

# Chapter-I

## Introduction

### 1.1. Background of this hand-book

- ✓ This Handbook has been prepared in compliance to General Administration Department, J&K's Circular No. 25-GAD of 2009 dated: - 05-06-2009 endorsed vide Forest Administrative Department No. FST/Coord/21/2009 dated: - 10-08-2009.
- ✓ 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 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 Social Forestry, J&K.

### 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 Social Forestry 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
“Public Authority”	means the Social Forestry Department, J&K
“Government”	means the Government of Jammu & Kashmir.
“State”	State of Jammu & Kashmir

### 1.6. Contact Person

(Nodal Officer (Website))

<b>Name of the Officer (S/Shri)</b>	<b>Mohammad Ayub Khan</b>
<b>Designation</b>	<b>Dy. Conservator of Forests, C&amp;E</b>
<b>Official website</b>	<a href="http://www.jksocialforestry.nic.in">www.jksocialforestry.nic.in</a>
<b>Phone (office)</b>	<b>0191-2554624 (Jammu)/ 0194-2490162 (Srinagar)</b>
<b>Mobile No.</b>	<b>9419142494</b>
<b>Email Address</b>	<a href="mailto:jksforestry@rediffmail.com">jksforestry@rediffmail.com</a>

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

A 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

# Chapter-2

## Particulars of Organization, Functions and Duties

### 2.1. Objective/Purpose

- (a) Extending tree cover outside forests on available waste lands/avenue plantations on railway tracks/ road sides/canal banks & in institutions etc. to reduce pressure on natural forests for supply of forest produce.
- (b) Rehabilitation of degraded forests so as to optimize their productivity and restore their potential to provide ecosystem goods and services on sustainable basis.
- (c) To encourage farmer community to plant trees on farm bunds/agro forestry.
- (d) To mobilize community participation through Joint Forest Management in creating, maintaining, protecting and managing the Social Forestry plantations.
- (e) To help in poverty alleviation by providing livelihood/employment to the rural poor particularly the land less and other weaker sections of society.
- (f) To conserve and improve ecology and environment in the region.
- (g) To increase the productivity of wastelands.

### 2.2. Mission/Vision Statement

Afforestation on the wastelands 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:-

- Taking-up the Social Forestry activities at its full capacity as per availability of resources and infrastructure.
- Taking-up cultivation of medicinal plants on Government as well as private lands on commercial models.
- Development of additional nurseries to raise more plants in order to give boost to the farm forestry sector which is an important sector of Rural Development.
- Many of the plantations raised during early years are mature and warrant replacement. These plantations, if harvested, can yield good revenue to local people as well as Govt. At the same time, such harvested areas need to be replanted immediately thus eracting more employment opportunities for labourers.

### 2.3. Brief History & formation

The Demand-Supply Deficit for forest produce-timber, firewood and fodder had started pinching the state hard by mid seventies. Routine Plan interventions under economic & fuel wood plantations were found inadequate. It was observed that much of the forest areas are degraded beyond repair, was not able to recover at its own. There was a felt need to rehabilitate the degraded forests, besides putting the wastelands available in the form of village common lands, state lands, lands available along roadside, canal side and wet lands into a productive land use system.

As such the state Government with the financial support of the World Bank launched an ambitious Social Forestry Project to overcome Demand-Supply Deficit at a cost of Rs. 2374 lacs for the period 1982-87 vide Govt. Order No. 80-FST of 1982 dated: 16-06-1982. Financial assistance of the World Bank continued until 1990-91 out of savings, and credit availability due to the escalation of the exchange rate of US Dollars.

With the rise of human and livestock population, the Demand–Supply gap continued unabated. The State Government continued afforestation under the state plan expenditure through Social Forestry Project until 2000-2001.

After expiry of the Project period, the rising cost influenced the Planning & Development Department to close the Project Organization. The Government vide Order No. 640-GAD of 2001 dated: 14-06-2001 ordered closure of the Project Directorate and the assets created were to be handed over to the Forest, Agriculture and Rural Development Departments while the Project borne employees were declared “surplus”.

***The abnormal increase in the cost of plantation may however, be ascribed to:-***

01. The policy of Government for regularization of daily wagers.
02. The escalation of wage rates/pay scales and
03. Under-utilization of the manpower due to lack of funds for works under Capital.

However, in view of the continued need to increase production of Forest produce, the Department of Social Forestry was created vide Govt. Order No: 481-FST of 2004 dated: 28-10-2004 with reduced manpower with the following major activities:-

01. Raising of Village Wood Lots.
02. Rehabilitation of Degraded Forests.
03. Raising of Strip Plantation.
04. Farm Forestry.
05. Institutional Plantations.

Accordingly, the newly created Department of Social Forestry besides implementing the above sanctioned works under State Plan, has at present to undertake the following tasks urgently.

01. New formation of the organization as per the manpower sanctioned by the Govt. Order No: 481 of 2004 dated: 28-10-2004.
02. Taking over of the Assets created so far under the Social Forestry Project, various CSS and other projects for their continued protection, management, harvest and distribution of benefits as under rules.
03. Implementation of CM package having special emphasis on raising plantation of Medicinal Plants Fodder and Fruit Yielding to create awareness for the public use.
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 mature plantations as per SRO-17 of 1999 dated: 12-01-1999 among the local public.

## **2.4. Duties**

The primary duty of Department of Social Forestry is to carry afforestation programme under various components which include Raising of Village Wood Lots, Rehabilitation of Degraded Forests, Raising of Strip Plantations, Raising of Institutional Plantations, Wet Lands plantations, Silvi Pasture Works, Intuitional Plantations etc. Besides plants are distributed among farmers under Farm-Forestry scheme. Nurseries are being maintained to raise planting stock for transplanting in the field under the said schemes.

The afforestation works undertaken by the Department helps in rehabilitation of degraded forests, enhancing the sylvan beauty of the State and to meet people’s demands of small timber, fuel, fodder in addition to providing livelihood to the rural population involved in plantation activity, thereby relieving pressure on natural forests of the State.

The plants raised by Social Forestry have become a major source of raw-material for the fruit boxes to boost the Horticulture Industry in the State, small timber for construction and furniture industry, a source of fodder to live-stock, fuel for the poor class and above all reducing the pressure on natural forests this conserving the environment & ecology.

## 2.5. Main activities/functions

*The Department of Social Forestry is entrusted with the assignment of extending Forest and green cover in the State giving thrust to Agro Forestry besides the development of Medicinal Plants, under the Joint Forest Management Programme as per the Guidelines of SRO-61 of 1992 and SRO-17 of 1999. The Department is to maintain all the assets created under the Social Forestry Project 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 lucid impact of the activities of the Department of Social Forestry is th4e creation of 8.65 crore plants outside the Forests which bears a volume of 3.02 crore cubic meter with an annual cut of 10 % on a rotation of 12 years fetches about Rs 1200-1500 crores annually in the private sector.***

**To meet the above objective following schemes are in vogue at present:-**

01. **Establishment of Nurseries:-** The Department has established nurseries in all the Tehsil/Districts of the State excepting Kargil & Leh. In Nurseries improved and better quality planting material is raised in abundance to meet the requirement. From these nurseries apart from meeting the requirement of various plantation schemes undertaken by the Department, the plants are also supplied to the farmers, Govt. agencies on nominal rates. Technical know how is also imparted to the desirous farmers/public about raising, planting and maintenance.
02. **Rehabilitation of Degraded Forests:** Degraded forest areas are closed with fencing and natural regeneration is supplemented by artificial planting. Some times nurse crops are first to provide shade, before the main crop is planted. Thrust remains on natural and indigenous species.
03. **Village Wood Lots:** Village Woodlots are planted over unproductive state/revenue/the village common lands. Village Woodlots are raised to make villages self sufficient to fuel-wood, fodder and small timber besides earning money for their involvement in forestry in respect of works. Mainly fodder yielding species, plants of medicinal value and grasses are planted in Village Wood Lots. Soil & Water conservation works wherever necessary are also executed in the Village Wood Lots.
04. **Strip Plantations:** Strip plantations are raised along side roads, railway line and canals to provide aesthetic beauty, shade to travelers, pollution control etc.
05. **Silvi-Pasture Development:** Forest lands/revenue lands/other Government lands in the fodder scarce regions are brought under this scheme. Fodder trees and high yielding grasses like Legumes of Napier, Red clover etc. are given priority under this scheme to improve the grazing capacity of the pasture lands.
06. **Institutional Plantation:** Tree planting is done on marginal/ Institutional lands of Government offices, Institutional premises, Schools, Colleges etc. to add to the beauty of the institutions.

This way the Department of Social Forestry is creating the desired level of awareness among the people about the significance and importance of planting trees.

Department of Social Forestry helps to induce community for creating, maintaining and protecting the plantations in the contemplated Joint Management Programme. The community participation under JFM had been the central theme for the Social Forestry.

## 2.6. List of services being provided

1. Department provides plants to people at subsidized rates.
2. Providing specialized technical know-how in the field of the agro forestry and tree planting.
3. Providing employment to locals by engaging them in plantation initiatives taken up under various Schemes/Components, feeding & meeting the requirement of fruit industry, plywood/Board industry and sports industry,
4. Providing of fire wood, small timber, fodder, grasses and other NTF Produce to locals.  
As per provisions of SRO – 61 of 1992 / SRO – 17 of 1999 (modified), the interim and final harvest is being shared with the locals through Village Forest Committees in cash or kind.
5. Upliftment of socio-economic conditions of farmers.
6. Environmental improvement.
7. Adding to the aesthetic scenario.
8. Soil and water conservation.
9. Reducing the thrust on natural forests for wood/timber/grazing etc.
10. Awareness about importance of trees/plantations.

## 2.7. Organizational Structure

<i>ORGINIZATIONAL CHART OF SOCIAL FORESTRY DEPARTMENT, J&amp;K.</i>			
<b>DIRECTOR</b>			
DCF, (C&E)/DDO	DCF, (M&E)	ADM. OFFICER	DD, (P&S)
<b>REGIONAL DIRECTOR, JAMMU</b>		<b>REGIONAL DIRECTOR, KASHMIR</b>	
DIVISIONS	RANGES	DIVISIONS	RANGES
<b>Jammu</b>	Jammu	<b>Srinagar</b>	Srinagar
	Akhnoor		Budgam
	Vijaypur		Ganderbal
<b>Kathua</b>	Kathua	<b>Anantnag</b>	Anantnag
	Basholi		Kokernag
	Hiranagar		Qazigund
<b>Udhampur</b>	Udhampur	<b>Pulwama</b>	Pulwama
	Reasi		Awantipora
	Ramnagar	<b>Baramulla</b>	Baramulla
<b>Doda</b>	Doda		Sopore
	Kishtwar		Pattan
<b>Ramban</b>	Ramban	<b>Kupwara</b>	Kupwara
	Batote		Handwara
<b>Poonch</b>	Poonch		
	Surankote		
<b>Rajouri</b>	Rajouri		
	Lamberi		
	<b>Jammu Region</b>	<b>Kashmir Region</b>	<b>Total</b>
<b>Divisions</b>	7	5	12
<b>Ranges</b>	17	13	30

## 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. Life on this planet is possible as long as trees exist. It is our moral obligation to preserve greenery, protect tree belts and go for large scale plantations on all wastelands and areas available around our houses, road sides and canal banks. **The Department expects full support & active participation of J&K public in this regard.**

## 2.9. Public Participation/Contribution

In order to strengthen the Peoples participation a SRO was issued in the year 1992 encoding the Peoples participation and usufruct sharing in the shape of SRO – 61 of 1992. It was further strengthened by a modification (SRO- 17 of 1999) where the shares of produce from forest areas were increased to 50% in case of participating VFCs.

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

Field tours are being conducted regularly by the Social Forestry Officers at all levels to improve the quality of public expenditure. The Department has a monitoring & evaluation cell to assess the quantity and quality of works executed. The training to the staff and to the labour engaged in plantation works is also imparted to obtain better output against the expenditure incurred.

## 2.11. Addresses/Contacts

### Direction Office

1. Dr. Azmat's house, Sirsyedabad, Bemina- **(summer session– May to October).**
2. Opposite Nitco Lane, Talab Tiloo, Jammu- **(winter session– November to April)**

### Regional Offices

1. Rajbagh, Srinagar- **(Kashmir)**
2. Opposite Nitco Lane, Talab Tiloo, Jammu-**(Jammu)**

### Divisional Offices

<b>Name of the Division</b>	<b>Office Address</b>
<b>Srinagar</b>	Near Boys High School, Sonawar, Srinagar
<b>Pulwama</b>	Near Sub-Office, S.B. of School Education, Pulwama
<b>Anantnag</b>	Near D.C. Office, Anantnag
<b>Baramulla</b>	Ahata, Baramulla
<b>Kupwara</b>	Zangli, Kupwara
<b>Jammu</b>	Opposite Nitco Lane, Talab Tillo, Jammu
<b>Kathua</b>	Near BDO Office, Forest Complex, Kathua
<b>Rajouri</b>	Opp. Distt. P.L. Panja Chawk, J. Nagar, Rajouri
<b>Poonch</b>	Near S. Stadium, Forest Complex, Poonch
<b>Udhampur</b>	Jail Road, Udhampur
<b>Doda</b>	Near Forest Complex, Doda
<b>Ramban</b>	Maitra, Ramban

## **2.12. Working Hours**

### **Srinagar**

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

### **Jammu**

Summer: - *8 A.M Opening 2 P.M. Closing*  
Winter: - *10 A.M Opening 4 P.M. Closing*

**(Six Days Week)**



# Chapter-3

## Powers and Duties of Officers and Employees

<b>Designation</b>	<b>Director (HoD)</b>	
<b>Powers</b>	<b>Administrative</b>	As envisaged in State Govt. Rulings for Head of the Department.
	<b>Financial</b>	As envisaged in State Govt. Rulings for Head of the Department.
	<b>Others</b>	
<b>Duties</b>	1. As envisaged in State Govt. Rulings.	

<b>Designation</b>	<b>Regional Director(s)</b>	
<b>Powers</b>	<b>Administrative</b>	As envisaged in State Govt. Rulings for Regional Heads.
	<b>Financial</b>	As envisaged in State Govt. Rulings for Regional Heads. (DDO for regional office)
	<b>Others</b>	
<b>Duties</b>	As envisaged in State Govt. Rulings for Regional Heads.	

<b>Designation</b>	<b>DCF (C&amp;E)/DDO</b>	
<b>Powers</b>	<b>Administrative</b>	Nil
	<b>Financial</b>	DDO for Directorate.
	<b>Others</b>	
<b>Duties</b>	Responsible for communication & extension works of the Department. Member Secretary, SLDP. Appellate Authority (Direction Office), RTI Nodal Officer (Citizen's Charter/Website/QD/RFD/Task Force (IT))	

<b>Designation</b>	<b>DCF (M&amp;E)</b>	
<b>Powers</b>	<b>Administrative</b>	Nil
	<b>Financial</b>	Nil
	<b>Others</b>	
<b>Duties</b>	Monitoring & Evaluation of Social Forestry assets, Member Secretary, Auction Committee, PIO (RTI), Direction Office.	

<b><i>Designation</i></b>	<b>Divisional Forest Officers</b>	
<b>Powers</b>	<b>Administrative</b>	Divisional Head and Controlling Officer for Division.
	<b>Financial</b>	DDO for concerned Division
	<b>Others</b>	
<b>Duties</b>	Incharge and responsible for all executions in concerned Division. Custodian of all the assets of the Department within his jurisdiction.	

<b><i>Designation</i></b>	<b>All other Executive Staff including ROs, SFWs, FGDs, Malies &amp; Helpers</b>	
<b>Powers</b>	<b>Administrative</b>	Nil
	<b>Financial</b>	Nil
	<b>Others</b>	Nil
<b>Duties</b>	Responsible for execution of afforestation works & its watch & ward	

<b><i>Designation</i></b>	<b>All other Ministerial staff including Adm. Officer, SO, Head Assistant, PA, Senior Asstt, Jr. Asstt &amp; Orderlies</b>	
<b>Powers</b>	<b>Administrative</b>	Nil
	<b>Financial</b>	Nil
	<b>Others</b>	Nil
<b>Duties</b>	Office work/Safe custody of the office record of their sections.	

# Chapter-4

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

<p>Name/title of the document with brief Write-Up on the Document</p>	<ol style="list-style-type: none"> <li>01. <i>J&amp;K Civil Service Rules (deal with Service conditions and control of the employees)</i></li> <li>02. <i>J&amp;K Financial Code ( deals with financial matters &amp; delegation of powers etc.)</i></li> <li>03. <i>J&amp;K Leave Rules. (deal with leaves of the employees).</i></li> <li>04. <i>J&amp;K Medical Attendance Rules (deal with Medical claims of the employees)</i></li> <li>05. <i>J&amp;K Classification &amp; Conduct Rule:- (deal with discipline and conduct of the employees)</i></li> <li>06. <i>Forest Manual/Act (deals with management and raising of plantations)</i></li> <li>07. <i>SRO-175 of 2009 (Non-Gazetted Recruitment Rules)</i></li> <li>08. <i>SRO-61 of 1992 &amp; SRO-17 of 1999 (Deal with formation of VFCs and sharing of usufruct etc).</i></li> <li>09. <i>SRO-143 ( VFCs)</i></li> <li>10. <i>State Forest Policy-2011</i></li> </ol>
<p>From where one can get a copy of Rules, regulations, instructions, manual and records</p>	<p>Direction Office/Regional Offices</p>
<p>Fee charged by the Department for a copy of rules, regulations, instructions, manual and records (if any)</p>	<p>As prescribed by the Government of J&amp;K</p>

# 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

<b>Sr. No.</b>	<b>Subject/Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangement for seeking public participation</b>
1	Formation of Village Forest Committees	Yes	As per the guidelines of SRO-61 dated: 19-03-1992, modified vide SRO-17 dated: 12-03-1999.

### Implementation of Policy

<b>Sr. No.</b>	<b>Subject/Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangement for seeking public participation</b>
1	Formation of Village Forest Committees	Yes	As per the guidelines of SRO-61 dated: 19-03-1992, modified vide SRO-17 dated: 12-03-1999.

# Chapter-6

## A statement of the categories of documents that relates specifically to Department of Social Forestry

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document
1	Govt. Order No. 481-FST of 28-10-2004	The S.F. Project upgraded as the full-fledged Department	Photostat copy on demand from Direction Office
2	SRO-61 dated: 19-03-1992, modified vide SRO-17 dated: 12-03-1999	Formation/Working of VFCs & its Share etc.	-do-
3	Govt. Order No. 302-FST of 2005 dated: - 22-07-2005	Sharing of Usufruct/Felling etc.	-do-
4	SRO-175 of 2009 dated:- 29-06-2009	Non-Gazetted Recruitment Rules of the Department	-do-
5	Govt. Order No. 138-FST of 2001 dated: - 19-03-2001	Constitution of Auction Committee for S.F. Department	-do-
6.	Govt. Order. No. 433-FST of 21-08-2006.	Director, SFD stands empowered to sanction felling permission for matured trees/stuff of Social Forestry existing on other than Forest/Govt. land.	-do-
7.	SRO-143 of 2011 dated:- 26-04-2011	Amendment to SRO-61 of 1992 ( Private landlord, is to be treated as single Member Village Committee)	-do-
8.	No. FST/SF/51/2004 Dated: 21-11-2006	Formation of SLDPC Committee	-do-
9.	Haryali	Journal	-do-
10.	Status Papers	Region-Wise	-do-

*All affairs of the Department including work, 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 Rule*
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 Social Forestry**

Details of Public Information Officers/  
Appellate Authorities in Department of Social Forestry  
(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

<b>Name of the Officer (S/Shri)</b>	<b><i>Ishtiyaq Ahmad Tanga</i></b>
<b>Designation</b>	<b>Divisional Forest Officer, S.F. Division, Srinagar</b>
<b>Jurisdiction (Districts)</b>	<b>Srinagar/Budgam/Ganderbal &amp; RD, DSF, Kashmir's Office</b>
<b>Phone/FAX (O)</b>	<b>0194-2472776</b>
<b>Mobile No.</b>	<b>9419436674</b>
<b>Email Address</b>	

<b>Name of the Officer (S/Shri)</b>	<b><i>Javiad Iqbal Sheikh</i></b>
<b>Designation</b>	<b>Divisional Forest Officer, S.F. Division, Baramulla</b>
<b>Jurisdiction (Districts)</b>	<b>Baramulla/Bandipora</b>
<b>Phone/FAX (O)</b>	<b>01952-237986</b>
<b>Mobile No.</b>	<b>9906882060</b>
<b>Email Address</b>	

<b>Name of the Officer (S/Shri)</b>	<b><i>Fayaz Ahmad Bhat</i></b>
<b>Designation</b>	<b>Divisional Forest Officer, S.F. Division, Kupwara</b>
<b>Jurisdiction (Districts)</b>	<b>Kupwara</b>
<b>Phone/FAX (O)</b>	<b>01955-253350</b>
<b>Mobile No.</b>	<b>9797434243</b>
<b>Email Address</b>	<b>Mudasirmehmood64@gmail.com</b>

<b>Name of the Officer (S/Shri)</b>	<b><i>Syed Waseem</i></b>
<b>Designation</b>	<b>Divisional Forest Officer, S.F. Division, Anantnag</b>
<b>Jurisdiction (Districts)</b>	<b>Anantnag/Kulgam</b>
<b>Phone/FAX(O)</b>	<b>01932-224228</b>
<b>Mobile No.</b>	<b>7006039884</b>
<b>Email Address</b>	

<b>Name of the Officer (S/Shri)</b>	<b><i>Gazala Abdullah</i></b>
Designation	Divisional Forest Officer, S.F. Division, Pulwama
Jurisdiction (Districts)	Pulwama/Shopian
Phone/FAX (O)	01933-240167
Mobile No.	9419071328
<b>Email Address</b>	

<b>Name of the Officer (S/Shri)</b>	<b><i>Neha Mehta</i></b>
Designation	Divisional Forest Officer, S.F. Division, Jammu
Jurisdiction (Districts)	Jammu/Samba/RD, DSF, Jammu's Office
Phone/FAX (O)	0191-2502942
Mobile No.	9469004888
<b>Email Address</b>	<a href="mailto:dfosfjammu@gmail.com">dfosfjammu@gmail.com</a>

<b>Name of the Officer (S/Shri)</b>	<b><i>Sagar Singh</i></b>
Designation	Divisional Forest Officer, S.F. Division, Kathua
Jurisdiction (Districts)	Kathua/Samba
Phone/FAX (O)	01922-234687
Mobile No.	9419145353
<b>Email Address</b>	<a href="mailto:dfosfkathua@gmail.com">dfosfkathua@gmail.com</a>

<b>Name of the Officer (S/Shri)</b>	<b><i>Rajan Singh</i></b>
Designation	Divisional Forest Officer, S.F. Division, Udhampur
Jurisdiction (Districts)	Udhampur/Reasi
Phone/FAX (O)	01992-270997
Mobile No.	9419154503
<b>Email Address</b>	<a href="mailto:dfosfu@gmail.com">dfosfu@gmail.com</a>

<b>Name of the Officer (S/Shri)</b>	<b><i>Mahesh Kumar</i></b>
Designation	Divisional Forest Officer, S.F. Division, Doda
Jurisdiction (Districts)	Doda/Kishtwar
Phone/FAX (O)	01996-233408
Mobile No.	9906358543
<b>Email Address</b>	<a href="mailto:dfosfdoda@gmail.com">dfosfdoda@gmail.com</a>

<b>Name of the Officer (S/Shri)</b>	<b><i>Ravinder Singh Gorla</i></b>
Designation	Divisional Forest Officer, S.F. Division, Ramban
Jurisdiction (Districts)	Ramban
Phone/FAX (O)	01998-266620
Mobile No.	9419236810
<b>Email Address</b>	<a href="mailto:dfosframban@gmail.com">dfosframban@gmail.com</a>



<b>Name of the Officer (S/Shri)</b>	<b><i>B.B. Slathia</i></b>
Designation	Divisional Forest Officer, S.F. Division, Rajouri
Jurisdiction (Districts)	Rajouri
Phone/FAX (O)	01962-263210
Mobile No.	9419203113
<b>Email Address</b>	<a href="mailto:dfosfdrai@gmail.com">dfosfdrai@gmail.com</a>

<b>Name of the Officer (S/Shri)</b>	<b><i>Mohammad Hussain</i></b>
Designation	Divisional Forest Officer, S.F. Division, Poonch
Jurisdiction (Districts)	Poonch
Phone (office)	01965-220365
Mobile No.	9419611743
<b>Email Address</b>	<a href="mailto:dfosfpoonch@gmail.com">dfosfpoonch@gmail.com</a>

<b>Name of the Officer (S/Shri)</b>	<b><i>Shaveta Jandial, IFS</i></b>
Designation	Dy. Conservator of Forests, M&E
Jurisdiction	Direction Office
Phone/FAX (O)	0191-2554624 (Jammu)/ 0194-2490162 (Srinagar)
Mobile No.	7006224676
<b>Email Address</b>	<a href="mailto:jksforestry@rediffmail.com">jksforestry@rediffmail.com</a>

### 1<sup>st</sup> Appellate Authorities

<b>Name of the Officer (S/Shri)</b>	<b><i>Roop Avtar Kour, IFS</i></b>
Designation	Regional Director, DSF, Jammu
Jurisdiction (Districts)	Jammu Province
Phone/FAX (O)	0191-2505742
Mobile No.	9419155002
<b>Email Address</b>	<a href="mailto:rdsjdmu@gmail.com">rdsjdmu@gmail.com</a>

<b>Name of the Officer (S/Shri)</b>	<b><i>Tawheed Ahmad Deva, IFS</i></b>
Designation	Regional Director, DSF, Kashmir
Jurisdiction (Districts)	Kashmir Province
Phone/FAX (O)	0194-2461186
Mobile No.	9419071440
<b>Email Address</b>	<a href="mailto:rdkdsf@gmail.com">rdkdsf@gmail.com</a>

<b>Name of the Officer (S/Shri)</b>	<b><i>Mohammad Ayub Khan</i></b>
Designation	Dy. Conservator of Forests, C&E
Jurisdiction (Districts)	Direction Office
Phone (office)	0191-2554624 (Jammu)/ 0194-2490162 (Srinagar)
Mobile No.	9419142494
<b>Email Address</b>	<a href="mailto:jksforestry@rediffmail.com">jksforestry@rediffmail.com</a>

# 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).**

The different depending upon the nature of the case are settled at different levels i.e. at Divisional Level (by concerned DFO), At Regional Level (by concerned Regional Director), at State Level (by Director) 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, Regional

Director, Director & Administrative Department. 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.**

<b>Sr. No.</b>	
<b>Subject on which the decision is to be taken</b>	<i>Auction of matured trees existing on private lands.</i>
<b>Guidelines/Direction, if any</b>	Govt. order No. 138-FST of 2001 dated:- 19-03-2001, Govt. Order No. 302-FST of 2005 dated: - 22-07-2005 read with Govt. Order No. 433-FST of 2006 dated:- 21-08-2006 and Govt.
<b>Process of Execution</b>	The felling proposals for matured trees existing on private lands are submitted to the Directorate for permission by the concerned DFO with recommendations of concerned RD and Directorate after its securitization grants felling permission, if finds fit in every respect and thereafter the Auction Committee meant for the purpose auctions the stuff/trees after giving it wide-publicity and fulfillment of all codal formalities strictly as per the guidelines/directions over the issue.
<b>Designation of the officers involved in decision making</b>	The Auction Committee for the Department comprise of following officers:- <ol style="list-style-type: none"> <li>1. DFO concerned &amp; FA/CAO (Members);</li> <li>2. DCF , M&amp;E Member Secretary;</li> <li>3. Regional Director concerned (Chairman).</li> </ol>
<b>Contact information of above mentioned officers</b>	Given at "Chapter-10" of this Hand book.
<b>If not satisfied by the decision, where and how to appeal</b>	Director, Department of Social Forestry

# Chapter-10

## Directory of Officers & Employees

Sr. No.	Name S/Shri	Designation	STD Code	Phone Nos		Fax	E-Mail	Address
				Office	Mobile			
1	A.K. Gupta, IFS	Director/ Addl. PCCF	0194/ 0191	2500045 (Sgr) 2504398 (Jmu)	9419189352	2500261 (Sgr) 2554624 (Jmu)	jksforestry@gmail.com	Sirsyedabad, Bemina Stringer/ Opp. Nitco Lane, Talab Tilloo, Jammu
2	Roop Avtar Kour, IFS	RD, DSF, Jammu	0191	2505742	9419155002	2505742		Opp. Nitco Lane, Talab Tilloo, Jammu
3	Tawheed Ahmad Deva, IFS	RD, DSF, Kashmir	0194	2500045	9419071440	2500850		Rajbagh, Srinagar
4	M.A. Khan	DCF(C&E)	0194/ 0191	2500261 (Sgr) 2554624 (Jmu)	9419142494	2500261 (Sgr) 2554624 (Jmu)	jksforestry@rediffmail.com	Sirsyedabad, Bemina Stringer/ Opp. Nitco Lane, Talab Tilloo, Jammu
5	Sheveta Jandial, IFS	DCF (M&E)	0194	-do-	7006224676	-do-		-do-
6	Khalid Manzoor	I/C website	0194	-do-	9419004431	-do-	jksforestry@rediffmail.com	-do-
<b>Divisional Heads (DFOs, S.F., Divisions)</b>								
7	Neha Mehta	Jammu	0191	2505742	9469004888	2505742		Opposite Nitco Lane, Talab Tilloo, Jammu
8	Sagar Singh	Kathua	01922	234687	9419145353	234687		Near BDO Office, Forest Complex, Kathua
9	Rajan Singh	Udhampur	01992	270997	9419154503	270997		Jail Road, Udhampur
10	R.S. Gorla	Ramban	01998	266620	9419236810	266620		Maitra, Ramban
11	Mahesh Kumar	Doda	01996	233408	9906358543	233408		Near Forest Complex, Doda
12	B.B. Slathia	Rajouri	01962	263210	9419203113	263210		Opp. Distt. P.L. Panja Chawk, J. Nagar, Rajouri
13	Mohammad Hussain	Poonch	01965	220365	9419611743	220365		Near S. Stadium, Forest Complex, Poonch
14	Ishtiyaq Ahmad Tanga	Srinagar	0194	2472776	9419436674	2472776		Near Boys High School, Sonawar, Srinagar
15	Gazala Abdullah	Pulwama	01933	241437	9419071328	240167		Near Sub- Office, S.B. of School Education, Pulwama
16	Syed Waseem	Anantnag	01932	224228	7006039884	224228		Near D.C. Office, Anantnag
17	Javiad Iqbal	Baramulla	01952	237986	9906882060	237986		Ahata, Baramulla
18	Fayaz Ahamd Bhat	Kupwara	01955	216155	9797434243	216155		Zangli, Kupwara

# 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. 481-FST of 2004 dated:- 28-10-2004.

S. No	Category of Posts	No of Posts transferred from erstwhile Social Forestry Project to newly created Department of Social Forestry	Remarks
1	Director	1	The post of Director is of the rank of Adll. Pr. CCF & is declared as Major Head of the Department
2	Regional Director	2	
3	Dy. Conservator of Forests	12	
4	Asstt. Conservator of Forests	3	
5	Dy. Director Planning	1	
6	Range Officer	30	
7	Forester/ Dy. Forester	88	
8	Asstt. Accounts Officer	1	
9	Statistical Officer	3	
10	Draftsman	2	Two posts for Head Office
11	P.A to Director	1	
12	Section Officer	1	
13	Superintendent	2	
14	Head Assistant	1	One post for Direction Office
15	Accountant	10	
16	Senior Assistant	15	
17	Junior Assistant	40	
18	Steno Typist/ Jr. Asstt.	4	
19	Statistical Assistant	3	
20	Accounts Clerk	2	
21	Driver	25	
22	Orderlies / Chowkidars	52	42 for Districts 10 for Direction Office
23	Jamadar	3	
24	SFW / Forest Guard	150	10 for each District and 10 for Head Office
25	Senior Mali / Jr. Mali	75	70 for Districts and 5 for Head Office
26	Helpers	1540	
27	Computer Analyst	1	
28	DRW pre 1994	700	
	<b>Total :</b>	<b>2768</b>	

**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)**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Pay</b>	<b>Remarks</b>
1.	Section Officer	1	9300-34800+4600	
2	PA to Director/Senior Stenographer	1	9300-34800+4600	
3	Assistant Accounts Officer	1	9300-34800+4600	
4	Statistical Officer	3	9300-34800+4600	
5	Computer Analyst	1	9300-34800+4280	
6	Chauffeur	4	9300-34800+4280	
7	Accountant	10	9300-34800+4200	
8	Head Assistant	3	9300-34800+4200	
9	Statistical Assistant	3	9300-34800+4200	
10	Accounts Assistant	2	5200-20200+2800	
11	Senior Assistant	15	5200-20200+2400	
12	Driver (Grade-I)	8	5200-20200+2400	
13	Driver (Grade-II)	13	5200-20200+1900	
14	Jr. Assistant	44	5200-20200+1900	
15	Jamadar	3	4440-7440+1650	
16	<b>Orderlies/Chowkidars</b>	<b>52</b>	<b>4440-7440+1300</b>	

**SCHEDULE-IB  
(Executive)**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Pay</b>	<b>Remarks</b>
1.	Range Officer, Grade-II	12	9300-34800+4200	
2	Forster	33	5200-20200+2800	
3	Dy. Forester	55	5200-20200+2300	
4	Draftsman	2	5200-20200+2400	
5	Social Forestry Worker/Forest Guard	150	5200-20200+1900	
6	Senior Mali	25	4440-7440+1650	
7	<b>Junior Mali</b>	<b>50</b>	<b>4440-7440+1300</b>	

# Chapter-12

## TARGETS / ACHIEVEMENTS – 2016-17 (PLAN)

Physical / Financial Targets / Achievements of SOCIAL FORESTRY DEPARTMENT, J&K for the year 2016-17 (ending **MARCH, 2017**)

Sr. No	Scheme	Targets 2016-17			Achievements 2016-17 (Ending 03/2017)		
		Financial (Rs. in Lacs)	Area (in Ha.)	Plants (Lac No's)	Financial (Rs. in Lacs)	Area (in Ha.)	Plants (Lac No's)
a.	State Sector	316.450	503.20	5.550	290.076	415.75	04.228
	C.M's Pilot Project	20.00	11.00	0.900	19.783	11.00	00.908
b.	District Sector	199.880	575.35	3.876	199.880	576.25	03.783
c.	14 <sup>th</sup> FCA	0.000	0.000	0.000	0.000	00.00	00.000
d.	CM's PAP	0.000	0.00	0.000	0.000	00.00	00.000
e.	NBM	0.000	0.00	0.000	0.000	00.00	00.000
d.	BADP	16.400	66.00	0.425	16.400	66.000	00.425
e.	CAMPA *	363.396	541.500	2.420	326.665	541.50	02.906
	<b>Total</b>	<b>916.126</b>	<b>1697.05</b>	<b>13.171</b>	<b>852.804</b>	<b>1610.50</b>	<b>12.250</b>
	Distribution of Plants				07.500		07.418

## NON-PLAN

Demand No: 21  
 Department: 05 - Director Social Forestry  
 Major Head of Account: 2406-Forestry & Wildlife.  
 Sub Major Head: 01 - Forestry  
 Minor Head: 800- Other Expenditure  
 Group Head: 0099- General  
 Sub Head: 2176 - Director Social Forestry

(Rs. in Lacs)

S. No.	Code No.	Detailed Head	Allocation for the financial year 2016-17	Previous Expenditure	Expenditure during the Month 03/2017	Commulative Expenditure ending 03/2017
1	001	Salaries	7850.000	6783.30345	899.70761	7683.01106
2	002	Travel Expenses	17.000	15.7494	1.11696	16.866
3	006	Telephones	3.330	1.70327	1.34991	3.053
4	007	Office Expenses	20.900	13.967	6.72574	20.692
5	008	Electricity Charges	7.500	1.7868	5.2580	7.045
6	009	Rent, Rates and Taxes	14.250	7.809	4.43420	12.24278
7	011	Books and Periodicals	1.900	0.02	1.8810	1.898
8	014	Petrol and Other Lubricants (POL)	15.200	11.419	3.57327	14.99240
9	021	Training	3.000	0.08	1.4700	1.548
10	023	Maintanance & Repair	1.000	0.00	0.9980	0.998
11	025	Wages	54.750	44.890	9.3130	54.203
12	037	Professional & SS Charges	3.000	2.024	0.9010	2.925
13	043	Uniform	4.750	2.100	2.6504	4.750
14	071	Medical Reimbursement	10.000	6.6375	3.3587	9.996
15	098	Adv. and Publicity	14.250	1.2660	12.9590	14.225
16	103	Office Equip & Appliances	1.000	0.4538	0.5461	1.000
17	363	Outsourcing of Upkeep	13.000	10.4355	2.5185	12.9540
18	396	Extraction of Firewood	2.500	0.5270	1.8730	2.400
19	320	Research & Survey	1.000	0.0000	1.0000	1.000
		<b>Total</b>	<b>8038.33000</b>	<b>6904.1657</b>	<b>961.63432</b>	<b>7865.80006</b>
20	2071	New Pension Scheme	17.58000	12.11645	4.28826	16.40471
		<b>Grand Total:</b>	<b>8055.91000</b>	<b>6916.282</b>	<b>965.92258</b>	<b>7882.20477</b>
21	2357	Halqa Panchayat	1.620	0.000	0.000	0.000



# 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 plane 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 installment)	Actual expenditure for the last year	House No.
					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	Validity period	Parent/Guardians	Address			
				Amount sanctioned	Amount released/disbursed (No. of instalment	Actual expenditure for the last year	
				District	City	Town/Village	House No.

***The Department is empowered to grant felling permission to the matured trees raised or owned by this Department located on private lands in terms of Govt. Order No. 302-FST of 2005 dated:- 22-07-2005 read with Govt. Order No. 433-FST of 2006 dated:- 21-08-2006. The details of such felling permission granted by this Department are available in the Directorate.***

# 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 Divisional Heads are wholly responsible for execution of all afforestation & other works of the department in their jurisdiction under the control & technical guidance of Regional Heads in a grand supervision & command of Director of the Department (HoD), however the issues/cases which lie beyond the competence of the Director are referred/guided to/by the Administrative Department (Forests).

# Chapter-16

## Information Available in an electronic form

01. All information mentioned in this Handbook
02. MPRs/QPRs.
03. Budget Proposals/Annual Plans and all other planning related statements (in updated form).
04. Details of allotments (updated) both under capital as well as revenue component, division-wise, sector-wise.
05. All Circulars, Orders, Notifications; Directions  
Details of technical sanctions issued by the Department.
06. Details of assets owned by the Department.
07. Details of felling permissions granted by this Department & all related correspondences.
08. Details of FCA cases.
09. Replies of QDs/AQs/Cut Motions etc.
10. Pay details.
11. Stay/Seniority Lists.
12. Proceedings of DPCs.
13. RTI Act.
14. Details of RTI cases.
15. Details of complaints/HCM's Grievance etc.
16. Departmental Telephone Directory
17. Archives

# 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/Schcme
- 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.

*Not Applicable*



**“Un Poshe Teli Yeli Van Poshe”**

**Food is subservient to forests**

*(Sheikh Noorudin Wali, A.R)*



# **HAND BOOK**

## **(Section-4-RTI)**

*Updated  
(March-2018)*

*Directorate of Social Forestry, Jammu & Kashmir*