



**INFORMATION TECHNOLOGY DEPARTMENT
GOVERNMENT OF JAMMU & KASHMIR**

**INFORMATION HANDBOOK
UNDER RIGHT TO INFORMATION ACT, 2009**

TABLE OF CONTENTS

INTRODUCTION	3
CHAPTER - 1:	4
Particulars of Organization, Functions and Duties.....	4
Information Technology Department / Administrative Department.....	4
Administrative Section.....	5
Planning and Statistics Section.....	5
Accounts Section.....	6
Other Agencies/ Organizations/ Bodies:.....	6
Jammu & Kashmir e-Governance Agency (JaKeGA):	6
State e-Mission Team:.....	6
National Informatics Centre (NIC).....	7
CHAPTER-2:	8
Powers and Duties of Officers and Employees	8
CHAPTER-3:	11
Rules, Regulations, Instructions and Manual for Discharging Functions	11
CHAPTER-4:	12
A statement of boards, Corporations and Other bodies constituted as its part.....	12
CHAPTER-5:	13
The names, designations and other particulars of the Public information Officers Assistant Public Information Officers:	13
The details of Assistant Public Information Officer (APIO), Public Information Officer (PIO) and First Appellate Authority (FAA) in Information Technology Department :	13
The details of Public Information Officer (PIO) and First Appellate Authority (FAA) in Jammu & Kashmir e-Governance Society :	
CHAPTER- 6:	15
The monthly remuneration received by each of the officers and employees of Information Technology Department	15

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

INTRODUCTION

The J&K 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 Information Technology Department.

CHAPTER - 1:

Particulars of Organization, Functions and Duties

Information Technology Department / Administrative Department

The Department functions under the supervision and guidance of the Hon'ble Minister, Information Technology, Minister of State, Information Technology and the Administrative Secretary of Information Technology Department.

The J&K State Government has initiated several steps to introduce Information and Communication Technology (ICT) in the State in order to bring efficiency and transparency in the functioning of the Government. As a step towards e-Governance, the State Government created Information Technology Department in the year 2002, vide Government Order No.1939-GAD of 2002 dated 23-12-2002.

The Role of IT Department as defined vide Govt. Order No. 228-GAD of 2003 dated 18.2.2003 is as under:

1. The Information Technology Department shall have a consultative and guiding role in all matters relating to e-governance. The concerned Department shall draw up their individual plans of e-Gov, refer these to the IT Department and after consultations with the IT Department, the works and schemes shall be implemented by the respective departments;
2. Ongoing works, where the ITU has released funds and incurred expenditure relating to e-governance shall be completed by the IT Department;
3. Central funds for the e-Gov projects under any central scheme shall be utilized in consultation with the IT Department;
4. IT Department shall maintain updated rates/rates of purchase of the IT equipment on a quarterly basis. Departments may purchase equipment directly or request ITD to procure it for them;
5. IT Department shall be responsible for all trainings of employees for e-Gov projects;
6. For preparation of Databases, the Departments shall furnish authentic records to the IT Department as and when required. This shall not, however, apply to the Police Department who shall carry on with its own plans;
7. All connectivity issues concerning e-Gov shall be handled in consultation with IT Department. The establishment of Wide Area Network and all connected matters shall also be handled by the IT Department.
8. IT Department shall also be responsible for setting up and functioning of CIC's in the State;
9. Information and Communication Technology architecture and the standards for operational and applications software shall be laid down by the IT Department. IT

Department shall also prescribe security protocols and Public Key Infrastructure Strategy for e-Gov.

10. IT Department shall be responsible for suggesting effective change management for organizational and work process structures that would be necessitated by the introduction of e-Gov. Necessary modifications in code/regulations and other such matters shall be proposed by the ITD for obtaining approval of the competent authority.

The Information Technology Department is engaged in growth of IT sector in the state of J&K and helps establish good governance through the use of Information & Communication Technology. The State Government with the help of IT Department has adopted e-Governance and m-Governance to reach out to citizens in a more effective manner and the age old conventional functioning is being revamped through exhaustive Business Process Reengineering and electronic service delivery.

The Secretary to Government, Information Technology Department is currently Heading this department. With a view to dealing with the different issues pertaining to the Information Technology Department, different Sections have been set up. The brief description is as under: -

- 1) Administrative Section
- 2) Planning Section
- 3) Accounts Section

Administrative Section

Currently this Section deals with the issues relating to the Information Technology as indicated below. During the Legislative Session, the Section plays a coordinating role in collecting information from different Departments/Agencies for preparing replies to the Questions raised by Hon'ble Members.

1. All Subordinate Departments/Agencies
2. Establishment (Gazetted/non-Gazetted)
3. Legal Issues
4. IT Policy
5. e-Governance in J&K

Planning and Statistics Section

This section deals with the collection of data which may be 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. During the Legislative Session, the Section also plays a coordinating role in collecting information from different Departments for preparing replies to the Questions raised by Hon'ble Members.

The Assistant Director (P&S) is currently handling this section.

Accounts Section

There is a full-fledged Accounts Section in the Information Technology Department which deals with the day to day financial matters and issues pertaining to the accounts of the Department.

Other Agencies/ Organizations/ Bodies:

Jammu & Kashmir e-Governance Agency (JaKeGA):

Besides the above mentioned sections, the Information Technology Department has the services of Jammu and Kashmir e-Governance Agency (JaKeGA), a society registered under the J&K Societies Registration Act, for the implementation of various IT Projects undertaken by the department. The details about the Jammu and Kashmir e-Governance Agency is available at www.jakega.com.

The Jammu and Kashmir e-Governance Agency(JaKeGA) is an independent Field Organization of the IT Department, which came into existence w.e.f. 14/1/2009. The JaKeGA acts as a Special Purpose Vehicle to Design, Implement and Commission the e-Government projects throughout the State. The JaKeGA is headed by a Chief Executive Officer (CEO) who is assisted by Treasurer and other Contractual Staff. Presently JaKeGA is functioning within Civil Secretariat.

The JaKeGA was formed with a view to function as an intrinsic arm of the government with a mandate to drive e-Governance in the State. The primary objective of the JaKeGA is to implement, deliver and administer e-governance projects by providing necessary administrative, financial, legal and technical framework in the state. JaKeGA also facilitates the establishment of e-service centers throughout the state through suitable public private partnerships (PPP) to ensure that the public gets the desired information and e-services at their doorsteps.

State e-Mission Team:

The Government of India has also provided the services of a team of consultants known as State e-Mission Team. The details of which are available at <http://meity.gov.in>.

The Government of India has approved the Capacity Building (CB) Scheme with the objective of providing technical support and specialized skills for e-governance, to State level policy & decision-making bodies for implementation of the National e-Governance Plan. The main components of the scheme include creation of State e-Governance Mission Teams (SeMT) developing skills and imparting training to stakeholders at the leadership

levels. The SeMTs are expected to assist the State Government in programme management of e-Governance, provide technical support and assist in capacity building, change management and other initiatives. The core functions of SeMT are as follows:

1. Program management at State/UT level.
2. Provide overall direction, ensure standardization and consistency for integration.
3. Undertake strategy planning.
4. Provide project consultancy.
5. Provide Project Development support and guidance to PeMTs.

National Informatics Centre (NIC)

National Informatics Centre (NIC) is a premiere S & T Institution of the Government of India, established in 1976, came into existence in J&K State in 1988 and is providing Secure Network (Internet) backbone and e-Governance support to State Government, Central Governments, District Administrations and other Government bodies. It offers a wide range of ICT services including Nationwide Communication Network for decentralized planning, improvement in Government services and wider transparency of national and local Governments. NIC assists in implementing Information Technology Projects, in close collaboration with Central and State Governments, in the areas of (a) Centrally sponsored schemes and Central sector schemes, (b) State sector and State sponsored projects, and (c) District Administration sponsored projects. NIC endeavors to ensure that the latest technology in all areas of IT is available to its users.

NIC headed by State Informatics Officer (SIO) is working in J&K under an MoU signed with the IT Department.

CHAPTER-2:

Powers and Duties of Officers and Employees

The Information Technology Department by virtue of its duties is the nerve center of the administration of its subordinate offices/agencies. The Department functions under the supervision and guidance of the Hon'ble Minister, Information Technology, Minister of State, Information Technology and the Administrative Secretary of Information Technology Department, who at present is of the rank of Secretary to Government. The following are the powers and duties:

I. **Minister for Information Technology Department:**

- a) Powers are exercised in accordance with the provision of Jammu and Kashmir Government Business Rules.
- b) Representative of the department in state legislature, state cabinet and any appropriate national/international forum.

II. **Minister of State:**

- a) Subject assigned to him in accordance with the distribution of work made by the Hon'ble Chief Minister in accordance with Jammu and Kashmir Business rules.

III. **Administrative Secretary:**

- a) Overall head of the department
- b) Executive authority for implementation/enforcement of all the policies, mandate & functions of the department as envisioned by the government.
- c) Directs the formulation of policies related to planning, administration and financial matters in order to achieve the desired objectives of the sector.
- d) Review of the developmental & administrative activities of the line departments.
- e) Any other matter as may be assigned by the Minister Incharge.

The Information Technology Department is engaged in growth of IT sector in the state of J&K & helps establish good governance through the use of Information & Communication Technology. The State Government with the help of IT Department has adopted e-Governance and m-Governance to reach out to citizens in a more effective manner and the age old conventional functioning is being revamped through exhaustive Business Process Reengineering and electronic service delivery.

The **Information Technology Department** plays a lead role in formulation of policies for smooth functioning of the subordinate Departments/Agencies. It monitors and coordinates their working. For better appreciation of the cases involving policy decisions relating to various Departments/Agencies, 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 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.

All the other officers down in ranks work under the supervision of the Administrative Secretary and the official work is distributed and executed as per the provisions of Jammu and Kashmir Secretariat Manual. The Administrative Secretary is assisted in its endeavor by a team of officers of the rank of Additional Secretary, Deputy Secretary and Under Secretary, Jammu & Kashmir e-Governance agency (JaKeGA), National Informatics Centre (NIC) and State e Mission Team (SeMT). Down-below the Under Secretary 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 **Secretariat 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 Powers and duties of officers are as under:

Sr. No.	Designation	Power and Duties
1.	Administrative Secretary	Head of the Department. Acts and exercises the powers delegated to him under Jammu & Kashmir CSR, Financial Code, Leave/GPF Rules etc.
2.	Director Finance	Officer in-charge of the whole Accounts Section .Scrutiny of financial matters submitted by the Assistant Accounts Officer. Also provides advice on financial matters as may be referred to him by the Secretary or any other Officer.
3.	Additional Secretary/ Deputy Secretary/ Under Secretary	These officers assist the Administrative Secretary in discharge of the duties assigned to them. He monitors the work of the officials/subordinate to him at the level of section officer and below. Authorized to issue letters etc. on behalf of the IT Department
4.	Assistant Accounts Officer	Provides Assistance to the FA & CAO in discharge of the matters assigned to the FA & CAO/Accounts section.
5.	Technical Officers	Coordination and Supervision of LAN/Wi-fi services in Civil Secretariat and Legislative Assembly. Member of Purchase committee and evaluation of Technical Bids for various Projects. Verification of hardware procured by other departments. Provide assistance to IT Deptt and other departments regarding Government e-Market Place. Assisting officers of IT Department in various technical matters from time to time. Website updation for IT Deptt.

6.	Section Officer	In charge of the (non-gazetted) section. Scrutiny of files submitted by the Head Assistant as per the procedure prescribed.
7.	Head Assistant / Senior Assistant	To assist the Section Officer in discharge of the duties.
8.	Junior Assistant/ Store Keeper	In charge of the work of diarizing and organizing movements, distribution of receipts/ files in section and other duties like typing as may be assigned to them by the Section Officer etc. One Junior Assistant is designated as Store Keeper who maintains records of the stores and makes entries of the fresh stores purchased into the registers.

CHAPTER-3:

Rules, Regulations, Instructions and Manual for Discharging Functions

The list of rules, regulations, instructions, manual and records is hosted on the website of the Information Technology Department i.e. <http://jkit.nic.in/>.

The department has formulated the IT Policy for the state of J&K, Draft policies for IT (new IT Policy), Web Policy & Right of Way policy.

CHAPTER-4:

A statement of boards, Corporations and Other bodies constituted as its part

The Information Technology Department administers and monitors the functioning of the following organizations/ agencies/ societies/ boards:

The complete details about the IT department regarding latest Orders, Circulars, Notices, Policies, etc are available on the departmental website i.e. <http://jkit.nic.in>

Jammu & Kashmir e-Governance Agency (JaKeGA)

The complete details about the agency ongoing projects, latest updates, etc are available on the website of the Jammu & Kashmir e-Governance Agency i.e. www.jakega.jk.gov.in

IT Department is also supported by a team of consultants called the State e-Mission Team (SeMT). The details about the same can be obtained from <http://meity.gov.in>.

CHAPTER-5:

The names, designations and other particulars of the Public information Officers Assistant Public Information Officers:

Any citizen can seek information pertaining to Information Technology 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 and SRO 279 of 2012 dated 30.08.2012.

The Public Information Officer (PIO) for Information Technology Department is **Mr. Subash Chander Raina, Deputy Secretary** who is assisted by **Mr. Manzoor Ahmad Parray, Under Secretary**, Information Technology Department as Assistant Public Information Officer (APIO).

Secretary IT is the First Appellate Authority (FAA) for Information Technology Department.

The officers of the Information Technology 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 Information Technology Department.

Office timings

Morning Hours of the office = 09.30 A.M

Closing Hours of the office = 05.00 P.M

The details of Assistant Public Information Officer (APIO), Public Information Officer (PIO) and First Appellate Authority (FAA) in Information Technology Department is given as under:

Assistant Public Information Officer (APIO):

1.	Name	Mr. Manzoor Ahmad Parray
2.	Designation	Under Secretary, IT Department
3.	STD code	0191-Jammu 0194-Srinagar
4.	Ph No. Office	0191 - 2566055, 2544636 0194 – 22506205, 2506054
5.	Fax	Same as above
6.	Mobile No.	+91
7.	Email	
	Address	Civil Secretariat Jammu/Srinagar

Public Information Officer (PIO):

1.	Name	Mr. Subash Chander Raina
2.	Designation	Deputy Secretary
3.	STD code	0191-Jammu 0194-Srinagar
4.	Ph No. Office	0191 - 2566055, 2544636 0194 – 22506205, 2506054
5.	Fax	Same as above
6.	Mobile No.	9419188934
7.	Email	scraina-jk@nic.in
	Address	Civil Secretariat Jammu/Srinagar

First Appellate Authority (FAA):

1.	Name	Mr. Saugat Biswas
2.	Designation	Secretary, IT Department
3.	STD code	0191-Jammu 0194-Srinagar
4.	Ph No. Office	0191 – 2476091, 2479914 (F) 0194 – 2506405
5.	Fax	Same as above
6.	Mobile No.	
7.	Email	cit-jk@nic.in tptcommissionerjk@gmail.com.
	Address	Civil Secretariat Jammu/Srinagar

CHAPTER- 6:

**The monthly remuneration received by each of the officers and employees of
Information Technology Department**

S. No.	Name of the Officer/Officials (S/Sh./Smt.)	Designation	Monthly Remuneration Pay Scale with
Gazetted			
1.	Mr. Saugat Biswas (IAS)	Adm. Secretary	
2.	Mr. Vaibhav Kohli	Additional Secretary	15600 – 39100 + 6600
3.	Mr. Kulbushan Kumar	FA/CAO	
4.	Mr. Subash C. Raina	Deputy Secretary	15600 – 39100 + 5600
5.	Mr. Chagger Singh	Deputy Director	
6.	Mr. Manzoor Ahmad Parray	Under Secretary	9300 – 34800 + 4800
7.	Mr. Rana Ravinder Singh	Assistant Director (P)	9300 – 34800 + 4800
Non-Gazetted			
8.	Mr. Bilal Ahmad Sheikh	Section Officer	9300 – 34800 + 4600
9.	Mr. Javid Ahmad Wani	Technical Officer	
10.	Mr. Abid Sajad Munshi	Technical Officer	
11.	Mr. Raman Gupta	Technical Officer	
12.	Mr. Asgar Ali	Technical Officer	
13.	Mr. Saleem Ahmad	Technical Officer	
14.	Mr. Abdul Gani Bhat	Head Assistant	9300 – 34800 + 4200
15.	Mr. Muneer Ahmad Qadri	Head Asstt. (Nazir)	9300 – 34800 + 4200
16.	Mr. Abid Iqbal	Head Assistant	9300 – 34800 + 4200
17.	Mrs. Farhat Ara	Sr. Assistant	5200 – 20200 + 2400
18.	Mr. Farooq Ahmad Lone	Sr. Assistant	5200 – 20200 +2400
19.	Mr. Aadil Hamid Parray	Jr. Assistant	5200 – 20200 + 1900
Class-IV			
20.	Mr. Afroz Ahmad Jan	Orderly	4440 – 7440 + 1400
21.	Mr. Farooq Ahmad	Jamadar - I	4440 – 7440 + 1400
22.	Naseema Banoo	Orderly	4440 – 7440 + 1400
23.	Mr. Abdul Hamid Sheikh	Orderly	4440 – 7440 + 1400
24.	Mr. Tariq Ahmad Bhat	Orderly	4440 – 7440 + 1300
25.	Irfan Yousuf Sheikh	Orderly	4440 – 7440 + 1300
26.	Imtiyaz Ajaz Malik	Orderly	4440 – 7440 + 1300
27.	Mohammad Hasieb Bhat	Orderly	4440 – 7440 + 1300