1400
42	Nissar Ahmad Khan	Jamadar	8610	1800
43	G.N.Palla	Jamadar	8670	1800
44	Mohd Maqbool Mir	Helper	8340	1800